

**IEEE Newfoundland and Labrador Section
Executive Meeting
Tuesday, February 21, 2006**

In Attendance:

Kathleen Chafe, Mike Janes, John Pitt, Cheng Li, Octavia Dobre, Dennis Peters, Lori Hogan, Rob Coish, Dennis Peters, Paul Thorburn

Absent:

Brian Kidney, Jonathan Anderson, Gerard Dunphy, Eric Gill, Vlastimil Masek

Location: MUN Engineering Bldg EN 4003

Summary of Open Action Items:

Action: Brian will update the awards section of the website

Action: Mike Janes will follow up with Yves Fontaine regarding the possibility of expanding the DC motor activity other schools. Possibly include this in the brain storming session.

Action: Brian will set up membership survey on web and will contact Dennis for a prize as an incentive. Brian to forward a link to the survey and all committee members are to review and return comments.

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

Action: IEEE Foundation submission / recommendations deadline is April 15th. Kathleen to verify date and will bring this up at a brain storming session for a review of opportunities.

Action: Kathleen to set up a brain storming session to review ideas for getting involved with NEGW 2007 and John P to invite other outside participants to attend the brain storming session.

Action: Rob to bring student branch budget to next meeting.

Action: Kathleen to check with Eric Gill whether he will be attending the Region 7 meeting in Ottawa.

Action: Dr Peters to follow up with Dr Q on the New Engineers Program as a potential technical session.

Action: Kathleen will bring discussion regarding ideas on expanding the awards to the brain storming session.

Action: Cheng to craft an email promoting senior membership.

Review of Minutes from Jan 16, 2005

Minutes were reviewed and accepted.

Review of Action Items Arising from Minutes

Action: Brian will update the awards section of the website

Open

Action: Kathleen has been in touch with the community of Clarendville regarding the placement of a Plaque commemorating the completion of TAT-1.

Closed

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

Closed

Action: A request was made to fund a DC motor project at St. Teresa's.

Closed: Agreement was reached and a check will be cut.

Action: Mike Janes will follow up with Yves Fontaine regarding the possibility of expanding this to activity other schools. Possibly include this in the brain storming session.

Open.

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

Closed

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

Closed. Octavia sent out a summary list Feb 21st.

Action: Brian will set up membership survey on web and will contact Dennis for a prize as an incentive. Brian to forward a link to the survey and all committee members are to review and return comments

Open.

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

Open.

New Business

- i. IEEE Foundation project submission

Action: IEEE Foundation submission / recommendations deadline is April 15th. Kathleen to verify date and will bring this up at a brain storming session for a review of opportunities.

- ii. Funding for the CS Games has been approved. It was also agreed that that a cap of \$1000 be placed on subsequent submissions.

Closed: Checks are to be issued to Michael Burton and Sam Higdon (2 x \$400)

- iii. National Engineering & Geoscientists Week: John proposed that the IEEE become more involved in this yearly activity. Recommend that IEEE support the development of an Electrical/Electronic Engineering focused competition at the Junior to High School level.

Action: Kathleen to set up a brain storming session to review ideas for getting involved with NEGW 2007 and John P to invite other outside participants to attend the brain storming session.

- iv. Rob presented a proposal for a new Student IEEE Executive. He has also put together new student branch constitution and has sent copies to Dr Peters & Kathleen for review. Rob has also been working on the development of Student Web Site (will be link off of the NL chapter site).

Action: Rob to bring student branch budget to next meeting.

- v. Region 7 Spring Meeting and 2nd Delegate.

Action: Kathleen to check with Eric Gill whether he will be attending the Region 7 meeting in Ottawa

Reports

- i. **Technical Activities**

Action: Dr Peters to follow up with Dr Q on the New Engineers Program

- ii. **Web Master:**

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

No update

iii. **Membership & Awards:**

Octavia provided an update: Some discussion took place regarding what other awards would IEEE fund in 2006 and going forward. (e.g. A new graduate scholarship program, IEEE Wise, Friend of IEEE etc..)

Action: Kathleen will bring discussion regarding ideas on expanding the awards to the brain storming session.

iv. **Membership Development.**

Action: Cheng to craft an email promoting senior membership.

v. **Treasurer**

Treasurer and Secretary's report has been submitted and approved

Closed

Next Meeting

Proposed schedule for next three meetings:

Tuesday March 21st, 12:00 → 1:30 @ EN4003

Tuesday April 18th, 12:00 → 1:30 @ EN4003

Tuesday May 16th, 12:00 → 1:30 @ EN4003