

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

In Attendance:

Kathleen Chafe, Mike Janes, Cheng Li, Octavia Dobre, Dennis Peters, Lori Hogan, Rob Coish, Dennis Peters, Paul Thorburn, Eric Gill, Brian Kidney

Absent:

John Pitt, Jonathan Anderson, Gerard Dunphy,

Location: S. J. Carew Building, Room EN 4003

Summary of Open Action Items:

Action: Brian will update the awards section of the website.

Action: Brian will set up membership survey on web.

Action: Gerard to contact CCMC and ICAN to solicit funding for the distinguished lecturer speaker.

Action: Cheng to craft an e-mail promoting senior membership.

Action: Dennis to schedule Audit Committee meeting, conduct same, and then report back to the Executive at the next meeting on April 18th.

Action: Rob to finalize budget and associated Section obligations/asks and forward same to Mike for inclusion with these minutes.

Action: Paul will check with Derek Yetman (Public Relations) to see if an IEEE display can be constructed and at what cost.

Action: Lori and Rob will develop the content for the IEEE display once the actual hardware form of the display has been determined.

Action: Kathleen will send out minutes of the brainstorming session so that members of the executive can identify their top ten initiatives.

Action: Brian will complete the NL History Website over the next few weeks.

Action: Gerard will send a listserv notice out with respect to the upcoming IEEE Student Night.

Action: Brian will post an IEEE Student Night notice on our website.

Action: Brian will begin updating the website with the new design soon.

Action: Dennis will ensure that the MUN Scholarship Committee is made aware that only the IEEE Term VI scholarship is being awarded in 2006.

Action: Lori will submit the GOLD Affinity Group application.

Action: Lori will contact Gerard to determine the best time to schedule the Admiralty House tour.

Action: Lori will investigate how a new student constitution is approved/implemented.

Action: Paul to contact the TD bank to see what charges would be applied if we cancelled the \$700 cheque to the Student Branch.

Action: Paul to make arrangements to empower the new signing trio (i.e., Paul, Kathleen, and Eric).

Action: Dennis to book EN4003 for the April 18th meeting.

Review of Minutes from February 21, 2006

Minutes were reviewed and accepted.

Review of Action Items Arising from Minutes

Action: Brian will update the awards section of the website.

Open.

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

Closed.

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.

Mostly Closed.

Remaining Action: Brian will set up membership survey on web.

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

Closed. The Section is looking at costs associated with two nights at a hotel and partial airfare. Timeframe is expected to be in early June.

Subsequent Action: Gerard to contact CCMC and ICAN to solicit funding for the 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.

Closed.

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.

Closed.

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

Closed.

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

Closed. Eric is terribly excited about his upcoming adventure.

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

Closed. Dr. Ray Gosine has volunteered to present at any time that's convenient for the Section. If he's not available, Dr. Peters or Dr. Quaicoe will gladly step in.

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

Closed.

Action: Cheng to craft an e-mail promoting senior membership.

Open.

New Business

i. Audit Committee Report

The Audit Committee hasn't met yet but will soon.

Action: Dennis to schedule Audit Committee meeting, conduct same, and then report back to the Executive at the next meeting on April 18th.

ii. Student Branch Budgetary Requirements

Rob presented a draft of the requirements and well as the Student Branch budget in general.

Action: Rob to finalize budget and associated Section obligations/asks and forward same to Mike for inclusion with these minutes.

iii. IEEE Display

There was general agreement that the Section should have a display available for various IEEE and general engineering events. There was further agreement that the Section would be willing to spend \$500 (and maybe more) for a good quality display.

Action: Paul will check with Derek Yetman (Public Relations) to see if an IEEE display can be constructed and at what cost.

Action: Lori and Rob will develop the content for the IEEE display once the actual hardware form of the display has been determined.

iv. Brainstorming Session

Kathleen reviewed the session in general so as to bring the members of the executive that were unable to attend up to speed.

Action: Kathleen will send out minutes of the brainstorming session so that members of the executive can identify their top ten initiatives.

