

**IEEE Newfoundland and Labrador Section
Executive Meeting
Thursday, May 5, 2005**

In Attendance:

Paul Thorburn, Mike Janes, Cheng Li, Brian Kidney, Rob Coish, Dennis Peters, Kathleen Chafe

Absent:

Jonathan Anderson, Brenda Stoyles, Gerard Dunphy, Vlastimil Masek, Eric Gill,

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: 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 forward to Cheng the email from Bill Kennedy re: petition for PES Director.

Action: Brian will contact Gerard to get an abstract on Wally's presentation.

Action: Brian will post notice out on Wally's presentation on website.

Action: Gerard will send notice out on Wally's presentation via Listserv.

Action: Dennis will pass along award info from Mike to Eric.

Action: Cheng will contact members eligible for senior membership status to encourage them to apply.

Action: All members of the executive eligible for senior membership will make every effort to apply.

Action: Paul will determine how much \$ is needed for outstanding obligations and cost of Lobster Boil.

Action: Dennis will forward names of IEEE Night winners to Kathleen for inclusion in the newsletter.

Action: Kathleen will request that Vlasta/Jon write a separate article on IEEE Night.

Action: Brian and Dennis will forward any relevant photos to Kathleen for newsletter.

Action: Cheng will print address labels for newsletter.

Action: Dennis will arrange for newsletter printing.

Action: Kathleen will drop off color copies of IEMC posters to Dennis for inclusion in newsletter mailout.

Action: Kathleen will ask Gerard for campaign info to forward to Dennis.

Action: Brian will update award section of website.

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

Action: Mike will forward minutes of IEEE Canada meeting once they have been received.

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

Action: Cheng will check on the number of GOLD members in the Section.

i. **Review of minutes from April 5, 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. Database access problems. Prize will be golf shirts.

Action: Brian will create a NECEC 2005 website.

Open.

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

Closed.

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

Open.

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

Open.

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

Closed. June 4.

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

Closed.

ii. **Business Arising from the Minutes**

Action: Mike will forward to Cheng the email from Bill Kennedy re: petition for PES Director.

iii. **Reports**

i. Technical Activities

Revised schedule below.

Date	Title/Location	Organizer	Notice Date	Other
Jan 16	Genesis Centre	Dunphy		Complete
Mar 31	Student Night	Masek		Complete
May 25	W. Read/ Blackout 2003	Dunphy	ASAP	
June 17	Lobster Boil	Thorburn/Kidney	ASAP	
Sept 22	TBD – Presentation	Dunphy	Sep 8	
Oct 20	TBD – Tour	Dunphy	Oct 4	
Dec 8	AGM	Janes/Dunphy	Nov 24	

Wally Read has been confirmed as speaker for May 25 technical session.

Action: Brian will contact Gerard to get an abstract on Wally's presentation.

Action: Brian will post notice out on Wally's presentation on website.

Action: Gerard will send notice out on Wally's presentation via Listserv.

ii. Awards

Eric was not able to attend. Will discuss awards at next meeting.

Action: Dennis will pass along award info from Mike to Eric.

iii. Membership Development

Cheng verified that corporate IEEE memberships are not available.

Encouraged all executive members eligible for senior membership to apply in time for June 18 deadline. Cheng is contacting all eligible members.

Action: Cheng will contact members eligible for senior membership status to encourage them to apply.

Action: All members of the executive eligible for senior membership will make every effort to apply.

iv. Student Activities

Nothing new to report. Vlasta was unable to attend.

v. Treasurer

Cash flow problems. Only approx. \$700 in account. Need to cash investment in order to afford outstanding obligations and Lobster Boil. Rebates have not yet been received.

Action: Paul will determine how much \$ is needed for outstanding obligations and cost of Lobster Boil.

vi. Newsletter

Kathleen sent email to everyone asking for potential articles by May 6. Goal is to send newsletter out by May 13. Will also send newsletter out to members in arrears. Estimate 170 copies required.

Action: Dennis will forward names of IEEE Night winners to Kathleen for inclusion in the newsletter.

Action: Kathleen will request that Vlasta/Jon write a separate article on IEEE Night.

Action: Brian and Dennis will forward any relevant photos to Kathleen for newsletter.

Action: Cheng will print address labels for newsletter.

Action: Dennis will arrange for newsletter printing.

Action: Kathleen will drop off color copies of IEMC posters to Dennis for inclusion in newsletter mailout.

Action: Kathleen will ask Gerard for campaign info to forward to Dennis.

iv. New Business

i. Section Website Update

Brian is continuing to update and revise our website.

Action: Brian will update award section of website.

ii. Eastern Canada Area Update

Will be carried over to the next meeting as Gerard was not in attendance.

iii. Lobster Boil 2005

Paul has made initial arrangements for the Lobster Boil which are outlined below. Brian has agreed to help with any other arrangements that are required.

Friday, June 17, 7:00 PM at the Fluvarium

*Fluvarium; contact; Glen Mahr, 754-3474
Deposit of \$180.00 paid on April 29, 2005*

Catering: Michel's Bakery, Thelma, 579-0670

*Tickets: \$20 each for members and \$20 for one member guest
\$30 for non-members*

*Arrangements: Brain Kidney, 368-4150 (home), cell 746-3620
Paul Thorburn, 772-4755 (work), 753-3175 (home)*

*Menu: Lobster dinner with 2 salads, roll, dessert cost \$26.95 each
Roast Beef dinner cost \$17.95 each
Vegetarian Lasagna cost \$16.95 each

Tea, coffee included*

Drinks: 2 drink tickets per person (local beer, wine, mixed drinks, soft drinks)

Door prizes;

Ticket sellers;

Deadline to notify Michel's of numbers for each meal: Monday, June 13

*Notes: 1. have 3 different colour tickets, one colour for each menu choice
2. have fourth colour tickets for drinks
3. remind people to bring tickets with them to avoid meal confusion and to be eligible for door prizes*

Estimated costs:

<i>1. Fluvarium rental</i>	<i>\$228</i>
<i>2. lobster meals, 30 @ 27</i>	<i>\$810</i>
<i>3. beef, 10 @ 18</i>	<i>\$180</i>
<i>4. vegetarian, 4 @ 17</i>	<i>\$ 68</i>
<i>5. drinks, 88 @ \$3.25</i>	<i>\$286</i>
<i>Total</i>	<i>\$1572</i>

iv.NECEC 2005

Committee established. Held kickoff meeting. Working on keynote speaker which could potentially be Gilbert Bennett. November 8 at Holiday Inn.

v.IEMC 2005

Planning proceeding. Approximately 350 abstracts received. Program committee are currently reviewing abstracts and will be accepting approximately 250. Have added a ½ day on Sept. 14 to accommodate additional papers. Another publicity drive will be planned for June to try to boost registration. Promoted IEMC at recent IEEE Canada meeting in Saskatoon.

vi.IEEE Canada Meeting

Held in Saskatoon April 29 to May 1. Kathleen and Mike were in attendance. 1st day was for sharing information and 2nd day was the formal business meeting. Governance proposal was approved. New technology policy committee will start work on charter and concept of operations. Need for an Industry Relations and Educational Activities

rep in Sections. Given size of Section feel it would be sufficient for one of the existing Chairs to take on these portfolios.

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

Action: Mike will forward minutes of IEEE Canada meeting once they have been received.

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

Action: Cheng will check on the number of GOLD members in the Section.

v. **Next Meeting**

Next meeting will be held **Thursday, June 2** at 12:15pm.