

**IEEE Newfoundland and Labrador Section  
Executive Meeting  
Friday, September 30, 2005**

**In Attendance:**

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

**Absent:**

Vlastimil Masek, Brian Kidney, 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 at our October meeting.

**Action:** Rob will encourage students apply for scholarship.

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

**Action:** Cheng with help of other Committee Members will create a GOLD Affinity Group.

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

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

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

**Action:** Kathleen will check past minutes for data of AGM.

**Action:** Dennis will clarify election procedures at next meeting.

**Action:** Gerard will identify speaker for AGM.

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

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

**1. Review of Minutes from June 6, 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:** Dennis will forward info to Brian on accessing 2004 NECEC information.

Closed.

**Action:** Brian will update award section of website.

Open.

**Action:** Mike will contact Scott Lowell for more information regarding Industry Relations and Educational Activities representatives.

Closed. Have not yet heard back. **Subsequent Action:** Mike will follow up with Scott Lowell for more information regarding Industry Relations and Educational Activities representatives.

**Action:** Brian will check with Lori Hogan on potential affiliation of IEEE and WISE.

Closed.

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

Open.

**Action:** Gerard will follow up with Bill Kennedy regarding a seminar in September.

Closed. Bill unable to visit due to budgetary constraints.

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

Open. **Subsequent Action:** Rob will encourage students apply for scholarship.

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

Open. Likely not a requirement anymore given recent discussions at the ExComm meeting in Vancouver.

**Action:** Kathleen will follow up with the IEEE History Center and will be the point of contact for this initiative.

Closed.

**Action:** Brian will determine how active an affinity group has to be to remain active.

Closed. Same as Chapters.

**Action:** Cheng will make a recommendation whether we should create a GOLD affinity group.

Closed. Recommend proceeding with GOLD Affinity Group. **Subsequent Action:** Cheng with help of other Committee Members will create a GOLD Affinity Group.

**Action:** Mike will respond to audit email asking for details on number of members for committee, frequency of audits, and extent of audit.

Closed.

**Action:** Mike will forward audit email to Jon, Rob, and Vlasta for their review with regard to Student Branch.

Closed.

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

See subsequent action items indicated in Section 1.

## **3. New Business**

### **i. Technology Policy Charter**

Given recent discussions at Region 7 ExComm meeting in Vancouver, BC, this may no longer be a requirement for the Sections. Pending further discussion at Regional meeting (Sections Congress) in October.

### **ii. IEEE Milestone – TAT-1**

TAT-1 was the first submarine transatlantic telephone cable system laid between Gallanch Bay, Scotland and Clarenville, NL inaugurated on September 25, 1956. 50 year anniversary is in 2006 and we have been approached by the IEEE History Center to help prepare a nomination for this event as an IEEE Milestone. Kathleen is Section point of contact for this initiative. Proposal has been prepared. Kathleen is drafting a letter to the Town of Clarenville to request their support for the commemoration and for a plaque to be mounted at the site of the cable.

### **iii. Section History Initiative**

Ken Butt, Dennis and Geoff Holden had a meeting to discuss plans for a Section History section on the website. This will include significant events, past committees, and awards. Ken has provided a great deal of information. The information will be contained in a searchable database and will have the capability of providing all

information relating to the search criteria. Geoff will be developing the database. Thanks extended to this group for their efforts!

#### **iv. Audit Committee and New Procedures**

Committee so far includes Dennis and Gervase White. Need one additional member.

Students also need to comply with new procedures.

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

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

#### **v. Area Update**

At the recent ExComm in Vancouver, discussions related to how well the objectives of the Region actually reflected Section priorities/objectives. Further discussion is anticipated at the upcoming Regional meetings in October. In addition there is moderate support for continuing with the Distinguished Lecturers Tour.

Area Chair nominations are requested from all Sections. Nominees must be Senior Members.

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

#### **vi. NECEC 2005**

Arrangements in hand. Abstracts all reviewed. Conference will be held Nov. 8.

#### **vii. IEMC 2005**

Conference perceived to be a financially and organizational success. Planning Committee wrap-up meeting in next couple of weeks. Will report on financial numbers at next meeting.

#### **viii. AGM**

Will be held early December.

**Action:** Kathleen will check past minutes for data of AGM.

#### **ix. Election of New Executive**

Nomination Committee formed which consists of Dennis, Yves Fontaine, and Gervase White. October 14 is deadline for close of nominations. Ballots must be out by October 31.

**Action:** Dennis will clarify election procedures at next meeting.

## 4. New Business

### i. Technical Activities

Discussed whether or not to proceed with October technical meeting. It was agreed that it was too late to plan one for mid October and late in the month would be too close to NECEC. Need to plan speaker for AGM. It was suggested Gerard would be a great fit!

**Action:** Gerard will identify speaker for AGM.

### ii. Webmaster

Deferred.

### iii. Webmaster

Deferred.

### iv. Membership Development

Deferred.

### v. Student Activities

Deferred.

### vi. Treasurer

\$1900 balance. Will get funding from profits of IEMC. Need to determine what to do with term deposits when they mature in October.

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

### vii. Newsletter

Time to start planning Fall Newsletter. Want to publish before NECEC and after election nominations are available. Week of October 17<sup>th</sup> is goal.

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