

IEEE Newfoundland and Labrador Section Annual General Meeting December 5th, 2006

In Attendance: Kathleen Chafe, Eric Gill, Paul Thorburn, Jon Anderson, John Pitt, John Quaccio, Octavia Dobre, Cheng Li,

Location: S. J. Carew Building Room EN4002

1. Introduction of Technical Speaker
 - i. Jonathan Anderson - "Scribe - An Analog Transcription Aid"
Jon took us through his "Award Winning" IEEE presentation.
2. Call to Order
 - i. Verification of Quorum
Approved → 11 IEEE Members present
3. Officer Reports → See attached copy of officer reports. A round table update/summary was presented by all officers in attendance.
 - i. Chair → Kathleen Chafe provide an overall account the past years events.
Made note of two significant events for 2006;
 - 1) NECEC 2006
 - 2) TAT-1 Ceremony, held in Clarenville on Sept 26th. Approximately 100 people in attendance.
 - ii. Vice-Chair/Student Activities → Eric Gill
 - iii. Treasurer → Paul Thorburn
 - iv. Secretary → John Pitt
 - v. Technical Activities → Gerard Dunphy
 - vi. Membership Development → Cheng Li
 - vii. Awards and Scholarships → Octavia Dobre
 - viii. Audit Committee → Paul Thorburn
4. Other Business
No other business to report.
5. Adjournment
6. Reception - Wine and Cheese

Officer's Reports
2006 Annual General Meeting
December 5, 2006
MUN Engineering Boardroom

Chair

Kathleen Chafe

I am pleased to report that 2006 has been another very active and productive year for the Newfoundland and Labrador Section of IEEE. Two key events held in 2006 were the 16th annual Newfoundland Electrical and Computer Engineering Conference (NECEC) and the IEEE Engineering Milestone dedication celebration for the 50th anniversary of the commissioning of Transatlantic Cable Number 1 (TAT-1). We have also had a series of high quality technical meetings and enjoyable social events such as our annual Lobster Boil. A number of members have again been recognized by IEEE awards and I would like to extend my congratulations to them. We continue to be a very financially healthy section and plan to continue to look for new ways to enhance value to our members and to promote the goals of IEEE. I am very excited to take on the challenge of becoming Chair of the Section for another year and look forward to continuing to work with an excellent Executive Committee.

On November 9, the Section, in partnership with Memorial University, hosted the 16th annual Newfoundland and Labrador Electrical and Computer Engineering Conference (NECEC) at the Holiday Inn in St. John's. The Conference Chair for NECEC 2006 was Gerard Dunphy from Newfoundland & Labrador Hydro and the Technical Chair was Dr. Eric Gill from Memorial University. We are pleased to report that this year we had 114 attendees and 61 papers (52 oral presentations + 9 posters) covering a wide range of technical subject areas. Our keynote speaker was Paul Dubé, Executive Director, Newfoundland and Labrador Association of Technology Industries and our luncheon speaker was Dave van de Wetering, Nortel - Wireless Account Executive for Bell Aliant who spoke on the evolution of wireless technologies. Following the technical sessions, we held a wine and cheese reception and awarded door prizes donated by our sponsors. Proceeds from this event and past conferences are used to sponsor IEEE Scholarships, which are awarded to students in the Electrical Engineering or Computer Engineering program at Memorial University of Newfoundland, as well as to support other activities within the province. The Planning Committee and Section Executive Committee would like to extend our sincere thanks to our speakers, presenters, sponsors, session chairs, volunteers, and others who contributed to our conference this year. It is much appreciated and we look forward to NECEC 2007!

On Sunday, September 24 the IEEE Newfoundland and Labrador Section in partnership with the Town of Clarenville and the Clarenville Heritage Society celebrated an IEEE Milestone dedication ceremony commemorating the site of the first transatlantic cable (TAT-1) near the site of the former cable station in Clarenville. The IEEE Milestones Program honours significant achievements in the history of electrical and computer engineering. There are approximately 70 of these milestone sites in the world, 6 of which are in Canada and 3 of these are in Newfoundland. The latest

