

**IEEE Newfoundland and Labrador Section  
Executive Meeting  
Tuesday, January 25, 2005**

**In Attendance:**

Gerard Dunphy, Paul Thorburn, Mike Janes, Cheng Li, Eric Gill, Kathleen Chafe, Brian Kidney

**Absent:**

Vlastimil Masek, Jonathan Anderson, Brenda Stoyles, Dennis Peters, Yves Fontaine

**Location:** Fort William Building, Aliant

**Summary of Action Items:**

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

**Action:** Kathleen will send membership survey to Brian.

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

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

**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:** Mike sent questions/comments back to Jon and is waiting for a response regarding move of the MacNaughton Centre.

**Action:** Gerard will distribute proposed schedule technical meetings for feedback.

**Action:** Gerard will schedule technical session for Engineering Week.

**Action:** Eric will send award information (website links) to executive for their information.

**Action:** Mike will forward Canadian Review Survey request to Cheng for follow-up.

**Action:** Cheng will send senior membership application links to members of the executive who are not yet senior members.

**Action:** All members of the executive not yet senior members should apply by May.

**Action:** Lori and Jon will provide presentation to students on IEEE and upcoming election for executive of Society B. They should also ensure graduate students are included.

**Action:** Brian will remind Lori/Jon of necessary IEEE Night arrangements that need to be made.

**Action:** Jon will advise Section of any financial requirements from Section.

**Action:** All will provide feedback to Brian on FAQ section of web.

**Action:** Mike will send last newsletter to Brian to post on the web.

**Action:** Mike will send Brian a CD containing NECEC 2004 photos to post on the web.

**Action:** Cheng will send Brian AGM photos to post on the web.

**Action:** Mike will send agendas and minutes from Nov. 9 meeting and AGM to Brian to post on the web.

**Action:** Brian will get an update from Jon on the status of the Section History site.

**Action:** Gerard will provide update on Area activities at next meeting.

**Action:** Mike will check with IEEE Canada to see if they have displays available for use during National Engineering Week.

**Action:** Gerard and Kathleen will co-author an article for the Engineering Week newspaper supplement.

**Action:** Brenda will complete Secretary's Report.

**Action:** Mike will review both reports and send on to IEEE Canada.

**Action:** Mike will send out information on potential NECEC dates.

**Action:** Mike will distribute names of potential Chairs considered for NECEC 2004.

**Action:** All to forward potential NECEC Chairs to Mike.

**Action:** Cheng will check with other faculty members on best day for holding executive meetings.

**Action:** Brenda will complete minutes for AGM.

#### i. **Review of minutes from November 9, 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. **Subsequent Action:** Kathleen will send membership survey to Brian.

**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.

Closed.

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

Closed. Application sent Jan. 7.

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

Closed.

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

Closed.

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

Open.

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

Closed.

**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.

Closed. **Subsequent Action:** Mike sent questions/comments back to Jon and is waiting for a response regarding move of the MacNaughton Centre.

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

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).

Closed.

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

Closed.

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

Closed.

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

Closed.

**Action:** Mike will forward Bill Kennedy's email address.

Closed.

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

Closed.

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

i. **None.**

Complete.

## **iii. Reports**

### **i. Technical Activities**

Technical meeting held last week at the Genesis Centre. Manager providing an overview of the Centre and then we had presentations from several companies - Pixiecut, Blue Ocean, and Aurum Acoustics. 19 attendees. Feedback quite positive.

IEEE student night is held March/April. Would like another session for late Feb or early March. Could potential time with National Engineering Week which is being held Feb. 26 to March 6. Proposed speaker is Wally Read. Proposed time is a Tuesday at 7:30pm.

**Action:** Gerard will distribute proposed schedule technical meetings for feedback.

**Action:** Gerard will schedule technical session for Engineering Week.

### **ii. Awards**

Hydro "Friend of IEEE" award application sent Jan. 7 for consideration. Deadline missed for nomination of award for MUN Faculty Member.

**Action:** Eric will send award information (website links) to executive for their information.

### **iii. Membership Development**

Eric Holdrinet was looking for 3 people from the Section to participate in the Canadian Review Survey.

Goal for Section is to have 10 new senior members in 2005. June deadline for application.

**Action:** Mike will forward Canadian Review Survey request to Cheng for follow-up.

**Action:** Cheng will send senior membership application links to members of the executive who are not yet senior members.

**Action:** All members of the executive not yet senior members should apply by May.

#### iv. Student Activities

Currently Society B is active. Student branch will be holding elections for new executive. Lori and Jon will be visiting Term 2 and 5 classes and will host a pizza/beer night where they will be able to do a longer presentation on IEEE and the election. Cheng expressed questioned graduate student participation in the student branch and local section. Currently graduate students would join the student branch and should be included in IEEE student branch activities.

**Action:** Lori and Jon will provide presentation to students on IEEE and upcoming election for executive of Society B. They should also ensure graduate students are included.

#### v. Treasurer

We currently have \$3070.65 cash flow. Report due 3<sup>rd</sup> week in February and is completed but needs review of Chair.

Questioned whether student branch needs any financial support for IEEE Night.

**Action:** Brian will remind Lori/Jon of necessary IEEE Night arrangements that need to be made.

**Action:** Jon will advise Section of any financial requirements from Section.

#### vi. Newsletter

Next newsletter planned for May.

#### iv. New Business

##### i. Section Website Update

Thank you extended to Brian Kidney who has taken on the role of Section Webmaster. Site has been updated with exception of FAQ and 'Exec Only'.

**Action:** All will provide feedback to Brian on FAQ section of web.

**Action:** Mike will send last newsletter to Brian to post on the web.

**Action:** Mike will send Brian a CD containing NECEC 2004 photos to post on the web.

**Action:** Cheng will send Brian AGM photos to post on the web.

**Action:** Mike will send agendas and minutes from Nov. 9 meeting and AGM to Brian to post on the web.

##### ii. Section History Site

Brian will work on this site.

**Action:** Brian will get an update from Jon on the status of the Section History site.

### iii. Area Chairs

Congratulations extended to Gerard who has been elected Eastern Area Chair. First teleconference is scheduled for today.

**Action:** Gerard will provide update on Area activities at next meeting.

### iv. National Engineering Week

National Engineering Week will be held Feb. 26 to March 6. PEG-NL is currently looking for newspaper submissions for a supplement in the Telegram. All agreed that it would be good for IEEE to have involvement in the Engineering Week activities.

**Action:** Mike will check with IEEE Canada to see if they have displays available for use during National Engineering Week.

**Action:** Gerard and Kathleen will co-author an article for the Engineering Week newspaper supplement.

### v. Annual Report Submission

Reports due third week in February.

**Action:** Brenda will complete Secretary's Report.

**Action:** Mike will review both reports and send on to IEEE Canada.

### vi. NECEC 2005

It is now the time to put together the NECEC organizing committee. Suggested Chairs (in no specific order) include:

Joe Arsenault	Neil Chaulk
Byron Dawe	John Butler
Ken Butt	Des Power

**Action:** Mike will send out information on potential NECEC dates.

**Action:** Mike will distribute names of potential Chairs considered for NECEC 2004.

**Action:** All to forward potential NECEC Chairs to Mike.

### vii. Other

**Action:** Cheng will check with other faculty members on best day for holding executive meetings.

**Action:** Brenda will complete minutes for AGM.

### v. Next Meeting

12:15pm on February 15, 2005