

**IEEE Newfoundland and Labrador Section
Executive Meeting
Friday May 21, 2004**

In Attendance:

Dennis Peters, Paul Thorburn, Mike Janes, Brenda Coombes, Cheng Li, Vlastimil Masek

Absent:

Yves Fontaine, Eric Gill, Gerard Dunphy, Jonathan Anderson, Kathleen Chafe

Location: Mun Engr. 4032

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 (and copy Yves) 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: Scott will submit the student branch financial requirements for 2004.

Action: Cheng will contact members in arrears.

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: Mike will forward Sonya's gold info to Cheng.

Action: Vlasti to confirm that Scott is the current Student Rep.

Action: Paul will email copy of the Lobster boil poster to the Exec.

Action: Mike will forward the ECC minutes to the Executive.

Action: Brenda will get a couple of ICAN shirts for Lobster boil prizes.

1. Review of minutes from April 20, 2004

Minutes were reviewed and accepted.

Review of action items arising from minutes

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

Closed. **Subsequent Action:** Scott will submit the student branch financial requirements for 2004.

Action: Cheng will contact members in arrears.

Open.

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

Closed.

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

Closed.

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

Open.

Action: Dennis will change letterheads to reflect new website.

Open.

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

Open.

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.

Closed.

2. Business Arising from the Minutes

i. None.

Complete.

3. Reports

i. Technical Activities

Gerard absent. Technical Activities will resume in the fall.

ii. Awards

Eric absent.

iii. Membership Development

Couple of items from Cheng's trip to Niagara Falls:

- Montreal section have a script to contact members to re-join. We have a copy of this.

- Regular members are less likely to renew than Senior members. So we should encourage members to upgrade to senior status. Cheng will identify some eligible members and contact them individually.

Action: Mike will forward Sonya's gold info to Cheng.

iv. Student Activities

There haven't been any activities lately.
We need to verify that Scott is the current Student Representative.
FYI, the McNaughton centre and student offices have been moved.

Action: Vlasti to confirm that Scott is the current Student Rep.

v. Treasurer

There current balance is approx. \$6300. We got the IEEE rebate and the student money.
Cheng will send a copy of his expenses to Paul and Rob Anderson.

vi. Section History Website

Jon absent.

4. New Business

i. Section Website Update

The new website is up and running(including NECEC page). There will be a photo album soon.

ii. Lobster Boil

A deposit of \$180 has been paid to the Fluvarium. There will be an article in the Newsletter. Dennis will print tickets. We need the numbers for the Fluvarium by June 11. Mike, Dennis, Kathleen?, Vlasti and Cheng can be there, so we will go ahead with it. We will wait until NECEC to present Yvonne with her award.

Action: Paul will email copy of the Lobster boil poster to the Exec.

iii. Newsletter

Kathleen did a draft and it looks good. Scott/Jon should prepare something for Student Activities. Dennis will print the Newsletter. Should send out by the end of next week.

iv. R7 Meeting Update

1. ICGC Update

Mike will circulate notes. The intent of the paper is for the councils to become doer's. Details are to be worked out, however, the plan is for one R7 meeting involving section representation in the fall and another regional meeting involving council chairs. All input will be brought to the ECC meeting in Fredricton in Sept and then it will be presented in Calgary in Oct.

Action: Mike will forward the ECC minutes to the Executive.

2. Distinguished Lecturer's Tour

It was brought up at R7 that everyone was participating except us.

3. "Friends of the IEEE" Award

We have received them and they will be presented at NECEC.

4. ECC Update

Wally addressed questions. Eric ? doesn't like the current format.

v. Churchill Falls Milestone Update

Gerard sent an email about this. The milestone is with the transmission line, which is not in NF.

vi. Other

We need some door prizes for Lobster Boil. Yves has some golf shirts.

Action: Brenda will get a couple of ICAN shirts for Lobster boil prizes.

5. Next Meeting

June 17, 2004(12:00 @ MUN)