Milestone recognizes Clarenville as the eastern terminal of the first transatlantic telephone cable, TAT-1 which entered service on September 26, 1956. The dedication ceremony drew about 100 spectators. Gerard Dunphy was the Master of Ceremonies. The roster of speakers began with greetings and best wishes from the political leaders at the municipal, provincial, and federal levels - Mayor Fred Best, Ross Wiseman, MHA, Trinity North and Bill Matthews, MP, Random-Burin-St. George. Other speakers included Dr. Camilla O'Shea from the Clarenville Heritage Society, Dr. Wallace Read, and Dr Ferial El-Hawary, President Elect of IEEE Canada. Prior to the plaque unveiling, Dr. Jerry Hayes, a former worker on TAT-1 and who has written extensively on TAT-1, called for a moment of silence remembering the men and women who contributed to the advances of global telecommunications. The dedication ceremony was followed by a reception at the Clarenville Inn. All enjoyed refreshments and hors d'oeuvres during this excellent social networking opportunity. The Clarenville Heritage Society prepared a very interesting display of TAT-1 artifacts and photographs. Dr. Jerry Hayes presented an informal slideshow highlighting key events in telecommunications history before, during, and after TAT-1. Commemorative Booklets and Clarenville pins were provided to all attendees. The members of the Organizing Committee and those who attended were very pleased with the event.

The fall meeting of IEEE Canada (Region 7) was held in Mississauga, Ontario. John Pitt and I were pleased to represent the Newfoundland and Labrador Section. This two day meeting started with presentations and reports including group committees such as External Relations, Member Services, Women in Engineering, Awards and Recognition, Conferences and Publications/ Communications as well as the IEEE Canadian Foundation. The local NL Section is interested in putting forward a proposal to host Canadian Conference on Electrical and Computer Engineering (CCECE) 2009. It was agreed that any Section interested in hosting CCECE would formally present their proposal at the Spring meeting two years before. NL Section will be presenting their bid at the Spring 2007 meeting in Vancouver, BC. It was decided that the Fall 2007 meeting would be held in St. John's.

In 2006 we hope to continue to offer many events/initiatives and to look for new ways to enhance the value of your membership. We would love to have your feedback on how we can improve our service to you, the IEEE member.

Finally and most importantly I would like to extend a special thank you to the members of the Executive and NECEC Committees and other volunteers for their hard work and dedication over the last year. It has been a pleasure to work with you. I look forward to working with the Executive on many other events/initiatives over the next year!

Vice Chair and Acting Student Branch Counselor
Eric Gill

As noted in the Chair's report, and as is generally the case for our relatively small Section, we have completed another very encouraging year.

One of the highlights has been our annual NECEC conference. As Technical Chair of the conference as well as Vice Chair of the Section, I believe that the conference was an unqualified success. The vast majority of the papers, presentations and posters were of excellent quality and the Conference has again provided an important link between industry and academia. I would like to thank all of those who made the Technical Chair's job as straight forward as possible. In particular, the input of various IEEE members to the judging process for the paper and poster awards is greatly appreciated. Additionally, Dr. Dennis Peters did a superb job of readying the CD of the Conference Proceedings. The tandem of Brian Kidney and Simon Silk provided a timely conclusion to the final CD production and Brian did a superb job of dealing with the Technical Chair's web ineptitude.

We continue to be a very financially healthy section and plan to continue to look for ways to offer value our members while promoting the goals of the IEEE. In doing so, we continue to be a big supporter of our Student Branch. We helped finance the attendance of student and GOLD members to the Fall Meeting in Toronto, remunerated the Branch for labor and materials involved in completing the NECEC CD's, and supplied funds to purchase relevant materials used in a small project involving teaching children with disabilities.

As listed in the Awards section of this report, our students have been extremely successful on the national stage and we are very proud of them. Congratulations to Jon Anderson for winning the prestigious Telus Competition for innovation and to Joel Mercer in obtaining the 2006 Hackbusch Award (Easter Canada Council) for the best paper by a university student. These awards provide fitting conclusions to their undergraduate careers and we wish them all the best as they pursue further studies.

Finally, I would like to extend a special thanks to our current Chair, Kathleen Chafe, who continues to do a commendable job of ensuring the vitality of Section. The Executive is cognizant of her tremendous efforts along with those of others who have netted national and international recognition for Section activities.

