

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

In Attendance: Kathleen Chafe, John Pitt, Eric Gill, Paul Thorburn, Octavia Cheng Li, Robert Cove

Absent:

Jon Anderson, Mike Janes, Gerard Dunphy, Dobre, Brian Kidney, Lori Hogan

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. Kathleen will call Gerard.

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: 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. (Need to determine whether any president exists and what the total cost will be).

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 Haynes regarding putting off an IEEE Student Night and where he can help with this. Need to determine the IEEE Student bank account balance.

Action: Robert will arrange wine/alcohol/cheese etc for the IEEE Student Night.

Action: Robert will locate two outstanding receipts and provide them to Eric.

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

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: Kathleen will send out an email to all IEEE Exec Committee and if no takers will go outside the committee.

Action: All to submit news worthy items to Lori for inclusion to the NL IEEE News letter.

Action: Kathleen to set up a subsequent meeting to review NECEC 2007 plans.

Action: Kathleen to 2006 Audit Committee chair (Dennis?) to see if same individuals would be willing to serve on the 2007 Audit Committee.

Action: Eric to talk to Dr. Quaccio in order to obtain an invite to the scholarship meeting.

Action: Kathleen to get certificate framed in preparation of the Scholarship meeting.

Action: Cheng plans to call individual members separately to promote senior membership application.

Action: Cheng to send a friendly email to those members in arrears.

Closed Items: “Carried for next meeting only”

1. Subcommittee associated with CCECE met in February to put a proposal together.
2. Octavia provided a summary of the IEEE Canadian Foundation Grants and Scholarships.

Review of Minutes from February 16th, 2007

Minutes were reviewed and accepted.

New Business

I. Industry Liaison

Kathleen indicated that the local chapter is looking for an Industry Liaison appointment by March 30th.

Action: Kathleen will send out an email to all IEEE Exec Committee and if no takers will go outside the committee.

II. Newsletter

Action: All to submit news worthy items to Lori for inclusion to the NL IEEE News letter.

III. CCECE 2009 Update

Kathleen provided an update on the status of this activity,

→ A presentation is to be made at the Spring IEEE Region 7 meeting in Vancouver.

→ Over the past number of weeks a number of meetings have taken place to prepare.

IV. NECEC 2007

Please note that we are looking for Volunteers to be part of NECEC 2007 Committee.

Action: Kathleen to set up a subsequent meeting to review NECEC 2007 plans.

V. Audit Committee 2007

Action: Kathleen to 2006 Audit Committee chair (Dennis?) to see if same individuals would be willing to serve on the 2007 Audit Committee.

Reports

I. Technical Activities

None to report

II. Web Master

No update

III. Awards

Action: Eric to talk to Dr. Quaccio in order to obtain an invite to the scholarship meeting.

Action: Kathleen to get certificate framed in preparation of the Scholarship meeting.

IV. Membership Development

The next advancement to Senior Membership is the Week of March 26th, 2007.

Action: Cheng plans to call individual members separately to promote senior membership application.

Action: Cheng to send a friendly email to those members in arrears.

V. WIE/GOLD

No update

VI. Student Activities

Students are currently in the planning mode. Nothing to report

VII. Treasurer → Paul Thorburn

Balance as of March 16th, 2007 was \$15,600 on current account.

Please note that the scholarship tab is still outstanding. Looking for recommendations.

Next Meeting

Friday May 20th @ (EN4032-A)

Future upcoming meeting:

TBD