

**IEEE Newfoundland and Labrador Section  
Executive Meeting  
Tuesday, February 24, 2004**

**In Attendance:**

Dennis Peters, Paul Thorburn, Kathleen Chafe, Mike Janes, Cheng Li, Eric Gill, Brenda Coombes, Gerard Dunphy, Vlastimil Masek, Jonathan Anderson, Yves Fontaine

**Absent:**

**Location:** Fort William Building, Room 314

**Summary of Action Items:**

**Action:** Gerard will make arrangements for a banner with the new logo.

**Action:** Paul will follow up with Faculty of Education to see if they would be interested in becoming involved in Pre-University program. Alice Collins, Dean of Education contacted but has not responded to date.

**Action:** Dennis will set up meeting with Ken Butt and Scott Humber to discuss next steps for Section History website.

**Action:** Dennis will set up membership survey on web and will use a prize as an incentive.

**Action:** Dennis will post NECEC pictures on website.

**Action:** Dennis will arrange for someone from the MUN scholarship committee to answer Executive questions.

**Action:** Vlastimil will check on status of student branch loan and status of payment to branch for NECEC CDs (\$500).

**Action:** Cheng will send email to potential senior members to encourage senior membership applications.

**Action:** Dennis will post new Executive contact information on the web.

**Action:** Dennis will check with Ray Gosine about the Pre-University program.

**Action:** Eric will find out spring deadline for Friends of IEEE Award.

**Action:** Jon will get the invoice for the NECEC CD's.

**Action:** Mike to send email to NF Power's social coordinator to check the date of their lobster boil.

**Action:** Everyone check their schedules to determine if June 26 is okay for Lobster boil.

**Action:** Gerard will update the technical tours schedule and distribute via email.

**Action:** Jon should speak with Scott and Siu and submit a proposal outlining student branch financial requirements for 2004.

**Action:** Mike will check membership status of possible NECEC Chair candidates and contact them.

**Action:** Mike will forward info on the MD training at R7 to Cheng.

## 1. Review of minutes from January 26, 2004

Minutes were reviewed and accepted.

## 2. Review of action items arising from minutes

**Action:** Gerard will make arrangements for a banner with the new logo.

Open.

**Action:** Mike will follow up on banner with Gerard.

Closed.

**Action:** Paul will follow up with Faculty of Education to see if they would be interested in becoming involved in Pre-University program. Alice Collins, Dean of Education contacted but has not responded to date.

Closed. **Subsequent Action:** Dennis will check with Ray Gosine about the Pre-University program.

**Action:** Dennis will set up meeting with Ken Butt and Scott Humber to discuss next steps for Section History website.

Open.

**Action:** Dennis will set up membership survey on web and will use a prize as an incentive.

Open.

**Action:** Dennis will find out spring deadline for Friends of IEEE Award.

Closed. **Subsequent Action:** Eric will find out spring deadline for Friends of IEEE Award.

**Action:** Dennis will post NECEC pictures on website.

Open.

**Action:** Dennis will arrange for someone from the MUN scholarship committee to answer Executive questions.

Open. They will attend next executive meeting.

**Action:** Vlastimil will check on status of student branch loan and status of payment to branch for NECEC CDs (\$500).

Open. Waiting for a reply from Sui. **Subsequent Action:** Jon will get the invoice for the NECEC CD's.

**Action:** Mike will advise Gerard that NECEC is Oct. 12.

Closed.

**Action:** Mike will add technical presentation/tour schedule to the agenda of the next meeting.

Closed.

**Action:** Brenda will forward email sent last year to potential senior members to Cheng Li.

Closed.

**Action:** Cheng will send email to potential senior members to encourage senior membership applications.

Open.

**Action:** Dennis will terminate old Listserv.

Closed.

**Action:** Mike will add nomination of a second delegate to Region 7 meeting to the agenda of the next meeting.

Closed.

**Action:** Kathleen will pass along info on Secretary Report to Brenda.

Closed.

**Action:** Brenda will complete Secretary Report by Feb. 20.

Closed.

**Action:** Paul will complete Treasurer Report by Feb. 20.

Closed.

**Action:** Paul will find out from R7 who should sign Treasurer Report – current chair or past chair.

Closed.

**Action:** Dennis will review email from ECC to determine whether website needs to be updated with regard to CCECE.

Closed.

**Action:** All will submit names of candidate committee chairs to Mike before next meeting. Will be discussed at next meeting.

Closed.

**Action:** Mike will circulate new Executive contact information listing to all for review.

Closed.

**Action:** Dennis will post new Executive contact information on the web.

Open.

**Action:** Mike will add GOLD Affinity Group to agenda of next meeting.

Closed.

### **3. Business Arising from the Minutes**

#### **i. Submission of Treasurer and Secretary reports to IEEE Piscataway.**

Complete.

### **4. New Business**

#### **i. Technical Presentation /Tour schedule for 2004**

March - Gerard will ask Wally Read to give a presentation on last year's power outage possibly on March 3.

Student Night - Mar 31. Apr 7 is the end of classes.

May 5 - tour: Gerard will check on Quidi Vidi brewing.

Other suggestions: The Rooms (open in June), Airport control tower, Provincial Airlines.

Lobster boil: Tentatively June 26, midterm break is June 19.

Oct 20 - tour: Bay D'Espair, Churchill Falls

NECEC: Oct. Bill Kennedy is booked.

Sept: Suggestions?

It was suggested that we change to lunchtime presentations. Attendance seems good, so we will leave as is for now.

**Action:** Mike to send email to NF Power's social coordinator to check the date of their lobster boil.

**Action:** Everyone check their schedules to determine if June 26 is okay for Lobster boil.

**Action:** Gerard will update the technical tours schedule and distribute via email.

## ii. Review of Student Branch financial requirements for 2004

**Action:** Jon should speak with Scott and Siu and submit a proposal outlining student branch financial requirements for 2004.

## iii. MUN Scholarship Meeting

The next executive meeting will take place at MUN and will include the scholarship committee.

## iv. 2004 NECEC Chair candidates

Possible candidates are Jack Casey (2<sup>nd</sup> choice), Byron Dawe (4<sup>th</sup> choice), John Butler, Jerry Stone, Yves, Jeff King, Madan Rana (3<sup>rd</sup> choice), Ray Gosine, John Quaicoe, Ken Butt (1<sup>st</sup> choice).

**Action:** Mike will check membership status of possible NECEC Chair candidates and contact them.

## v. Second Delegate to Spring Region 7 Meeting

There is an opportunity for Membership Development chairs at this year's R7. On Saturday, there will be officer and MD training. Cost will be split 50/50.

**Action:** Mike will forward info on the MD training at R7 to Cheng.

## vi. Update on IEEE Pre-college Educational Activities

The committee (Yves and 2 grad students) received kits to build electric motors. They are suitable for Gr. 6. They will be going to St. Theresa's school in March to put the kits together with 2 or 3 Gr. 6 classes. They are suitable for the curriculum, but as a competition it would be difficult to differentiate winners. The kits are no cost to us right now, they are worth approx \$10- 20 CAD.

**vii. EC Council Call**

Is it possible for Tom Kerns (?) to speak at Oceanic Engineering Society in Quebec 2005? Tom contacted Ferial directly. Mike will forward email.

**viii. Liquid refreshments for meetings.**

We are out of water. Dennis has enough for next meeting at MUN. Defer discussion until next meeting...

**ix. Gold Affinity Group**

Do we really want to do this? Are there benefits? This will probably be addressed at R7 MD workshop. Cheng will make a decision after this.

**x. Next Meeting**

March 23, 2004