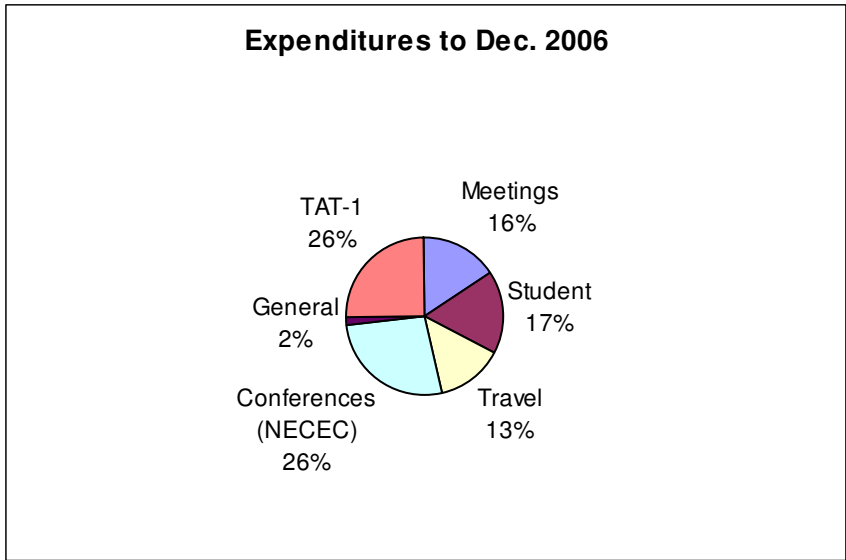
Treasurer
Paul Thorburn

The section continues in good financial health. Expenditures to December 1, 2006 total \$16 421.17 while income total is \$27 937.75. Details are outlined below. There are 2 items of note. The first is income from IEMC 2005, as our section was one of the sponsors. We received \$14 540.66 as our share of the conference surplus. On the negative side, we will have to pay our share of the audit fees, yet to come. The second item is a major expense for the IEEE Milestone in Electrical Engineering and Computing program. A ceremony commemorating the first operation of a Trans-Atlantic telephone system cable was held at Clarenville on September 24, 2005 at a cost to the section of \$4 206.22.

For the remainder of the year, there will be expenses for meetings and for NECEC 2006. On the income side, there will be money from NECEC registrations. Our GIC investments are valued at \$27 533.43 as of October 21, 2006 and have been renewed for another year.

Expenditures	
Meetings	\$2,604.12
Student	\$2,770.11
Travel	\$2,177.28
Conferences (NECEC)	\$4,405.46
General	\$257.98
TAT-1	\$4206.22
Total	\$16,421.17
Income	
Balance, Dec.31, 2005	\$5,055.02
NECEC 2006 (1)	\$3,000.00
Lobster Boil	\$650.00
IEEE Rebate	\$3,492.01
IEMC	\$14,540.66
NECEC 2005	\$500.00
Other	\$700.06
Total	\$27,937.75
Present Operational Balance (Dec. 1, 2006)	
	\$11,516.58
Investments	
Value at Oct. 23, 2005	\$26,823.00

(1) Other NECEC income totals \$3 000 paid directly to Holiday Inn by a sponsor, reducing conference expenses by the same amount.



Secretary
John Pitt

During 2006 there were 9 meetings of the IEEE Newfoundland & Labrador Section Executive. The meetings were typically held at noon and were of two hour duration. In addition to tonight’s AGM, the dates of the meetings were: January 16, February 21, March 21, April 18, May 16, June 13, September 12, October 10, November 17. Minutes were taken at each of these meetings.

A primary role of the Secretary within the IEEE Newfoundland & Labrador Section is to ensure that the local section is in compliance with all of the secretarial regulations of IEEE Region 7 (i.e., IEEE Canada) and IEEE corporate. One of these regulations includes the submission of an annual IEEE Meeting Report. An IEEE Newfoundland & Labrador Section Meeting Report was submitted to the Regional Activities Department of IEEE in February of this year. The contents of the report included a rebate worksheet, an officer confirmation form, an L-31 meeting report form, and an L-35 technical conference report form. By submitting the report in a timely fashion, the IEEE Newfoundland & Labrador Section qualified for an additional 10% rebate. This translated into a \$240 credit for the section.

For 2006 the members of the IEEE Newfoundland & Labrador Section Executive consisted of:

Officer	Name	Affiliation	E-mail
Chair	Kathleen Chafe	Canadian Coast Guard	chafek@ieee.org
Past Chair	Mike Janes	Aliant Telecom / NewTel	mike.janes@ieee.org
Vice-Chair	Eric Gill	MUN Engineering	egill@enr.mun.ca
Treasurer	Paul Thorburn	NRC IMD	paul.thorburn@nrc.ca
Secretary	John Pitt	Aliant	John.Pitt@aliant.ca
Technical Activities	Gerard Dunphy	Newfoundland Hydro	g.dunphy@ieee.org

