

**IEEE Newfoundland and Labrador Section  
Executive Meeting  
Thursday June 17, 2004**

**In Attendance:**

Dennis Peters, Brenda Coombes, Kathleen Chafe

**Absent:**

Eric Gill, Gerard Dunphy, Jonathan Anderson, Paul Thorburn, Mike Janes, Cheng Li, Vlastimil Masek, Yves Fontaine,

**Location:** Mun Engr. 4003

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

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

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

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

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

**1. Review of minutes from May 21, 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. Fall meeting.

**Action:** Paul will check with Ray Gosine (and copy Yves) about the Pre-University program.

Open.

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

Open.

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

Open.

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

Open.

**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.

Closed.

**Action:** Dennis will change letterheads to reflect new website.

Closed.

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

Closed.

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

Open.

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

Open.

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

Close.

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

Closed.

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

Closed.

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

i. **None.**

Complete.

## **3. Reports**

None.

## **4. New Business**

i. **Lobster Boil**

- Food is taken care of.
- Music? We may be charged if we play any.
- Door prizes - 2 ICAN T-shirts(Brenda), Bottle of wine(Kathleen), IEEE Golf Shirt(Dennis).
- Awards? - Friends of IEEE will be presented at NECEC.

- Drink Tickestes - 2 per person. Dennis will bring.
- Banner - Dennis
- Copies of newsletter - Dennis.

## **5. Next Meeting**

TBD