

**IEEE Newfoundland and Labrador Section
Executive Meeting
Tuesday, April 20, 2004**

In Attendance:

Dennis Peters, Paul Thorburn, Kathleen Chafe, Mike Janes, Brenda Coombes, Jonathan Anderson, Cheng Li

Absent:

Yves Fontaine, Eric Gill, Gerard Dunphy, Vlastimil Masek

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

Action: Cheng will contact members in arrears.

Action: Mike will put a note in the Report section of the meeting agenda about Jon developing the Section History Website.

Action: Dennis will forward Sheldon's report on the CS games to Kathleen.

Action: Mike will arrange for redirect from our old website when the new site is complete.

Action: Dennis will change letterheads to reflect new website.

Action: All will review the Committee Report and give feedback to Mike

Action: Dennis and Cheng will check with Eric and Vlasta about their teaching schedules and we will work out the dates for May and June meetings via email.

1. Review of minutes from March 23, 2004

Minutes were reviewed and accepted.

Review of action items arising from minutes

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

Closed.

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

Open.

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.

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

Closed.

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

Closed.

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

Closed.

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

Open.

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

Open.

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

Open.

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

Closed.

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

Open.

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

Closed.

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

Closed. **Subsequent Action:** Cheng will contact members in arrears.

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

Closed.

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

Closed. **Subsequent Action:** Mike will put a note in the Report section of the meeting agenda about Jon developing the Section History Website.

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

Closed.

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

Closed.

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

Closed. **Subsequent Action:** Dennis will forward Sheldon's report on the CS games to Kathleen.

2. Business Arising from the Minutes

i. None.

Complete.

3. Reports

ii. None.

Complete.

4. New Business

i. Section Website Move

We have a new website at www.ieee.org/newfoundland_labrador We have only 10 Mb of space available, but we have also arranged for some space on the student banch site. We will put the Exec page, archiving, photo album, NECEC and newsletters there.

Action: Mike will arrange for redirect from our old website when the new site is complete.

Action: Dennis will change letterheads to reflect new website.

ii. Distinguished Speaker Tour

As per Mike's emails, Myron Kayton will be speaking.

iii. Update on NECEC 2004

Going well, planned for Oct 12, 2004.

iv. Update on Student IEEE Night

Went well. There was a good turnout from students, but not from industry. May be partly due to the fact that our website was down. Also not sure if it was announced on the Peg-nl listserv.

v. Technical Presentation/Tour Schedule

Mike reported that Gerard had emailed something to Siu about possibly touring PAL. He is also looking into a trip to Churchill Falls.

vi. Region 7 Meeting

Mike received a conference CD and gave copies to Cheng and Kathleen. If the Alian strike goes ahead, Mike may not be able to go and Kathleen will fill in.

vii. Feedback on IEEE Canada Governance Committee report

There are 3 models in the report:

- Members and volunteers are main driving force.
- Corporation
- Something in between

The key recommendations are to change the councils to do more work of regions(then called area units). Funding will come from R7. Also change the structure of the R7 committee. There will be one Canada wide meeting in the spring and the council meeting will be subject to available funding.

Action: All will review the Committee Report and give feedback to Mike

viii. Determination of Future Meeting Dates

Need to set dates for May and June.

Action: Dennis and Cheng will check with Eric and Vlasta about there teaching schedules and we will work out the dates for May and June meetings via email.

ix. Other

Valsta(via Dennis)

He now has signing authority for the students account. The account contains \$2809.

Paul

We have \$3150 in treasury. However we need to pay the student branch \$500 for CD's(a cheque was then written for Jon), the lobster boil is coming up and we will be paying half of Cheng's travel to R7. \$5000 will be transferred from IEMC when the bonds mature.

Dennis and Paul can't make it to the Lobster boil on June 26th. June 19th is midterm break, so Paul will check the Fluvarium to see if June 11 is available.

Cheng

He sent an email to potential senior members and plans to call a few of them. Also, some students are listed as members. This may be due to the fact that they entered a graduation date that has passed.

x. New Business

None

5. Next Meeting

TBD