Membership Development	Cheng Li	MUN Engineering	licheng@enr.mun.ca
Awards and Scholarships	Octavia Dobre	MUN Engineering	dobre@enr.mun.ca
Newsletter	Mike Janes	Aliant Telecom / NewTel	mike.janes@ieee.org
	Lori Hogan	C-Core	lori.hogan@ieee.org
Student Activities	Dennis Peters	MUN Engineering	dpeters@enr.mun.ca
Women in Engineering (WIE) and Graduates of the Last Decade (GOLD)	Lori Hogan	C-Core	lori.hogan@ieee.org
Webmaster	Brian Kidney	Stratos	bkidney@ieee.org
Student Branch Chair, Society A	Jon Anderson	MUN Engineering	anderson@enr.mun.ca

Membership Development

Cheng Li

The membership development of our section grows steadily over the past year. Currently, there are 158 active members in our section, which is compared to a number of 143 as of December 31, 2005. The details of the membership status by the end of November 30, 2006 include Life Fellow (1), Fellow (1), Senior Member (14), Life Member (1), Member (64), Associate (3), Affiliate (10), and Student Member (64).

This year we identified a list of members who were potentially eligible to be nominated for elevation to Senior Membership status. These members were contacted and encouraged to apply. Two members (Dr. Dennis Peters and Dr. Martin Plummer) were elevated to Senior Member status. In addition, the number of regular members and student members has been growing steadily during the past year. Other efforts include private e-mail to everyone for the members in arrears and the promotion of IEEE to new graduate students.

Awards and Scholarships

Dr. Octavia Dobre

The year of 2006 has been very productive for our Section in terms of awards and scholarships at the local, regional and national levels. At the local level, a variety of awards were presented related to the final-year projects of the Electrical and Computer Engineering (ECE) graduating class, i.e., Best Project Demonstrations, Best Oral Presentations, and Overall Best Project Reports Awards. In addition, a scholarship was awarded to a student member in Term 6 of the ECE program at Memorial University.

At the Newfoundland Electrical and Computer Engineering Conference (NECEC) 2006, two Wally Read Best Paper Awards, a Best Poster Award and a T. David Collett Best Industry Paper Award were presented. The IEEE Hackbusch Award (Eastern Canada Council) was presented to a student member of our Section. Furthermore, an IEEE Canadian Foundation Scholarship, the IEEE Canada Women in Engineering Prize, and

the IEEE Canada Telus Innovation Award were also presented to members of our Section.

Term 8 Student Project Awards

The IEEE offers the following categories of awards related to the final-year projects of the ECE graduating class: (1) Best Project Demonstrations, (2) Best Oral Presentations, and (3) Overall Best Project Report. The 2006 winners of these awards were:

- (1) Best Project Demonstrations: 1st Prize - Michael Power, 2nd Prize - Whycliff, 3rd Prize - Robert Gardiner, and Honorable Mention - Joel Mercer,
- (2) Best Oral Presentations: 1st Prize- Joel Mercer, 2nd Prize - Sarah Power and 3rd Prize - Michael Power,
- (3) Overall Best Project Reports: Jonathan Anderson and Whycliff Russell.

Term 6 Scholarship

For the last number of years, the IEEE Newfoundland and Labrador Section has supported a scholarship valued at \$1000 for worthy student members enrolled in Terms 6 of the Electrical or Computer Engineering Program at Memorial University. The objectives of this scholarship include (1) increasing student interest in and recognition of the IEEE, (2) enhancing promising students' abilities to succeed at the undergraduate level and (3) providing students with a reason and opportunity to think seriously about their professional goals. This year's scholarship recipient is Mr. Simon Silk.

Wally Read Best Paper Awards

For the last four years, the Technical Committee of NECEC has provided awards in the following categories: (1) Best Student Paper and (2) Best Graduate of the Last Decade (GOLD) Paper. The award bears the name of prominent local and international IEEE member Mr. Wally Read, former President of IEEE and a founding father of the IEEE Newfoundland & Labrador Section.

This year's recipient of the Best Student Paper Award was Mr. Dilan Amarasinghe. Mr. Amarasinghe is a graduate student at Memorial University and he received the award based on the paper entitled "Integrated Laser and Camera Sensor for Simultaneous Localization and Mapping."

The Best GOLD Paper Award was won by Mr. Reza Shahidi. Mr. Shahidi is also a graduate student at Memorial University. His paper was entitled "Orientation-Adaptive Image Decomposition."

