

**IEEE Newfoundland and Labrador Section  
Executive Meeting  
Tuesday, March 23, 2004**

**In Attendance:**

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

**Absent:**

Cheng Li, Yves Fontaine

**Location:** Fort William Building, Room 313

**Summary of Action Items:**

**Action:** Mike will contact Craig Warren to make arrangements for a banner with the new logo.

**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:** Jon will talk to Peter King about repaying the student branch loan(\$1750)

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

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

**Action:** Dennis will find contact at RAB for Eric regarding Friends of IEEE award.

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

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

**Action:** Dennis and Jon will check into getting a new website started.

**Action:** Mike will ask Cheng to contact members in arrears.

**Action:** Mike will confirm that Bill Kennedy will be the NECEC Luncheon speaker.

**Action:** Jon will develop a prototype of the Section History Website.

**Action:** Gerard will prepare a note for the Listserve about IEEE Student night.

**Action:** Dennis will speak to Dr Rahman about judges for the IEEE student night presentations.

**Action:** Jon will write a newsletter article about the CS Games.

**1. Review of minutes from February 24, 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.

Closed. **Subsequent Action:** Mike will contact Craig Warren to 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.

Closed.

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

Closed.

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

Open.

**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. April 20<sup>th</sup> meeting.

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

Closed. **Subsequent Action:** Jon will talk to Peter King about repaying the student branch loan(\$1750).

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

Open.

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

Open.

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

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

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

Open. **Subsequent Action:** Dennis will find contact at RAB for Eric regarding Friends of IEEE award.

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

Open.

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

Closed. Late May.

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

Closed. June 26 is fine.

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

Closed.

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

Open.

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

Closed.

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

Closed.

### 3. Business Arising from the Minutes

#### i. None.

Complete.

### 4. New Business

#### i. Section Website

Mike has been trying to contact the Allendale Bldg, but they are not returning his calls. All are in agreement to move to formal IEEE website. The policy looks straight forward. There are 10 Mb available. Student branch has a server we can host on. We could possibly get our own domain name(\$20 per year for .org).

**Action:** Dennis and Jon will check into getting a new website started.

#### ii. Distinguished Speaker Tour

Mike has a request in with Ferial and ? for an abstract of the topic. We could work this into the technical presentation schedule(Maybe may). Looks like airfare is covered in the budget, but we will need to provide hotel and meals. Mike will continue to forward info.

#### iii. Members in Arrears

Mike sent the list of arrears members to Cheng, Kathleen and Dennis.

**Action:** Mike will ask Cheng to contact members in arrears.

#### iv. Update on NECEC 2004

Jack Casey is the chair. Tony Hancock is the vice chair. The meeting will be held at NF Power. Keynote hasn't been decided yet, as Mike hasn't heard back from everyone. Bill Kennedy is possibly the luncheon speaker.

**Action:** Mike will confirm that Bill Kennedy will be the NECEC Luncheon speaker.

#### v. Update on Section History Website

Jon, Dennis and Ken Butt discussed this. Jon will develop a prototype of small snippet of history. Ken has most of the info. It will be hosted on the student server. Ken and Dennis will check out and then forward to the rest of the executive.

**Action:** Jon will develop a prototype of the Section History Website.

**vi. Update on IEEE Student Night**

It will be held Mar 31. Dr. Rahman is the co-ordinator. Vlasti has booked rooms EN-1040 and the faculty lounge. Structure of prizes will remain the same as last year - 3 Demo Prizes(\$100 each), 3 presentation prizes(\$200, \$150, \$100).

**Action:** Gerard will prepare a note for the Listserve about IEEE Student night.

**Action:** Dennis will speak to Dr Rahman about judges for the IEEE student night presentations.

**vii. Technical Presentation/Tour Schedule**

Wally Read couldn't do the presentation in Mar, so he will do it in Sept. We didn't have a backup speaker, so the Mar tour/pres was cancelled. The distinguished speaker may cover the May presentation, but we need something for April. Sui may have contacts at Provincial Airlines.

**viii. Newsletter**

Kathleen will send out an outline and assignments soon. We are hoping to publish the newsletter in Mid-late June.

**ix. Engineering Week**

We(IEEE) did not have a presence there this year. We should try to get something together(maybe Receiver contest) next January.

**x. CS Games**

MUN came in 9<sup>th</sup> overall, out of 26 teams. Won several events and did well in others. McGill came in first.

**Action:** Jon will write a newsletter article about the CS Games.

**xi. Mailbox Rental**

Cost went up from \$82 last year to \$112 this year. The alternative to our own mailbox is to have it delivered to MUN or someone's home. We will leave it as is and revisit next year if cost increases again.

**xii. R7**

Mike may not be able to make it to R7. In this case, Kathleen(vice-chair) will step in.

**xiii. Next Meeting**

April 20, 2004