

**IEEE Newfoundland and Labrador Section
Executive Meeting
Tuesday, Sept 12, 2006**

In Attendance:

Kathleen Chafe, Cheng Li, Brian Kidney, John Pitt, Mike Janes, Octavia Dobre, Eric Gill

Absent:

Jon Anderson, Gerard Dunphy, Dennis Peters, Rob Coish, Paul Thorburn, Lori Hogan

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

Summary of Open Action Items:

Action: Brian will set up membership survey on web.

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. → Targeting the end of October 2007.

Action: Lori and Rob to work on IEEE display.

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

Action: Eric to follow with student branch regarding their funding requirements. (Eric picking this up from Dennis while Dennis is on Sabbatical for the next 7 months)

Action: Move Audit Committee Report review to next meeting

Action: Gerard /Paul to provide overview of NECEC 2006 budget

Action: Eric, Octavia & Cheng to review the term six IEEE scholarship submissions.

Action: Gerard to provide an NECEC update at the next meeting.

Action: Lori to do up GOLD budget requirements and look into the accounting practices of other GOLD committees.

Review of Minutes from June 16th, 2006

Minutes were reviewed and accepted.

Review of Action Items Arising from Minutes

Action: Brian will set up membership survey on web.

Open

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. → Targeting the end of October 2007.

Open

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

Open - ongoing

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

Closed

Action: Eric to follow with student branch regarding their funding requirements. (Eric picking this up from Dennis while Dennis is on Sabbatical for the next 7 months)

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. → Awaiting approval from Piscataway

Closed → Kathleen, Paul & Eric

Action: Gerard /Paul to provide overview of NECEC 2006 budget

Open

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

Open

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

Open

Action: Eric, Octavia & Cheng to review the term six IEEE submissions.

Open

New Business

i. Audit Committee Report

Action: Kathleen will move Audit Committee Report review to agenda of next meeting.

ii. NECEC 2006 Update

Gerard provided an email update to Kathleen (email was forwarded).

Action: Gerard to provide an NECEC update at the next meeting.

Open

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

Closed → Recommend this be moved to the NECEC Committee for action

iii. TAT 1 Planning Committee

→ Planning is well in hand for the Sept 24th event

iv. GOLD Funding Request

GOLD is planning for two events per year.

Made a request for \$135 from Section for the 1st event. Approval granted

Action: Lori to do up GOLD budget requirements and look into the accounting practices of other GOLD committees.

Open Reports

i. Technical Activities

Review at next meeting

ii. Web Master

TAT-1 is now included on web site.

Brian could be traveling a fair amount and has arranged someone to backfill for him.

NECEC 2006 ongoing admin will be handled by Lori

iii Awards

No Update

iv Membership Development

→ Cheng provide a spreadsheet stating current membership statistics.

→ Cheng is encouraging IEEE committee members to apply for senior membership. 2 new senior members.

v WIE/GOLD

No update

vi Student Activities

Committee requires a student representative

vii Treasurer

Review at next meeting

Next Meeting

Tuesday, October 10