

**IEEE Newfoundland and Labrador Section  
Executive Meeting  
Tuesday, January 16, 2006**

**In Attendance:**

Kathleen Chafe, Mike Janes, Eric Gill, John Pitt, Cheng Li, Octavia Dobre, Gerard Dunphy, Dennis Peters, Lori Hogan, Brian Kidney, Jonathan Anderson, Rob Coish, Dennis Peters, Vlastimil Masek, Karen Power

**Absent:**

Paul Thorburn,

**Location:** MUN Engineering Bldg EN 4003

**Summary of Action Items:**

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

**Action:** IEEE Foundation submission / recommendations deadline is April 15<sup>th</sup>. Kathleen to verify date. Suggestion was to have a brain storming session to review opportunities

**Action:** Kathleen has been in touch with the community of Clarenville regarding the placement of a Plaque commemorating the completion of TAT-1. Will IEE be willing to help fund this activity?

**Action:** Gerard D to follow up with the cost associate with getting Myron Kayton as a guest speaker.

**Action:** Chen to prepare membership statistics for committee review. (Students, Gold Members, Senior Members)

**Action:** Mike Janes to follow up with Yves Fontaine. Also would we expand this to additional schools?

**Action:** Committee to review NEW Request

**Action:** Brian to update exec web site. *Username & passwords have been sent out to all executive.*

**Action:** Octavia to check on award deadlines and send out note.

**Action:** Chen to prepare membership statistics for committee review. (Students, Gold Members, Senior Members)

**1. Review of Minutes from Nov 15, 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.** Brian will forward revised draft of survey to the executive committee for commentary.

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

**Closed.** Term 3 scholarship will be moved to Term 4.

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

**Closed.** Lori to liaison with WISE to exchange ideas and there exists the potential for IEEE to help fund some WISE activities.

**Action:** IEEE Foundation submission / recommendations deadline is April 15<sup>th</sup>. Kathleen to verify date.

**Open:** Suggestion was to have a brain storming session to review opportunities.

**Action:** Kathleen has been in touch with the community of Clarendville regarding the placement of a Plaque commemorating the completion of TAT-1. Will IEE be willing to help fund this activity?

**Open**

**Action:** Gerard D to follow the costs associate with getting Myron Kayton as a guest speaker.

**Open**

## 2. Business Arising from the Minutes

See subsequent action items indicated in Section 1.

## 3. New Business

### i. Other

- (1) A request was made to fund a DC Motor project at St. Teresa's.

**Action:** Mike Janes to follow up with Yves Fontaine. Also would we expand this to additional schools?

### Open

(2) A request has been made from NEW on the possibility of supporting/sponsoring a National Engineering Week competition at the High School level.

**Action:** Committee to review NEW Request

### Open

## 4. Reports

### i. Technical Activities

Myron Kayton as a possible distinguished guest speaker. Gerard to check with CCMC & ICAN for potential funding.

### ii. Webmaster

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

**Action:** Brian to update exec web site. *Username & passwords have been sent out to all executive.*

### iii. Awards

Friend of IEEE?

**Action:** Octavia to check on award deadlines and send out note.

### iv. Membership Development

**Action:** Chen to prepare membership statistics for committee review. (Students, Gold Members, Senior Members)

### v. Student Activities

Student branch working on a plan:

- New student exec
- Require copy of bylaws (**from whom?**)
- Reviewing technical activities with the next 3-4 months
- Plan to set up a wine & cheese function. (IEEE funding?)

**vi. Treasurer**

No update available

**vii. Newsletter**

Nothing to report

**5. Next Meeting**

Tuesday February 21<sup>st</sup>, 12:00 → 1:30 @ EN4003