

**IEEE Newfoundland and Labrador Section
Executive Meeting
Thursday November 9, 2004**

In Attendance:

Gerard Dunphy, Brenda Stoyles, Paul Thorburn, Mike Janes, Cheng Li, Jonathan Anderson, Yves Fontaine, Eric Gill

Absent:

Vlastimil Masek, Dennis Peters, Kathleen Chafe,

Location: NRC-IOT

Summary of Action Items:

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

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

Action: Eric will confirm that there is a 45 day turn around on applications for Friend of the IEEE Award.

Action: Eric will nominate NF Hydro for the Friends of the IEEE Award.

Action: Cheng will contact members in arrears.

Action: Dennis will confirm with the scholarship committee that each scholarship is \$1000.

Action: Mike will follow up with Kathy for the procedure to have Senior Plaques sent to the executive.

Action: Dennis will send a message to the listserv to gauge interest on the ECC Videoconference(Nov 26).

Action: Jon will draft a memo to send to the Engr faculty re moving the MacNaughton Centre. Mike will review and then forward to the faculty.

Action: Jon will send Paul an invoice for the NECEC CD's.

Action: Dennis will check on MUN mailing for the newsletter(to avoid the problem from last year where they sat on campus for a while).

Action: Dennis will give IEMC seed money to Doug.

Action: Gerard to write a blurb on NF Hydro for award nomination.

Action: Anyone who signed the NF Hydro nomination form, please ensure that Eric has your membership number.

Action: Mike will forward Bill Kennedy's email address(to who?).

Action: Eric to book the boardroom/faculty lounge for AGM.

i. **Review of minutes from October 14, 2004**

Minutes were reviewed and accepted.

Review of action items arising from minutes

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

Open.

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

Open.

Action: Eric will confirm that there is a 45 day turn around on applications for Friend of the IEEE Award.

Open.

Action: Eric will nominate NF Hydro for the Friends of the IEEE Award.

Open.

Action: Cheng will contact members in arrears.

Open. Sending this week.

Action: Dennis will confirm with the scholarship committee that each scholarship is \$1000.

Open.

Action: Mike will follow up with Kathy for the procedure to have Senior Plaques sent to the executive.

Open.

Action: Eric will bring info on the Award that X would like to be nominated for and we will put it to a vote.

Closed.

Action: Eric will verify the deadline for the above Award and either email to us or bring to next meeting.

Closed.

Action: Dennis will send a message to the listserver to gauge interest on the ECC Videoconference(Nov 26).

Open.

Action: Mike will list the goals of IEEE Canada for 2003.

Open.

Action: Jon will draft a memo to send to the Engr faculty re moving the MacNaughton Centre. Mike will review and then forward to the faculty.

Open.

Action: Jon will draft the student's financial requirements for 2005.

Closed.

Action: Jon will send Paul an invoice for the NECEC CD's.

Open.

Action: Paul will check with Dennis to verify that the IEMC seed money was given to Doug.

Closed. **Subsequent Action:** Dennis will give IEMC seed money to Doug.

Action: Paul will determine what our section reserve funds should be.

Closed.

Action: Dennis will check on MUN mailing for the newsletter(to avoid the problem from last year where they sat on campus for a while).

Open.

ii. Business Arising from the Minutes

i. None.

Complete.

iii. Reports

i. Technical Activities

Quidi Vidi tour is next thursday, nov 16. Gerard will follow up with owner about any liability issues.

AGM - Thursday Dec 9 - we need a speaker. Senior contact at Mines and Resources. It's probably premature to get someone to talk about Lower Churchill yet. Maybe White Rose or Voisey's bay. Could get the Dean of Engr to talk about program changes? INCO Innovation Centre(old TSC)? Hebron?

Some possible tours for 2005 - Newman wines, Harbour cleanup treatment plant.

Action: Eric to book the boardroom/faculty lounge for AGM.

ii. Awards

1. Open.

2. William E Newell Outstanding achievement in Power Electronics. Recognized by peers. Previous winners are on the committee. Members can nominate members and all members are encouraged to participate. Deadline? Jan 30 for generic things. The nominee approached the section's award chair. We could ask Dr Quaicoe about nominating the interested individual?

Decision: We have no problem with the nomination, however we are not qualified to make a decision. It should come from a higher level. We will leave with Eric.

iii. Membership Development

Cheng contacted Paul Gillard and Cecelia about applying for Senior membership. Paul will apply when he is back in Dec. Cecelia is not replying, must be busy. Nov 20 is the deadline.

Student membership is up(currently 47).

iv. Student Activities

They have \$2000 in the bank.

In 2005 they will take in ~\$1400 and spend ~\$2000. ~\$900 is from the section.

{Append Jon's Notes}

No news on the McNaughton centre. If the room stays as is, they will request a new grant. Jon will send the final version of the letter to Mike.

v. Treasurer

NECEC income was ~\$1500, however there is still some outstanding.

NF Power - verify with Craig.

C-Core?

We received 2 bills from Holiday Inn. We cannot pay these until we receive the Registration balance ~\$4000

Check with Dennis about MUN and Gerard will check with Craig about NF Power.

vi. Newsletter

Get them in...

iv. New Business

i. IEEE Canada 2005 Goals - Mike

We will defer GOLD and WIE discussions. We should get Lori Hogan(WISE) to come to a meeting. Mike will go through the governance changes in the next meeting. Nominate Gerard for Chair?

ii. Section Website Update - Dennis

Deferred

iii. AGM reports

Get them in...

iv. Other

1. We should have a historical milestone for Churchill Falls next year. Quebec has a milestone at one end of the line. We would have to pay for a plaque - ~\$600 USD.

2. Christmas Lunch

Cheng will book the Hong Kong restaurant for Dec 16 @ 12:00

v. Next Meeting

AGM - Thursday December 9, 2005