

**IEEE Newfoundland and Labrador Section  
Executive Meeting  
Tuesday, April 18, 2006**

**In Attendance:**

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

**Absent:**

Brian Kidney, Jonathan Anderson

**Location:** S. J. Carew Building, Room EN 4032A

**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 continue with his e-mailing activity promoting senior membership.

**Action:** Dennis to schedule Audit Committee meeting, conduct same, and then report back to the Executive at the next meeting on May 16<sup>th</sup>.

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

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

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

**Action:** Paul to make arrangements to empower the new signing trio (i.e., Paul, Kathleen, and Eric). Awaiting forms from N.J.

**Action:** Review potential technical conferences that IEEE would be in having the city help with.

**Action:** Kathleen to make our interest know regarding hosting CCCECE.

**Action:** Dennis to schedule Audit Committee meeting, conduct same, and then report back to the Executive at the next meeting on May 16<sup>th</sup>.

**Action:** All committee members asked to review the Brainstorming ideas in the attached document for review at the May 16<sup>th</sup> meeting.

**Action:** Kathleen to follow up with Piscataway, N.J. regarding the timeline for submission for 2007 New Initiatives.

**Action:** Lori to send out the Newsletter as soon as possible.

**Action:** Paul to check with the Fluvarium and available dates to hold the Annual IEEE Lobster Boil

**Action:** Mike to determine the dates of the PEG-NL Awards lobster Boil.

**Action:** Dennis will talk to the student branch councilor to ensure that the top Student IEEE papers are submitted to the National IEEE Student Paper competition. Dennis to check on the time lines as well.

## **Review of Minutes from March 21<sup>st</sup>, 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:** Brian will set up membership survey on web.

**Open**

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

**Open**

**Action:** Cheng to continue with his e-mailing activity promoting senior membership.

**Open**

**Action:** Dennis to schedule Audit Committee meeting, conduct same, and then report back to the Executive at the next meeting on May 16<sup>th</sup>.

**Open**

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

**Closed**

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

**Closed**

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

**Open**

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

**Closed**

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

**Open**

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

**Closed**

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

**Closed**

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

**Open**

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

**Closed**

**Action:** Lori will submit the GOLD Affinity Group application.

**Closed**

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

**Closed:** May 11<sup>th</sup> was determined to be the best date

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

**Closed:** Rob to forward information to Dennis

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

**Closed**

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

**Open:** Awaiting forms to come from IEEE Piscataway, N.J.

**Action:** Dennis to book EN4003 for the May 16<sup>th</sup> meeting.

## New Business

### i. City of St. John's Conferences

Elizabeth Lawrence was on hand from the City of St. John's to discuss potential partnerships with the city in regard to hosting conferences. Elizabeth provided some hand-out material to put the city's value proposition in context.

**Action:** Review potential technical conferences that IEEE would be in having the city help with.

**Action:** Kathleen to make our interest know regarding hosting CCCECE.

### ii. 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 May 16<sup>th</sup>.

### iii. Prioritization of Brainstorming Ideas.

**Action:** All committee members asked to review the Brainstorming ideas in the attached document for review at the May 16<sup>th</sup> meeting.



Brainstorm.doc

iv. 2007 New Initiatives

Submissions to Piscataway, N.J. has a specific Time Line to adhere to.

**Action:** Kathleen to follow up with Piscataway, N.J. regarding the timeline for submission for 2007 New Initiatives.

v. NECEC 2006 Update

→ Scheduled for Nov 9<sup>th</sup> 2006 at the Holliday Inn.

→ Event planning is well in hand. Sub-committee meeting took place the last week of April.

→ Ken Butt has agreed to be the Industry Liaison

vi. Contacting Members is Arrears update

→ 41 members on list – most are students

→ Cheng has sent out emails and he expects the majority to pay this years membership fee.

vii. Spring Newsletter

**Action:** Lori to send out the Newsletter as soon as possible.

viii. Lobster Boil

Dates in June were suggested. June 9<sup>th</sup> or 10<sup>th</sup> were preferred

**Action:** Paul to check with the Fluvarium and available dates to hold the Annual IEEE Lobster Boil

**Action:** Mike to determine the dates of the PEG-NL Awards lobster Boil.

ix. Parking permits

**Action:** Dennis to secure 4 parking permits before the next meeting

## Reports

**i. Technical Activities**

→ WYSE will be hosting a presentation on the Hydromet project at Admiralty House on May 11<sup>th</sup>.

→ Tentative dates of June 12-13<sup>th</sup> have been proposed to have Myran Kayton as guest speaker.

→ CCMC and ICAN to partner for an activity.

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

**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**

Congratulations to Robert Coish for winning this years IEEE Canadian Foundation Scholarship.

**Action:** Dennis will talk to the student branch councilor to ensure that the top Student IEEE papers are submitted to the National IEEE Student Paper competition. Dennis to check on the time lines as well.

**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 sent out emails to all potential senior members. So far he has received only a small number of responses.

Admission & Advancement panel is to take place June 3<sup>rd</sup>, 2006.

**Action:** Cheng to follow up on getting submissions ready two weeks before the Seniors Member A & A meeting takes place in June.

**v WIE/GOLD**

No update

**vi Student Activities**

No update

**vii Treasurer**

The Section currently has a balance of \$3700 in its day-to-day bank account.

**Action:** Paul to make arrangements to empower the new signing trio (i.e., Paul, Kathleen, and Eric). Update: Awaiting forms from N.J.

**Next Meeting**

Tuesday may 16<sup>th</sup>, 12:00 → 1:30 @ EN4003

**Action:** Dennis to book EN4003 for this meeting.