

**IEEE Newfoundland and Labrador Section  
Executive Meeting  
Friday January 19th, 2006**

**In Attendance:** Kathleen Chafe, Mike Janes, John Pitt, Eric Gill, Gerard Dunphy, Paul Thorburn, Lori Hogan, Octavia Dobre, Rob Coish, Brian Kidney, Cheng Li

**Absent:**  
Jon Anderson, Dennis Peters,

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

### **Open Action items**

**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:** Rob Coish will let this committee know who the student branch representative will be on this committee.

**Action:** Lori to work on IEEE display. Kathleen has some materials that she can give to Lori.

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

**Action:** Octavia to check on qualifications/requirements for Fellowship nomination. Cheng to check into potential candidates/possible names and forward to Octavia.

**Action:** Kathleen to prepare a letter of thanks for the NECEC + TAT-1 donations.

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

**Action:** Kathleen to forward some additional information about the Power Symposium. Web Link etc...

**Action:** Sub-committee would need be struck to investigate the next steps associated with putting off the Power Symposium locally: Kathleen, Gerard, + 1 other to meet and scope out the next steps.

**Action:** Brian to review how much effort it will take to create a history link on the IEEE-NL web site. Brian will contact ken Butt and develop a plan.

**Action:** Paul Will contact Judy Casey at MUN to determine the dynamics of the IEEE Scholarships from their prospective.

**Action:** Kathleen to set a meeting to begin preparing a proposal for hosting CCECE.

**Action:** Committee has been asked to put together three goals and objectives of the local IEEE Chapter:

**Action:** Kathleen has agreed to respond to the Section Congress Survey by Jan 31<sup>st</sup>.

**Action:** Review providing Science Fair winners with a subscription to IEEE Spectrum. Kathleen agreed to contact Dennis about this.

**Action:** Brian to post winner of the membership survey from a random draw on the IEEE NL Web-Site.

**Action:** Octavia to check into the deadlines associated with each of the IEEE Awards.

**Action:** Cheng will continue to present opportunities of IEEE Student membership to term 8 students.

**Action:** Eric to talk to Howard Haynes regarding putting off an IEEE Student Night and where he can help with this.

**Action:** Paul to prepare the L50. Deadline is February 23<sup>rd</sup>. This will require a year-end back statement from TD.

## **Review of Minutes from November 17th, 2006**

Minutes were reviewed and accepted.

## **Review of Action Items Arising from Minutes:**

**Notice!** This was Rob's last IEEE Exec meeting as student representative.

**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:** Rob Coish will let this committee know who the student branch representative will be on this committee. He suggested that Robert Cove would more than likely be stepping in as the new student rep.

Open

### Power Symposium→

Gerard talked to Hydro about being involved with the Power Symposium. They did express some interest in being part of this event.

**Follow up:** Gerard indicated he did talk to “Ottawa” Conference representative regarding what’s required in facilitating this Symposium locally.

→ Possibility coordinate at the same time of the Fall IEEE Regional Meeting here in NL.

→ If we decided to pursue this we would need to move on this very soon. And a team on volunteers would need to be assembled.

**Action:** Kathleen to forward some additional information about the Power Symposium. Web Link etc...

**Action:** Sub-committee would need be struck to investigate the next steps associated with putting off the Power Symposium locally: Kathleen, Gerard, + 1 other to meet and scope out the next steps.

## New Business

### I. AGM Minutes

Minutes have been sent out... Closed

### II. CCECE Proposal

**Action:** Kathleen to set a meeting to begin preparing a proposal for hosting CCECE.

### III. IEEE Canada Goals and Objectives

**Action:** Committee has been asked to put together three goals and objectives of the local IEEE Chapter:

e.g.: (1) Support 2 technical conferences per year

(2) Boost senior membership by xx% in 2007

(3) Offer at least 2 activities in support of WIE / Gold in 2007

Topics to cover: Technical, Membership Development & Financial

#### IV. Financial Planning Seminar

Lori informed the committee of a Financial Planning session that is being set up. This session was directed primarily towards GOLD members but open to IEEE /WIE members → Took place on February 9<sup>th</sup>.

#### V. Sections Congress Survey

**Action:** Kathleen has agreed to respond to the Section Congress Survey by Jan 31<sup>st</sup>.

#### VI. Science Fair

**Action:** Review providing Science Fair winners with a subscription to IEEE Spectrum. Kathleen agreed to contact Dennis about this.

## Reports

### I. Technical Activities

Nothing to Report

### II. Web Master

**Action:** Brian to post winner of the membership survey from a random draw.

### III. Awards

**Action:** Octavia to check into the deadlines associated with each of the IEEE Awards.

### IV. Membership Development

Cheng provided an update: Membership development is going well. We have 160 members in total. This is up from 154 from Oct 2006.

**Action:** Cheng will continue to present opportunities of IEEE Student membership to term 8 students.

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

These are ongoing activities

## V. WIE/GOLD

GOLD had two activities therefore is eligible for rebate.

## VI. Student Activities

**Action:** Eric to talk to Howard Haynes regarding putting off an IEEE Student Night and where he can help with this.

## VII. Treasurer

Balance as of Dec 31<sup>st</sup>, 2006 was \$17,630.44 on current account.

2006 reports to IEEE have been sent in.

**Action:** Paul to prepare the L50. Deadline is February 23<sup>rd</sup>. This will require a year-end back statement from TD.

## Next Meeting

Friday February 16<sup>th</sup>, 2007 @ (EN4032-A)

### Future upcoming meeting:

Friday March 16<sup>th</sup>, 2007

Friday April 20<sup>th</sup>, 2007

Friday May 18<sup>th</sup>, 2007