

**IEEE Newfoundland and Labrador Section
Executive Meeting
Friday November 17th, 2006**

In Attendance: Kathleen Chafe, Mike Janes, John Pitt, Eric Gill, Gerard Dunphy, Paul Thorburn, Lori Hogan, Simon Silk

Absent:

Octavia Dobre, Jon Anderson, Dennis Peters, Rob Coish, Cheng Li, Brian Kidney,

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

Open 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 to work on IEEE display.

Action: Eric to follow with student branch regarding their funding requirements. (Eric will be picking this up from Dennis while he's on Sabbatical for the next 7 months). Currently there is no Student Rep. Will follow up in December.

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

Action: All to write own sections of annual report And forward to John.

Action: Kathleen will forward last years AGM Office's report to John as a reference.

Action: John will pull together the officer's report for the AGM on or before Dec 5th, 2006.

Action: Gerard to talk to Hydro regarding the possibility of the Symposium and firm up the details.

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

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

Action: All executive members are to consider their roles on the IEEE executive going into 2008 in relation to Eric Gill's six month sabbatical in 2008.

Action: Kathleen to follow up with Lori to help clarify the audit committee recommendations from the Oct minutes.

Action: Gerard to ensure that all members of the IEEE Executive are to receive Pad Folios.

Action: Gerard to provide committee with a review of NECEC 2006 once the NECEC committee has its wrap session

Action: Kathleen will review the "Friends of IEEE" award parameters as it relates to recognizing Clarendville for their role in the TAT-1 ceremony.

Action: Brian to review how much effort it will take to create a history link on the IEEE-NL web site.

Action: Gerard to forward the email that Dennis sent regarding the IEEE scholarship program.

Action: Paul will contact Dennis directly to review the IEEE Scholarship program.

Action: Paul, Mike & Gerard to meet and come back to the exec committee with some recommendations regarding the IEEE Scholarship options.

Review of Minutes from October 10th, 2006

Minutes were reviewed and accepted.

Review of Action Items Arising from Minutes:

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.

Closed → this is an ongoing activity

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

Action: John will pull together the officer's report for the AGM on or before Dec 5th, 2006.

Open

Action: Kathleen will forward last years AGM Office's report to John as a reference.

Open

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. **Closed**

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

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

II. 2008 Executive Committee

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.

Action: All executive members are to consider their roles on the IEEE executive going into 2008 in relation to Eric Gill's six month sabbatical in 2008.

Open

III. Audit Committee Recommendations

From Oct 10th Meeting Minutes:

- “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).

Action: Kathleen to follow up with Lori to help clarify the audit committee recommendations from the Oct minutes.

Open

IV. NECEC 2006

Action: Gerard to ensure that all members of the IEEE Executive are to receive Pad Folios.

Open

A recommendation was tabled that the NECEC sessions chairs should solicit specific industries for more paper/presentations for next years NECEC.

Action: Gerard to provide committee with a review of NECEC 2006 once the NECEC committee has its wrap session

Open

V. Town of Clarendville Recognition for TAT-1

It was decided to hold this agenda item until next meeting.

Action: Kathleen will review the “Friends of IEEE” award parameters as it relates to recognizing Clarendville for their role in the TAT-1 ceremony.

Open

VI. History Web Page

History content is available from Ken Butt, however this will need to collated and placed on the IEEE-NL web site.

Action: Brian to review how much effort it will take to create a history link on the IEEE-NL web site.

Open

VII. Scholarship Options

Action: Gerard to forward the email that Dennis sent regarding the IEEE scholarship program.

Open

Action: Paul will contact Dennis directly to review the IEEE Scholarship program.

Open

Action: Paul, Mike & Gerard to meet and come back to the exec committee with some recommendations regarding the IEEE Scholarship options.

Open

VIII. Newsletter Format

Newsletter will remain as is for Q1 2007.

Reports

I. Technical Activities

Nothing to Report

II. Web Master

Nothing to report.

III. Awards

Simon Silk has won an IEEE Scholarship. Congratulations Simon.

IV. Membership Development

Nothing to report.

V. WIE/GOLD

Nothing to report.

VI. Student Activities

NECEC committee sends a thank you to all those students that helped out during the NECEC 2006 conference. In particular thank you to Simon Silk for preparing the CDs

VII. Treasurer

Paul issued an IEEE NL Section Budget report for all to review. Current balance sits at approx \$40K (YE + Investments).

Next Meeting

Tuesday, January 19th, 2007 @ (EN4032-A)