

**IEEE Newfoundland and Labrador Section
Executive Meeting
Tuesday, April 5, 2005**

In Attendance:

Paul Thorburn, Mike Janes, Cheng Li, Brian Kidney, Jonathan Anderson, Brenda Stoyles, Gerard Dunphy, Vlastimil Masek, Eric Gill, Rob Coish

Absent:

Dennis Peters, Kathleen Chafe

Location: Fort William Building, Aliant

Summary of Action Items:

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

Action: Brian will create a NECEC 2005 website.

Action: Email Gerard with any suggestions for May or the fall Technical Activities.

Action: Cheng will forward the request to sign Bill Kennedy's petition for PES Director to the Power Engineering society members.

Action: Rob will send the receipt/invoice from Student night refreshments to Paul.

Action: Mike will contact Rob Guzwell to determine the date of the APEGN Lobster Boil.

Action: Paul will contact the Fluvarium to determine availability for the Lobster Boil.

i. **Review of minutes from February 25, 2005**

Minutes were reviewed and accepted.

Review of action items arising from minutes

Action: Brian 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 contact Dennis for a prize as an incentive.

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

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

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

Closed.

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

Closed.

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

Closed.

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

Closed.

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

Closed.

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

Closed.

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

Closed.

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

Closed. **Subsequent Action:** Brian will create a NECEC 2005 website.

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

Closed.

ii. Business Arising from the Minutes

i. None.

Complete.

iii. Reports

i. Technical Activities – Gerard

Gerard emailed a draft of the schedule around yesterday. He will try to get Wally Read for may unless anyone has any other ideas.

Date	Title/Location	Organizer	Notice Date	Other

Jan 16	Genesis Centre	Dunphy		Complete
Mar 31	Student Night	Masek		Complete
May 5	W. Read/ Blackout 2003 (tentative)	Dunphy	Apr 21	
June ?	Lobster Boil	?	3 weeks prior	
Sept 22	TBD – Presentation	Dunphy	Sep 8	
Oct 20	TBD – Tour	Dunphy	Oct 4	
Dec 8	AGM	Janes/Dunphy	Nov 24	

Action: Email Gerard with any suggestions for May or the fall Technical Activities.

Technical activities will be planned for Thursdays.

We could plan for Bill Kennedy to give a seminar on Power Systems. Would we have an audience? Bill is coming, possibly for IEMC. Maybe Distinguished Lecturer? We will organize the seminar (3 hr afternoon). There will be a nominal cost, maybe \$50-100. It will be geared towards industry, with maybe a rate for students. It is suitable for people in the power industry who want to know how it works, but not engineers. We will tell Bill that we tentatively want to arrange something.

Speaking of Engineers have approached Eric for something in the fall (maybe September). Maybe the IEEE could co-sponsor. Michelle Osmond is the contact.

Possibilities: Fixed Link to Labrador, Lower Churchill, Hebron

ii. Awards - Eric

Friends of the IEEE have been submitted, but we haven't heard anything yet. At the Spring R7 the awards will be presented to the section chairs, the section can then present to the recipients. We would like the plaque to present to at NECEC.

iii. Membership Development - Cheng

1. Canadian Review survey update

Done.

2. Recruitment of Lost members

Most of the members in arrears are student members who graduated last year.

3. Half Year memberships

If you renew by March 31, it's half price.

4. Bill Kennedy for PES director

Power Engineering society members can sign the petition.

Action: Cheng will forward the request to Sign Bill Kennedy's petition for PES Director to the Power Engineering society members.

The panel meeting for upgrading to senior members takes place in May. We are pushing it to get applications in in time.

iv. Student Activities - Jon

Draft constitution is done.

v. Treasurer - Paul

Our balance is ~ \$1000. The awards from Student night are in the books, but refreshments are not. The lobster boil is coming up, this normally costs around \$1000. We may get our rebate soon.

Action: Rob will send the receipt/invoice from Student night refreshments to Paul.

vi. Newsletter - Mike

Underway...

iv. New Business

i. Section Website Update - Brian

Brain has redesigned the page slightly and updated the code. Does anyone have any ideas for the website?

ii. Eastern Canada Area Update – Gerard

Gerard was elected as chair of Eastern Canada Area. This covers all sections east of Kinston. They had a kick-off conference call last week. The area chair is the facilitator to help people with issues and help the sections achieve their goals for the year. There is a small budget (Dist. Lect \$700, Teleconf & meetings \$1500).

iii. Lobster Boil 2005 - All

Early to mid June? Maybe June 11. Go with the Fluvarium if it's available.

Action: Mike will contact Rob Guzwell to determine the date of the APEGN Lobster Boil.

Action: Paul will contact the Fluvarium to determine availability for the Lobster Boil.

iv. NECEC 2005 – Mike

Byron Dawe has accepted. Need to schedule a kick-off meeting.

v. IEMC - Kathleen

Deferred

vi. Region 7 Meeting - Mike

Deferred.

vii. Other

None.

v. Next Meeting
April 28, 2005