

**IEEE Newfoundland and Labrador Section  
Executive Meeting  
Friday, February 25, 2005**

**In Attendance:**

Paul Thorburn, Mike Janes, Cheng Li, Brian Kidney, Jonathan Anderson, Brenda Stoyles, Dennis Peters

**Absent:**

Gerard Dunphy, Vlastimil Masek, Eric Gill, Kathleen Chafe

**Location:** Fort William Building, Aliant

**Summary of Action Items:**

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

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

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

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

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

**Action:** Jon and Brian will draft a constitution for the student branch.

**Action:** Paul will ask Jack Casey about the extra attaché cases from NECEC – do we owe any money?

**Action:** Brian will put the IEMC banner on our webpage and replace the NECEC 2004 banner with NECEC 2005.

**Action:** Mike will ask Yvonne to book Nov 8 for NECEC.

**Action:** Jon and Brian will do a draft of the Section History Site.

i. **Review of minutes from January 26, 2005**

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.

Closed. **Subsequent action:** Brian will set up membership survey on web and will use a prize as an incentive.

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

Closed.

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

Closed.

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

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.

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

Closed.

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

Open.

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

Open.

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

Closed.

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

Closed.

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

Open.

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

Open.

**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.

Closed.

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

Closed.

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

Closed.

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

Open.

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

Closed.

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

Closed.

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

Closed.

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

Closed.

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

Closed.

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

Open.

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

Closed. But not successful.

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

Closed.

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

Closed.

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

Closed.

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

Closed.

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

Closed.

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

Closed.

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

Closed. Friday or Thursday.

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

Closed.

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

### **i. None.**

Complete.

### iii. Reports

#### i. Technical Activities – Gerard

Deferred.

#### ii. Awards - Eric

Deferred.

#### iii. Membership Development - Cheng

Canadian Review Survey – we have 3 candidates: Michael Snow(should be back on Monday), David Reeves(retired, so not the best person to answer it), Adam Burry(back later this afternoon). Cheng will send the report after he speaks with Michael Snow.

Cheng also has a list of 33 possible candidates for Senior membership. Some may be retired.

Membership numbers are up – 146 total(67 Members, 64 students, 12 senior, 1 Fellow, 1 Life Fellow and 4 Associates)

#### iv. Student Activities - Jon

Society B has had a very successful resurrection. 30 people have signed up. Elections will be soon and there is a lot of interest. CS students are also potential members. There have been some discussions about how the “A” and “B” societies will work with outside members such as computer science, etc. There are also constitutional issues.

**Action:** Jon and Brian will draft a constitution for the student branch.

#### v. Treasurer - Paul

We have a balance of \$2777. March 31, student night will cost ~\$1500. We have one outstanding registration from NECEC(Cathexis) and we owe for the extra 25 attaché cases(~\$250).

**Action:** Paul will ask Jack Casey about the extra attaché cases from NECEC – do we owe any money?

We received a T5 statement from our investments – we made %500 and \$168 in interest this year. As of Oct 21, 2004 the total of our investments was \$26396.99.

#### vi. Newsletter - Mike

Under control.

### iv. New Business

#### i. Section Website Update - Brian

The website has been updated with mostly everything. The next event for the website should be Student night. We are almost ready to put up a photo album. We should put up

the IEMC banner and replace the NECEC 2004 with NECEC 2005. The FAQ's also need to be added.

**Action:** Brian will put the IEMC banner on our webpage and replace the NECEC 2004 banner with NECEC 2005.

ii. **Eastern Canada Area Update - Gerard**

Deferred.

iii. **NECEC 2005 – Mike**

Chair – Yves considered and declined. We will contact Byron Dawe(368-4213 [bdawe@ruttertech.com](mailto:bdawe@ruttertech.com)).

Date – possibilities: Nov 10, Nov 8, Oct 11. Nov 11 is a holiday, so the 10 is not a good idea. Oct 11 is booked right now. Mike will ask Yvonne to book Nov 8 as well and the committee will decide.

**Action:** Mike will ask Yvonne to book Nov 8 for NECEC.

iv. **IEMC - Dennis**

The committee is active and the call for papers is out. The deadline for abstracts is Mar 15. There have been 3 changes in EMC administration: the VP stepped down and someone else stepped in. The guy who stepped in is a little negative about NF and is concerned about the numbers of abstracts receive thus far. Historically we get papers after the deadline so we are not concerned. We should send a paper copy of the abstract request to all of N.A.

The committee needs a Publications Chair. This would involve CD coordination – getting the papers in the right sections, copyrights, etc.

v. **Region 7 Meeting - Mike**

Saskatoon in early May. Mike is going and recommend that someone else(possibly Kathleen) go. Mike is paid for.

vi. **Section History Site - Jon**

Not much has changed. Ken Butt had a collection of info that he passed on to us, but there is no active work for him. Jon, with Brian's help, will draft something.

**Action:** Jon and Brian will do a draft of the Section History Site.

vii. **Annual Report Submissions – Brenda & Paul**

All were filed. Paul got one question back about accruals from 2003 - registration fees from Aliant and money owed to MUN. He put them in income later so there was some confusion about them.

viii. **Other**

Brian: The Blueline presentation from NECEC was picked up from a California company. We should bring this up with Craig to mention it in any NECEC advertising. We should also get Morris mention NECEC in any press releases.

**v. Next Meeting**

Thursday Mach 24, 2005