

**IEEE Newfoundland and Labrador Section  
Executive Meeting  
Friday May 11<sup>th</sup>, 2007**

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

**Absent:**

Jon Anderson, Gerard Dunphy, Dobre Octavia

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

**Open Action items**

**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.

**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:** Dennis, Paul, Mike, Gerard & Octavia to meet and review the current scholarship situation and make recommendations

**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 and Dennis agreed to talk to IEEE Pre-Collage Representation regarding the logistics of supplying all high schools with a subscription of Spectrum. (Need to determine whether any precedent exists and what the total cost will be).

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

**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 2008. → Targeting the end of October 2007.

**Action:** Brian Kidney has agreed to be the IEEE NL branch Industry Liaison.

**Action:** Kathleen to set up a subsequent meeting to review NECEC 2007 plans. An email will be sent soliciting NECEC 2007 committee involvement.

**Action:** Kathleen to see if same individuals would be willing to serve on the 2007 Audit Committee.

**Action:** Dennis to set up a 2006 Audit Committee (to review the 2006 books)

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

**Action:** Dennis agreed to print the tickets. Event + Bar.

**Action:** Dennis will talk to Jeff Newhook as to whether a cash advance is required for the Scouts Canada event.

**Action:** Kathleen agreed to prepare a template that can be used for future funding requests.

### **Closed Items: “Carried for next meeting only”**

1. Sub-committee was 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. Will defer to a latter date. For 2007 the conference will continue in Montreal
2. Kathleen prepared and submitted the Section report for Region 7 meeting including three goals and objectives of the local IEEE Chapter.
3. Eric reviewed an IEEE Student Night with Howard Heys and IEEE Student Branch.
4. Cheng sent out a reminder to those members in arrears.
5. Cheng sent an email outlining the requirements for attaining senior membership

### **Review of Minutes from March 16<sup>th</sup> , 2007**

Minutes were reviewed and accepted.

### **New Business**

#### **I. Lobster Boil**

- Lobster Boil is scheduled for the Fluvarium, Saturday June 9<sup>th</sup>.
- Gerard D sent out an email reflecting the increased costs. It appears based on these costs and expected turnout we could be out of pocket by as much as \$1,500.

- A vote took place and all were in unanimous agreement to absorb this extra cost and maintain the ticket prices set in 2006.

**Action:** Dennis agreed to print the tickets. Event + Bar.

## II. Newsletter

Lori has started to put together the Newsletter and will send another email out requesting input from the committee.

- We will continue to send out a hard copy of the newsletter for the foreseeable future.

## III. IEEE Canada Spring Meeting

Kathleen presented the IEEE NL Sections pitch to host the 2009 CCECE event in NL. And received unanimous support from IEEE Region 7.

Congratulations to all who input to this effort.

## IV. Request for funds from Scouts Canada

Refer to the email request from Jeff Newhook Re: Scout's Canada Project.

- All committee members were in agreement with the request and agreed to fund.

**Action:** Dennis will talk to Jeff Newhook as to whether a cash advance is required for the Scouts Canada event.

**Action:** Kathleen agreed to prepare a template that can be used for future like requests.

## V. Audit Committee 2007

**Action:** Dennis to set up a 2006 Audit Committee (to review the 2006 books)

## Reports

### I. Technical Activities

None to report

### II. Web Master

**Action:** John to zip Minutes and AGM report to Brian in order to place on Web Site.

### III. Awards

No Update

**IV. Membership Development**

Cheng provide a list of current members.

**V. WIE/GOLD**

No update

**VI. Student Activities**

Student elections have taken place.

**VII. Treasurer → Paul Thorburn**

Balance as of May 11<sup>th</sup>, 2007 was \$13,000 on current account.

The IEEE Rebate is expected to be approx #13,000.

**Next Meeting**

Friday June 8<sup>th</sup> @ (EN4032-A)

Future upcoming meeting:

TBD