

**IEEE Newfoundland and Labrador Section  
Executive Meeting  
Tuesday, Oct 10, 2006**

**In Attendance:**

Cheng Li, Brian Kidney, John Pitt, Eric Gill, Gerard Dunphy, Paul Thorburn, Lori Hogan

**Absent:**

Kathleen Chafe, Mike Janes, Octavia Dobre, Jon Anderson, Dennis Peters, Rob Coish

**Location:** S. J. Carew Building, Room EN 4020

**Outstanding Action items**

**Action:** Gerard to send email to Section members regarding survey, Brian to write article for newsletter.

**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 in 2007 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:** Lori to do up GOLD budget requirements.

**Action:** Cheng to book Boardroom for date/time of AGM.

**Action:** Gerard to touch base with Jon Anderson for AGM speaker.

**Action:** All to write own sections of annual report, Kathleen to combine reports for distribution.

**Action:** Gerard to talk to Hydro regarding the possibility of the Symposium.

**Action:** Octavia to check on qualifications/requirements for Fellowship nomination.

**Action:** Paul to find minutes related to initial scholarship creation.

**Action:** Eric to contact potential scholarship winner re: volunteering for NECEC.

**Action:** Mike to check with Aliant on \$250 TAT-1 sponsorship.

## Review of Minutes from September 12th, 2006

Minutes were reviewed and accepted.

## Review of Action Items Arising from Minutes:

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

Closed. Deadline is November 30<sup>th</sup>.

**Follow-up Action:** Gerard to send email to Section members, Brian to write article for newsletter

**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:** Lori and Rob to work on IEEE display.

Open - waiting on items from MD

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

Open, will be pushed in 2007. Currently have two new Sr. members, potentially more.

**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:** Move Audit Committee Report review to next meeting

Discussed later in agenda

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

Closed, mailed to NECEC list

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

Closed, discussed later in agenda

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

Discussed later in agenda

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

Open, accounting practices established, budget is not

## New Business

### i. AGM

Tentatively to be held Tuesday, December 5, 2006 in the Engineering boardroom. Gerard has approached Jon Anderson as main speaker, topic to be his Telus award-winning project.

**Action:** Cheng to book Boardroom for date/time.

**Action:** Gerard to touch base with Jon Anderson.

**Action:** All to write own sections of annual report, Kathleen to combine reports for distribution.

Discussion on 2008 executive. Eric Gill, incoming Chair will on sabbatical for the first few months of his Chairship and will not be in available. Kathleen may be required to stay on for an additional 6 months until he returns. **To be discussed at the next meeting.**

### ii. Audit Committee Report

Some notes from report:

- “NECEC 2003” expense should be recategorized as “speaker gifts”
- The software package being used may not be best suited to task. Paul is evaluating this, will suggest a new software package for the next treasurer.

The executive needs to decide if audit recommendations must be implemented (i.e. Are mandatory). **To be discussed at the next meeting.**

### iii. NECEC 2006

Over 60 papers have been submitted (higher than average). Over \$8k in donations (\$3k+ from Seimens, \$1k from Hydro, no Aliant donation to date). Conference bags will b discussed at Friday's meeting based on high level of donations. The current push is to get papers in and CDs ready for distribution.

Advertising in Gazette can potentially be bought for “academic rate” of \$60 for 1/8 page; Cheng is looking into this and will purchase space in next issue.

John noted how impressive NECEC looks to other Sections.

### iv. TAT-1

The TAT-1 milestone celebration was great success, with over 50 attendees including MPs, MHAs, IEEE Canada Pres-Elect; beautiful weather, great reception. Not all bills for the event are in yet, thus far the total for the event is ~\$4k.

There was discussion on getting a plaque done for the town for all their hard work. **To be discussed at the next meeting.**

### v. CCECE 2009

The routine has been established that two years prior to a particular CCECE, Sections will present their bid to host at the Spring meeting; thus we will be presenting at the Spring 2007 meeting for CCECE 2009. Current competition seems to be Quebec City (who will have Sections Congress in 2008) and Halifax (who have had it since we have).

#### vi. Project Management Videoconference

Gerard is working on this with Bruno DiStefano. It would be a full weekend-long videoconference. Not much interest has been expressed by potential participants at this time, and it may not go ahead.

#### vii. Power Symposium and Fall Meeting 2006

Ottawa holds a regular annual one-day, invited speakers, Power Symposium they are looking to take national. Since the Fall 2007 Regional Meeting will be held in St. John's, NL (date to be confirmed with IEEE Canada Fall 2006 Meeting minutes), the organizers think the meeting in conjunction with the 2007 Power Symposium held here would be a good draw. Discussion over whether this would interfere or prevent NECEC 2007. Also discussed was where the main amount of work would lie in organizing the event, and if industry support would be possible (in terms of dollars and volunteers). **To be discussed at the next meeting.**

**Action:** Gerard to talk to Hydro regarding the possibility of the Symposium.

#### viii. R7 Region/Student/GOLD meetings

All were held conjointly in Mississauga, ON Sept. 15-17, 2006. Three GOLD attendees (Lori, Brian, Jon Anderson) gathered ideas and support from fellow volunteers. Robert Cove and Eric learned much at the Student Congress and feel more confident compared to some other Branches. The highlight of the weekend was Jon Anderson's first-prize win of the IEEE Canada Telus Innovation Competition and he will be taking us all out for supper. :)

#### ix. Fellow Candidates

John Quaicoe discussed as a potential nominee for his contribution to Power Engineering and Engineering Education.

**Action:** Octavia to check on qualifications/requirements for Fellowship nomination.

x. **McNaughton Centre Proposal - Deferred to next meeting**

xi. **History Webpage - Deferred to next meeting**

xii. **Scholarship Options**

According to IEEE Canada, Sections aren't allowed to give funds directly to the university for scholarships without IEEE Canada approval. This approval was received at the time of scholarship creation, but the regulations regarding the regular top-up that is needed are not clear. Discussion on having ICF administer scholarships. **To be discussed at the next meeting.**

**Action:** Paul to find minutes related to initial scholarship creation.

xiii. **Fall Newsletter, Future Distribution**

The deadline for newsletter articles is Friday. This will likely be the last mailed-out newsletter - in future, members will receive newsletter notification via email. **To be discussed/confirmed/voted at next meeting.**

## Reports

i. **Technical Activities**

GOLD Financial planning seminar in late November, AGM in December.

ii. **Web Master**

Google Analytics has been set up to check website traffic.

iii **Awards**

Octavia, Eric and Cheng reviewed 2 scholarship applications, both recent members. One letter indicated keen interest in getting involved in the IEEE and in the acoustics aspect of the McNaughton Centre. A recommendation has already been sent for the recipient to the Associate Dean's office. Discussion as to whether or not awarding the scholarship in this situation dilutes the value of it.

**Action:** Eric to contact potential winner re: volunteering for NECEC.

**iv Membership Development**

An email will be sent to all students attending NECEC re: membership, numbers will pick up because of this.

**v WIE/GOLD**

WISE AGM to be held Nov 6. Keynote speaker is MHA Charlene Johnson.

GOLD is planning a seminar for late November.

**vi Student Activities**

Robert Cove will be invited to the next Section meeting.

**vii Treasurer**

There is currently \$13.5k in the chequing account. A professional audit is required for IEMC, so some funds may be required for this. \$27.5k in investments will mature in late October, will be reinvested.

A bank draft for \$600 is required to pay for a plaque. **(Details missing)**

We are still waiting on \$250 promised sponsorship from Aliant for TAT-1.

**Action:** Mike to check with Aliant on this.

## **Next Meeting**

**Tuesday, November 15**