

**IEEE Newfoundland and Labrador Section
Executive Meeting
Friday February 16th, 2007**

In Attendance: Kathleen Chafe, John Pitt, Eric Gill, Paul Thorburn, Octavia Dobre, Brian Kidney, Lori Hogan, Cheng Li, Robert Cove

Absent:

Jon Anderson, Mike Janes, Gerard Dunphy,

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

Open Action items

Action: Sub-committee would need to 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: 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: Gerard to provide committee with a review of NECEC 2006 once the NECEC committee has its wrap session.

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, Mike, Gerard & Octavia to meet and review the current scholarship situation and make recommendations

Action: Subcommittee associated with CCECE to meet Friday February 23rd, to put a proposal together.

Action: Kathleen to prepare Section report for Region 7 meeting including three goals and objectives of the local IEEE Chapter.

Action: Kathleen to review the cost of supplying the Science Fair winners with a subscription to IEEE Spectrum (Six subscriptions in total??).

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

Action: Kathleen also agreed to talk to Wally Read regarding supplying all high schools with a subscription of Spectrum.

Action: Octavia to provide a summary of the IEEE Canadian Foundation Grants and Scholarships.

Action: Kathleen to check with Lori regarding a technical presentation / Lecture from Dr Moloney.

Action: Cheng to send out a reminder to those members in arrears.

Action: Eric to talk to Howard Hayes regarding IEEE support for IEEE Night. Seven judges are required from Industry for IEEE Student Competition night.

Action: Cheng to send email outlining the requirements for attaining senior membership

Action: John to send a note to Robert Cove requesting an overview of the Student Activities and summary of IEEE representation @ the Student Branch and the financial requirements for Q1 2007.

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.

Closed Items: “Carried for next meeting only”

1. Rob Coish will let this committee know who the student branch representative will be on this committee. → Robert Cove will be Student Branch Rep.
2. Octavia to check on qualifications/requirements for Fellowship nomination. Cheng to check into potential candidates/possible names and forward to Octavia. → Fellowship nominations are made by other Fellows. It appears there are no valid nominations within NL IEEE Section. Deadline was March 1st, 2007.
3. Kathleen prepared a letter of thanks for the NECEC + TAT-1 donations.
4. Kathleen has responded to the Section Congress Survey before Jan 31st, 2007.
5. Paul has prepared and submitted the L50 on or before the deadline of February 23rd. This will require a year-end bank statement from TD.
6. Kathleen has forwarded additional information about the Power Symposium. Web Link etc...
7. Cheng will continue to present opportunities of IEEE Student membership to term 8 students.

Review of Minutes from January 19th, 2007

Minutes were reviewed and accepted.

New Business

I. Membership Development

Membership stands at 165. This up from 160 in January.

II. Membership in arrears

Action: Cheng to send out a reminder to those members in arrears.

III. IEEE Foundation Grant Application

See IEEE Foundation 2007 Grant application sheet passed out at the February 16th Meeting.

IV. IEEE Student Branch Website Contest

Action: None noted??

V. IEEE Night

Action: Eric to talk to Howard Hayes regarding IEEE support for IEEE Night. Seven judges are required from Industry for IEEE Student Competition night.

Reports

I. Technical Activities

Action: Kathleen to check with Lori regarding a technical presentation / Lecture from Dr Moloney.

II. Webmaster

No update

III. Awards

Action: Octavia to provide a summary of the IEEE Canadian Foundation Grants and Scholarships.

IV. Membership Development

Membership stands at 165. This is up from 160 in January 07.

Action: Cheng to send email outlining the requirements for attaining senior membership.

V. WIE/GOLD

No update

VI. Student Activities

Action: John to send a note to Robert Cove requesting an overview of the Student Activities and summary of IEEE representation @ the Student Branch, and the financial requirements for Q1 2007.

VII. Treasurer → Paul Thorburn

NECEC Surplus stands at \$4,583.56

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

Next Meeting

Friday March 16th, 2007 @ (EN4032-A)

Future upcoming meeting:

Friday April 20th, 2007

Friday May 18th, 2007