

**IEEE Newfoundland and Labrador Section
Executive Meeting
Tuesday September 11th, 2007**

In Attendance: Kathleen Chafe, Paul Thorburn, Lori Hogan, Octavia Dobre

Absent: John Pitt, Eric Gill, Gerard Dunphy, Cheng Li, Robert Cove, Mike Janes, Brian Kidney

Location: IOT-NRC Pacific Room

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

Action: Kathleen and Dennis agreed to talk to IEEE Pre-College 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: Lori to contact 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: 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: Kathleen agreed to prepare a template that can be used for future funding requests.

Action: John to look at 2006 report, talk to Mike regarding not meeting rebate bonus conditions.

Action: Brian to email username/password to exec-only portion of website.

Action: Dennis to get update from student branch on wine and cheese event.

Action: Kathleen to check with Gerard regarding supper with Dr. Kayton.

Action: Kathleen and Dennis to coordinate refreshments.

Action: Kathleen to ask Dwight Howse to circulate notice of event to MI staff/faculty.

Action: Kathleen to reply to Amir and Bill, bringing up our concerns on the rush and a request for a "suggested donation formula".

Action: Kathleen to reply to Amir and suggest a lunchtime talk on Friday (October 19th) or an evening presentation on Thursday (October 18th).

Action: Kathleen to check with Cathie Lowell (IEEE Canada Admin) on a pub crawl/screech-in during the Fall Regional meeting.

Action: Kathleen to forward Scholarship Subcommittee notes to executive to get vote on matter.

1. Review of Minutes from June 8th, 2007

Minutes were reviewed and accepted.

2. Business Arising from Minutes

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

Open.

Action: Lori to do up GOLD budget requirements.

Open.

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

Closed.

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.

Open.

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

Closed. Discussed under "New Business".

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

Open.

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

Closed.

Action: Kathleen and Dennis agreed to talk to IEEE Pre-College 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).

Open.

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

Closed. Possible topic for AGM.

New Action: Lori to contact 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.

Open.

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

Closed.

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

Closed.

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

Open.

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

Open.

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

Open.

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

Closed.

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

Closed. The supplier was paid directly.

New Action: Dennis to request a report on the event from Jeff.

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

Open.

Action: Brian to take email list from meeting and update listserv.

Closed

Action: John to look at 2006 report, talk to Mike regarding not meeting rebate bonus conditions.

Open.

Action: Brian to email username/password to exec-only portion of website.

Open.

Action: Robert to distribute networking session letter to exec for customization and to pass along to company reps.

Closed.

New Action: Dennis to get update from student branch on wine and cheese event.

3. New Business

3 i. Dr. Kayton Technical Talk

The Engineering boardroom has been booked for the event on September 17th. Gerard has indicated that Dr. Kayton may want to go for dinner on Sunday evening. The notice of the event will be distributed to PEG-NL, WISE, etc. to reach as wide an audience as possible.

Action: Kathleen to check with Gerard regarding supper with Dr. Kayton.

Action: Kathleen and Dennis to coordinate refreshments.

Action: Kathleen to ask Dwight Howse to circulate notice of event to MI staff/faculty.

3 ii. Section Financial Support for Sections Congress

A request was made from Bill Kennedy (IEEE Canada Past President) through Amir Aghdam (IEEE Canada East Area Chair) for donations from Sections in the Region to help support Sections Congress 2008 (being held in Quebec City). Each Section was requested to donate \$1k-5k and to commit to a donation quickly. After email discussion among the Section, Kathleen emailed Amir back with questions as to why there is such a rush to make this decision, and got a response indicating he would discuss it with Bill. It was noted by Paul that our Section rebate this year was only ~\$3100, and the minimum requested donation would represent a large portion of this.

Action: Kathleen to reply to Amir and Bill, bringing up our concerns on the rush and a request for a "suggested donation formula".

3 iii. Amir Aghdam Technical Talk

Amir will be in St. John's for the Fall Board meeting and has offered to do give a technical talk in his area of expertise. This will be at no cost to the Section.

Action: Kathleen to reply to Amir and suggest a lunchtime talk on Friday (October 19th) or an evening presentation on Thursday (October 18th).

3 iv. Fall Regional Meeting

The Fall Regional Meeting is being held at the Delta in St. John's, Oct. 19-21, 2007. There is a reception on Friday evening (Oct. 19th) that Section Executive members are encouraged to attend. Section Executive members are also invited to attend the meetings on Friday, Saturday and Sunday. The idea of putting together a hospitality gift/package was brought up, and hosting a pub crawl or screech-in for the CFA board members.

Action: Kathleen to check with Cathie Lowell (IEEE Canada Admin) on a pub crawl/screech-in during the Fall Regional meeting.

3 v. Recommendations of Scholarship Subcommittee

Paul distributed notes from the Scholarship Subcommittee meeting from June 22, 2007 (attached for further information). They reviewed three options for continuing the Term 4/7 scholarships.

- a. Continue with present system of topping up scholarship as needed.
- b. Reduce scholarship amount to value that can be maintained by current funds (currently that would be about \$750).
- c. Increase capital amount to cover two \$1k scholarships (approximately an extra \$15k).

The committee recommends that the Section increase the capital (option c above). There are two term deposits maturing on October 23, and one is estimated at \$16.7k.

Kathleen questioned what implications an additional investment would have at the Regional level. Paul replied, indicating that it might depend on what the funds were invested in, but we should be okay. There were not enough Executive members at the meeting to vote on the recommendation.

Action: Kathleen to forward Scholarship Subcommittee notes to executive to get vote on matter.

3 vi. NECEC Update

Jim Keating has been confirmed as the keynote speaker; the luncheon speaker is not yet determined. There are currently 57 abstracts submitted; more industry papers are requested. The registration page is almost up. Current sponsorship levels are \$1.5k.

3 vii. Oceans 2014

Dwight Howse is part of a city/provincial committee planning to bid on Oceans 2014. St. John's has already been targetted as a good city for the conference by the Society. Dwight has been in contact with Kathleen.

4. Reports

4 i. Technical Activities

- Upcoming schedule of technical activities
Sept: Dr. Kayton's talk
Oct: Amir's talk
Nov: NECEC
Dec: AGM

4 iii. Awards

- There are upcoming RAB award deadlines in October.
- Term 6 scholarship announcement and applications will go out soon, with a deadline of the end of September. The university scholarship meeting is in mid-October.

4 v. WIE/GOLD

- The WISE AGM is in early November.
- There is an upcoming GOLD Webinar on Entrepreneurship, in late September.

4 vii. Treasurer

- Paul will be away on vacation Oct. 7th – 28th; some cheques will be pre-signed in his absence.
- Two term deposits mature on Oct. 23rd; need to decide what to do with them before Oct. 7th. Decision related to scholarship subcommittee recommendations.
- \$13.2k in Section account; could take \$5k-10k from this to put into term deposit, leaving enough in the Section account to cover extra NECEC expenses.

Action: Paul to contact bank to see what is required for renewing or cashing out term deposits.

Next Meeting: October 4th or October 5th, 12:15pm