

**IEEE Newfoundland and Labrador Section
Executive Meeting
Tuesday, November 15, 2005**

In Attendance:

Paul Thorburn, Mike Janes, Gerard Dunphy, Cheng Li, Rob Coish, Dennis Peters, Kathleen Chafe, Eric Gill, Vlastimil Masek, Brian Kidney

Absent:

Brenda Stoyles, Jonathan Anderson

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 update award section of website.

Action: Cheng will follow up on database inconsistencies regarding GOLD membership.

Action: Eric, Dennis, and Vlasta will discuss whether we should move the Term 3 scholarship to a later term and make a recommendation.

Action: 2006 WIE/GOLD Chair with help of other Committee Members will create a GOLD Affinity Group.

Action: Kathleen will ask Lori Hogan if she is interested in becoming our WIE/GOLD Chair.

Action: Dennis will ask Doug Squires to join the Audit Committee.

Action: Gerard will get meat and cheese trays for AGM.

Action: Dennis will pick up wine for AGM.

Action: All to provide Officer's Reports to Kathleen for roll-up.

Action: Kathleen to prepare Officer's Reports for distribution at AGM.

Action: Dennis will ensure that an Audit Committee Report is included in Officer's Report.

Action: All to forward any photos of NECEC to Brian.

Action: Kathleen will check availability of Executive for Xmas lunch and will make the reservation.

1. Review of Minutes from September 30, 2005

Minutes were reviewed and accepted.

Review of Action Items Arising from Minutes

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

Open.

Action: Brian will update award section of website.

Open.

Action: Cheng will follow up on database inconsistencies regarding GOLD membership.

Open.

Action: Eric, Dennis, and Vlasta will discuss whether we should move the Term 3 scholarship to a later term and make a recommendation.

Open.

Action: Rob will encourage students apply for scholarship.

Closed.

Action: Mike will identify new volunteer for Technology Policy and Industrial Relations Chair.

Closed. Not required.

Action: 2006 WIE/GOLD Chair with help of other Committee Members will create a GOLD Affinity Group.

Open. **Subsequent Action:** Kathleen will ask Lori Hogan if she is interested in becoming our WIE/GOLD Chair.

Action: Gerard will approach Madan Rana to see if he would be able to serve on the Audit Committee.

Closed. Dennis will be Chair of Audit Committee. **Subsequent Action:** Dennis will ask Doug Squires to join the Audit Committee.

Action: Students will prepare a spreadsheet in order to track financial expenditures.

Closed.

Action: Mike will forward nomination(s) for Eastern Area Chair.

Closed.

Action: Kathleen will check past minutes for date of AGM.

Closed.

Action: Dennis will clarify election procedures at next meeting.

Closed.

Action: Gerard will identify speaker for AGM.

Closed.

Action: Paul will recommend what to do with term deposits when they mature in October.

Closed.

Action: Kathleen will prepare outline of newsletter and will request articles from the rest of the Committee.

Closed.

2. Business Arising from the Minutes

See subsequent action items indicated in Section 1.

3. New Business

i.AGM

Room is booked. Gerard has identified two potential speakers – Dept. of Energy rep on new energy policy or a rep from White Rose.

Action: Gerard will get meat and cheese trays for AGM.

Action: Dennis will pick up wine for AGM.

Action: All to provide Officer's Reports to Kathleen for roll-up.

Action: Kathleen to prepare Officer's Reports for distribution at AGM.

Action: Dennis will ensure that an Audit Committee Report is included in Officer's Report.

ii.IEEE Milestone – TAT-1

Kathleen is drafting a letter to the Town of Clarendville to request their support for the commemoration and for a plaque to be mounted at the site of the cable.

iii.New Audit Process

Audit will be conducted prior to AGM.

iv.Eastern Canada Area Update

Teleconference will be scheduled with Section Chairs over next month.

v.NECEC 2005

Committee considers this year's event a success. Record number of attendees at 132. There were some Windows 98 technical problems. Poster session worked well. Wrap-up meeting will be held on Friday at The Keg.

Action: All to forward any photos of NECEC to Brian.

vi.IEMC 2005

Although the books are not closed, we are anticipating revenue of approximately \$70K. This would result in a profit for the Section of \$14K above and beyond \$5K seed funding.

vii. Christmas Lunch

Proposed for Tuesday, December 13 at The Cellar. If not available we will go with The Stagehead (former Flakehouse) or Hungry Fisherman in that order.

Action: Kathleen will check availability of Executive for Xmas lunch and will make the reservation.

viii. Other

Kathleen spoke with Jennifer Murray, incoming Chair of WISE and she was quite receptive to working more closely with IEEE through the WIE/GOLD rep.

4. Reports

i.Technical Activities

Nothing to report.

ii.Webmaster

New web design under development. Dennis cautioned that there are specific IEEE requirements which should be adhered to.

iii.Awards

Term 3 and 6 scholarships have been awarded.

iv.Membership Development

Anticipate new members from MASCE program. Reminder to Executive to renew their memberships for 2006.

v.Student Activities

Unfortunately have missed deadline for McNaughton Centre proposals for this year. Will prepare submission for next year.

vi.Treasurer

\$2365 balance. Still reconciling books for NECEC.

vii.Newsletter

Completed and mailed out to membership.

5. Next Meeting

AGM will be held **Thursday, December 8** starting at 7pm.