

**IEEE Newfoundland and Labrador Section
Executive Meeting
Tuesday, June 13th, 2006**

In Attendance:

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

Absent:

John Anderson

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

Summary of Open Action Items:

Action: Brian will set up membership survey on web by the end of September.

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. There are two competitions (1) IEEE Canada → there are currently no submissions (2) Telus Sponsored → Deadline June 16th (John Anderson has entered)

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 link this to the National Engineering Week activities for 2007.

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

Action: Dennis scheduled Audit Committee meeting for June 15th. He will report on the outcome of that meeting.

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: 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. (Rob & Dennis to coordinate)

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. → Awaiting approval from Piscataway

Action: Lori to send out the criteria used by the WISE for the same Science Fair.

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

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

Action: Dennis to follow-up the (IEEE Pre-Collage Education a Activities coordinator) on the cost of placing a copy of Spectrum in schools with 100 or more high school students.

Action: Gerard to confirm Ray Gosine's interest as tech speaker. Topic: "Engineering Curriculum Changes to Electrical Engineering Program"

Action: Brian to forward the text associated with the new web site design to Gerard

Action: Octavia to arrange to have the term six IEEE awards advertised on the web site. This will also apply to any and all other IEEE Sponsored awards

Action: Octavia to follow up with the IEEE term eight paper coordinator, to ensure that their papers are submitted for competition.

Action: Date of Next Meeting TBD

(Have a Great Summer -- Stay out of the hot sun)

Review of Minutes from May 16th, 2006

Minutes were reviewed and accepted.

Review of Action Items Arising from Minutes

Action: Brian will set up membership survey on web by the end of September.

Open

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. There are two competitions (1) IEEE Canada → there are currently no submissions (2) Telus Sponsored → Deadline June 16th (John Anderson has entered)

Open

Action: Lori to follow up with John Anderson on attending this year's GOLD Congress in Mississauga. → John A has stated his interest in attending

Closed

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Open

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

Open - ongoing

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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.

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Open

New Business

i. Audit Committee Report

Action: Dennis to schedule Audit Committee meeting, conduct same, and then report back to the Executive at the next meeting on June 13th.

Open:

ii. School Science Fair Support

There are three regional science fairs (1) Eastern (2) Central (3) Western. Suggestion was made that each IEE award could total \$100 each for a total of less than \$500 per year. The focus would be on electrical based projects.

Action: Lori to send out the criteria used by the WISE for the same Science Fair.

Open

iii. NECEC 2006 Update

- Scheduled for Nov 9th 2006 at the Holliday Inn.
- NATI is a possible key note speaker
- Ken Butt has NOT agreed to be the Industry Liaison
- Craig Warren to finalize the industry sponsorship letter
- Poster & Industry paper award for NECEC: Gerard suggested we name the Industry paper award: "The T. David Collett Industry Paper Award"

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

Open

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

Open

iv. TAT 1 Planning Committee

→ Ceremony is planned September 25th 2006

→ The current plan is set up a separate sub-committee and meet via an audio conference by the end of June. (Committee members: - Kathleen C (Chair), Mike J, Paul T & Gerard D)

→ Wally Reed is also a potential committee member. Will need to be confirmed.

→ The town of Clarendville and the local Heritage group will need to be involved.

→ Funding details to follow

Action: Kathleen to set up sessions via conference calls.

Open

v. **CCECE 2009**

A proposal will need to be submitted expressing our interest

Action: Kathleen to determine when this will need to be submitted. She will also send an email to solicit interest in being part of the CCECE committee.

Open

vi. **IEEE Spectrum for Schools**

Dennis provide an overview of the numbers of potential high schools that may be interested in receiving a copy of Spectrum.

There are 147 high schools in NL representing 21, 317 students.

Some of these schools have very few high school age students so we most likely only entertain those schools with 100 or more students.

Action: Dennis to follow-up the (IEEE Pre-Collage Education a Activities coordinator) on the cost of placing a copy of Spectrum in schools with 100 or more high school students.

Open

Reports

i. **Technical Activities**

Gerard contacted Ray Gosine about being a tech speaker to talk about “Engineering Curriculum Changes to Electrical Engineering Program”

Action: Gerard to confirm Ray Gosine’s interest as tech speaker

Open

ii. Web Master

Action: Brian to forward the text associated with the new design to Gerard

Open

iii Awards

Action: Octavia to arrange to have the term six IEEE awards advertised on the web site. This will also apply to any other award

Open

Action: Octavia to follow up with the IEEE term eight paper coordinator, to ensure that their papers are submitted for competition.

Open

iv Membership Development

No Update

v WIE/GOLD

No update

vi Student Activities

The Student elections have taken place.

vii Treasurer

The Section currently has a balance of \$18,300 in its day-to-day bank account.

Next Meeting

TBD