

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

In Attendance:

Kathleen Chafe, Cheng Li, Brian Kidney, Dennis Peters, Lori Hogan, Rob Coish, Paul Thorburn, John Pitt, Gerard Dunphy

Absent:

Mike Janes, Octavia Dobre, Eric Gill, John Anderson

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

Summary of Open Action Items:

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 June 13th.

Action: Lori and Rob will develop the content for the IEEE display once the actual hardware form of the display has been determined. Paul indicated that he had a backboard that maybe of use. Rob will take a look at it.

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

Action: Kathleen will contact the CONA chair to find out more about the process and the various deadlines regarding hosting CCECE.

Action: Dennis (as the student branch counselor) to ensure that the top Student IEEE papers are submitted to the National IEEE Student Paper competition. Dennis to check on the timelines as well.

Action: Lori to follow up with John Anderson on attending this year's GOLD Congress in Mississauga in September.

Action: Lori to talk over setting up a provincial IEEE science fair award with Rick Golding. Also will review criteria and get feedback as to type of award.

Action: All to consider a name for the NECEC poster award.

Action: John to follow up with a number of individuals on where next to go with an IEEE sponsored School competition. Will need to solicit additional help in this endeavor. Possible names → Tom Sheppard and Craig Warren. Will also to link this with National Engineering Week activities for 2007.

Action: Kathleen to follow up with Wally Read on the status of the TAT-1 milestone approval process.

Action: Gerard to provide a budget for NECEC 2006.

Action: John to Contact Kevin Hasting – Chief Eng Aliant TV as potential speaker at NECEC 2006.

Action: All to sell tickets to the Lobster Boil. Remember to tell those who purchase tickets to bring their ticket with them to the event.

Action: All to make Denis aware of the numbers of tickets sold to the Lobster Boil by Monday June 5th.

Action: Dennis to secure 4 parking permits.

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

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

Action: Dennis to follow up with student branch regarding their funding requirements.

Action: Paul to make arrangements to empower the new signing trio (i.e., Paul, Kathleen, and Eric). Paperwork has been received. Uncertainty exists as to the exact time of completing this empowerment.

Action: Eric to book a room for the next meeting on June 13th.

Review of Minutes from April 18th, 2006

Minutes were reviewed and accepted.

Review of Action Items Arising from Minutes

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

Closed → (Brian currently working on it and anticipates completion by the end of May)

Action: Brian will set up membership survey on web.

Closed → (Brian currently working on it and anticipates completion by the end of May)

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 June 13th.

Open

Action: Lori and Rob will develop the content for the IEEE display once the actual hardware form of the display has been determined. Paul indicated that he had a backboard that maybe of use. Rob will take a look at it.

Open

Action: Brian will complete the NL History Website. Deferred to Fall 2006.

Closed

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

Open

Action: Paul to make arrangements to empower the new signing trio (i.e., Paul, Kathleen, and Eric). Paperwork has been received. Uncertainty exists as to the expect time of completing this empowerment.

Open

Action: Dennis to book EN4003 for the May 16th meeting.

Open

Action: Kathleen will contact the CONA chair to find out more about the process and the various deadlines regarding hosting CCECE.

Open

Action: All committee members asked to review the Brainstorming ideas in the attached document for review at the April 18th meeting.

Closed

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

Closed

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

Closed

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

Closed → Date has been selected → June 10th @ the Fluvarium see Dennis for tickets

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

Closed

Action: Dennis (as 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.

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 June 13th.

ii. Region 7 Meeting

Kathleen, Eric and Gerard were at the region 7 meeting on May 5-7th. Kathleen passed out a CD "Discover the Benefits of IEEE membership". She also has an article to be submitted to newsletter.

Attached are the minutes to the region 7 meeting:



bodspring2006.doc



bodspring2006caucus.doc



consentagendaspring2006.doc

iii. GOLD Congress

The regional Gold congress to take place in Mississauga Ont and each section is asked to send one representative. Lori is going and 100% of cost will be covered by the region.

Other than Lori is there another member will to volunteer to go? Dennis suggested John Anderson

Action: Lori to follow up with John Anderson on attending this year's GOLD Congress in Mississauga.

iv. Prioritization of Brainstorming Ideas.

The votes are in: The Top Six:

1. IEEE Award in the provincial science Fair:

Action: Lori to talk over setting up a provincial IEEE science fair award with Rick Golding. Also will review criteria and get feedback as to type of award.

2. Poster & Industry paper award for NECEC:

Gerard suggested we name the Industry paper award: "The T. David Collett Industry Paper Award"

Action: All to consider a name for the NECEC poster award.

3. School competition (Robotics, programming, wind generation or car)

Action: John to follow up with a number of individuals on where next to go with a IEEE sponsored School competition. Will need to solicit additional help in this endeavor. Possible names → Tom Sheppard and Craig Warren. Will also to link this with National Engineering Week activities for 2007.

4. Support for students to attend competitions (e.g. CS Games) → ongoing

5. Display for National Engineering Week → Being addressed.

6. Clarendville TAT-1

Action: Kathleen to follow up with Wally Read on the status of the TAT-1 ceremony process.

7. See list for additional information



Prioritized
Brainstorming List.doc

v. NECEC 2006 Update

→ Scheduled for Nov 9th 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

→ Call for papers to be issued before the end of June

Action: Gerard to provide a budget for this NECEC 2006.

Action: John to Contact Kevin Hasting – Chief Eng Aliant TV as potential speaker at NECEC 2006.

vi. Lobster Boil

Action: All to sell tickets to the Lobster Boil. Remember to tell those who purchase tickets to bring their ticket with them to the event.

Action: All to make Dennis aware of the numbers of tickets sold to the Lobster Boil by Monday June 5th.

vii. Parking permits

Action: Dennis to secure 4 parking permits.

Reports

Technical Activities

→ Tentative dates of July 11th have been proposed to have Myron 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.

i. **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 (as the student branch counselor) to ensure that the top Student IEEE papers are submitted to the National IEEE Student Paper competition. Dennis to check on the timelines 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 119.

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 3rd, 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

Action: Dennis to follow up with student branch regarding their funding requirements.

vii Treasurer

The Section currently has a balance of \$23,300 in its day-to-day bank account.

Action: Paul to make arrangements to empower the new signing trio (i.e., Paul, Kathleen, and Eric). Paperwork has been received. Uncertainty exists as to the expect time of completing this empowerment.

Next Meeting

Tuesday June 13th, 12:00 → 1:30 @ TBD

Action: Eric to book a room for the next meeting on June 13th.