Note: Action has been completed. Said minutes are attached.



Brainstorm.doc

v. CCWEST Support

It was agreed that the Section would provide \$500 as monetary support for Melissa Robinson to attend the conference.

vi. NECEC 2006 Committee Composition

The members of the committee have been determined. The actual role of each member will be determined at the inaugural meeting scheduled for the end of March.

vii. NL History Website

Geoff Holden has given all the files to Brian.

Action: Brian will complete the NL History Website over the next few weeks.

viii. City of St. John's Conferences

Kathleen has been discussing with a number of people how the Section can better interact with the city with respect to technical conferences. Kathleen has arranged for a person familiar with city conferences to give a brief (15 minute) presentation to the executive on this topic.

Reports

i. **Technical Activities**

Gerard wasn't in attendance but it was the executive's understanding that the RCMP tour would not likely happen.

IEEE Student Night is scheduled for April 3rd. Prize structure will remain the same as last year (i.e., \$200, \$150, \$100 for presentations and \$100 each for the three top demonstrations).

Action: Gerard will send a listserve notice out with respect to the upcoming IEEE Student Night.

Action: Brian will post an IEEE Student Night notice on our website.

ii. **Web Master**

New web design is under development. Everyone appears to like the new layout. Brian has a “googlely” colleague that will be assisting in implementing the new design on our website.

Action: Brian will begin updating the website with the new design soon.

iii. **Awards**

Octavia provided an update on recent happenings. Our own Mr. Coish has applied for the IEEE Canadian Foundation scholarship (\$3500). If successful, Rob will host our next meeting at Don Cherry’s (all-you-can-eat wings and refreshments).

As discussed at previous meetings, the Term III scholarship will now become the Term IV scholarship. As the previous Term III students will be the same ones entering Term IV, there will be no Term IV scholarship this year. The scholarship’s inaugural year will be 2007.

Action: Dennis will ensure that the MUN Scholarship Committee is made aware that only the IEEE Term VI scholarship is being awarded in 2006. Hopefully, this will eliminate (or at least mitigate) the annual request for additional subsidies from the MUN Scholarship Committee.

iv. **Membership Development.**

IEEE has “cleaned up” the membership records for most Regions and Sections (i.e., eliminating deceased members, etc.). As such, our revised/updated membership total currently stands at 122 which is down from the end of last year. However, given that there is typically a decrease at the beginning of the year, the new number isn’t bad especially in light of the fact that it is a “cleaned up” number.

Cheng intends to continue his efforts to increase Senior Membership within our Section.

v. **WIE/GOLD**

The final signature (Eric’s) was obtained during the meeting so that Lori can submit the GOLD Affinity Group application.

Action: Lori will submit the GOLD Affinity Group application.

Lori informed the executive that WYSE is hosting an upcoming presentation on the Hydromet project. The Admiralty House tour is now being postponed

to a future date. IEEE funding support will still be available for the tour whenever it occurs.

Action: Lori will contact Gerard to determine the best time to schedule the Admiralty House tour.

Lori continued her jet-setting ways with a recent IEEE trip to San Francisco. Everyone admired Lori's tan and new west-coast linguistic accent. More adventures await her and Brian in Australia next month.

vi. Student Activities

The recent "Employee Night" was a success. Nine companies attended.

As mentioned earlier, Rob will update the Student Branch budget and forward it to Mike upon completion.

Action: Lori will investigate how a new student constitution is approved/implemented.

vii. Treasurer

The Section currently has \$4300 in its day-to-day bank account.

There is still a missing \$700 cheque made payable to the Student Branch.

Action: Paul to contact the TD bank to see what charges would be applied if we cancelled the \$700 cheque to the Student Branch. Based on the bank's response, we will either cancel the old cheque and issue a new one or simply issue a new one if the old cheque has expired and therefore cannot be cashed.

The proceeds from IEMC have still not arrived.

Action: Paul to make arrangements to empower the new signing trio (i.e., Paul, Kathleen, and Eric).

Next Meeting

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

Action: Dennis to book EN4003 for the April 18th meeting.