T. David Collett Best Industry Paper Award

The award bears the name of Mr. T. David (Dave) Collett, as recognition of his contribution to the Hydro Group of Companies, his province and his profession. The recipient of this award was Mr. Jonathan Anstey, with the paper entitled "An Improved Feature Extraction Technique for High Volume Time Series Data."

Best Poster Award

The recipient of this award was Mrs. Isheeta Nargis.

IEEE Hackbusch Award for the Best Paper by University Student(S)

The purpose of the IEEE Student Paper Competition is to offer student members the opportunity to exercise and improve both written and verbal communication skills. Papers entered can cover technical, engineering, management, or societal aspects of subjects reasonably within or related to areas with which the IEEE is concerned.

The Competition is a two-tiered event. The winning papers from the local competitions then enter the Regional Competition. IEEE Canada offers three prizes in each of the Councils within the Region (Western, Central, and Eastern). The recipient of one of these prizes within Eastern Canada Region, i.e., the Hackbusch Award for best paper by University student(s), was Mr. Joel Mercer. His paper was entitled “Gesture Recognition: Algorithmically Developing a Vision”. Currently, Mr. Mercer is a graduate student with the Faculty of Engineering at Memorial.

IEEE Canadian Foundation Scholarship

The IEEE Canadian Foundation Scholarships are intended to encourage awareness of and participation in the educational programs supported by the IEEE. This year, Robert Coish was awarded with an IEEE Canadian Foundation Scholarship. Mr. Coish is an ECE student at Memorial, and currently he is the Executive Chair of the IEEE NL Section Student Branch.

IEEE Canada Telus Innovation Award

The IEEE Canada Telus Innovation Award is conferred yearly to an individual or a team undergraduate project in an engineering or technology program. The basis for judging the projects entering the competition is the extent to which solutions to the engineering problems demonstrate innovation and creativity, practical application of engineering fundamentals, relevancy, usefulness and applicability in industry. The competition is a three-step event. The winning projects at the IEEE student branch level enter the regional competition, in which three entries per area (Eastern, Central and Western) are selected for the final step, based on the written report presentation. At the national stage, the nine finalists present their projects in front of a panel of judges, and as such, the quality of the verbal report presentation is also evaluated. This year, Mr. Jonathan Anderson was the recipient of this award, with the project entitled “Scribe: A Real-Time Transcription Tool.” Currently, Mr. Anderson is a graduate student with the Faculty of Engineering at Memorial.

Technical Activities

Gerard Dunphy

This year there were a wide variety of technical activities presented by the Section on behalf of its members. In the spring, three sessions, including the annual Lobster Boil, were held. In the fall, the highlight was the dedication ceremony for the TAT-1 IEEE Historic Milestone, commemorating the first transatlantic telephone cable which was placed in service in September 1956. The annual Newfoundland Electrical and Computer Engineering Conference were held in November. The attached is a summary of the meetings and conferences hosted by the Section this year.

<i>Date</i>	<i>Title</i>	<i>Presenter</i>
06/04/03	Student Night - MUN	
06/05/11	Tour- Admiralty House Museum	
06/06/10	Annual Lobster Boil	
06/09/24	TQAT-1 Historic Milestone Dedication	
06/11/08	NECEC 2006	
05/12/05	AGM and Presentation	Jonathan Anderson

Audit Committee Chair

Paul Thorburn

As directed by IEEE Canada the Region, the Section established an Audit Committee. The Audit Committee, chaired by **Dr. Dennis Peters**, submitted its report for the 2005 calendar year on June 29, 2006. For the section, there were 2 recommendations:

- Item #7 on the “Meetings-Social” page, described as “briefcases” (Cheque #441, May 05) appears to be an expense that should have been associated with NECEC 2004 or, alternatively, marked as “speaker gifts.”
- The accounting and audit process could be simplified by the use of more sophisticated accounting software. In particular the current system, while clearly organized to facilitate the IEEE reporting requirements, lacks a consolidated cheque register that could be used to directly track and verify account balances. A package that supports double entry accounting would facilitate both of these requirements. Also the use of voucher numbers for all invoices and statements would facilitate cross-referencing.

In response, the briefcases were identified as speaker gifts, the purpose for which they were used. The second recommendation has not yet been implemented. Section financial records are kept in Excel.

The committee also made 2 general recommendations for the Student Branch;

- The use of cash must be avoided. All payments should be made using cheques so that there is a record.
- Better accounting practices would better facilitate future audits and improve confidence.