

**IEEE Newfoundland and Labrador Section  
Executive Meeting  
Friday, October 5<sup>th</sup>, 2007**

**In Attendance:** Kathleen Chafe, Lori Hogan, Octavia Dobre, Cheng Li, Robert Cove, Dennis Peters, Brian Kidney

**Absent:** Paul Thorburn, John Pitt, Eric Gill, Gerard Dunphy, Mike Janes

**Location:** Engineering Dining Room

### **Open Action Items**

**Action:** Lori to work on IEEE display for NECEC 2007.

**Action:** Brian to continue to work on history page.

**Action:** Lori to contact Ray Gosine to get 2007 IEEE Science Fair award winners' addresses for Spectrum subscriptions.

**Action:** Kathleen and Dennis to further investigate best way to get Spectrum into high school.

**Action:** Lori to contact Dr. Moloney about speaking at the AGM.

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

**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:** Kathleen to call Christian's to arrange screech-in.

**Action:** Kathleen to get list of screechers from Cathie Lowell.

**Action:** Kathleen to call bars regarding cover costs and bands playing for Friday, Oct. 19th.

**Action:** Kathleen to distribute Aghdam's bio and abstract to Section executive.

**Action:** Brian to post Aghdam's bio and abstract to Section executive.

**Action:** Lori to check w/ C-CORE about using Lot 23 (next to C-CORE) for parking for the event.

**Action:** Gerard to send e-mail about technical talk to listserv.

**Action:** Kathleen to buy thank-you gift for Aghdam (in \$30 range).

**Action:** Kathleen to check on changing content of Gazette article/ad.

**Action:** Kathleen to reply to Delta email(s) re: CCECE requirements/contract.

**Action:** Brian to put up 'holder page' for CCECE before newsletter goes out.

**Action:** Lori to send reminder email for newsletter articles.

**Action:** Dennis to get lunchtime catering options from Compass.

### **1. Review of Minutes from September 11<sup>th</sup>, 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. Kathleen's materials are out-of-date, but Cheng may have new materials that can be used.

**Action:** Lori to do up GOLD budget requirements.

Closed. Not required for 2007, revisit this in 2008.

**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.  
Closed. Ken Butt was contacted and work has begun.

**New action:** Brian to continue to work on history page.

**Action:** Kathleen to review the cost of supplying the Science Fair winners with a subscription to IEEE Spectrum (Six subscriptions in total??).  
Closed. Individual subscriptions are ~\$20/year.

**New action:** Lori to contact Ray Gosine to get 2007 IEEE Science Fair award winners' addresses for Spectrum subscriptions.

**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).  
Closed. Cost for institutional subscriptions is \$205/year. The idea of providing an online subscription was brought up, but it was decided that paper magazine would be better.

**New action:** Kathleen and Dennis to further investigate best way to get Spectrum into high school.

**Action:** Lori to contact Dr. Moloney about speaking at AGM.  
Open.

**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:** Kathleen to see if same individuals would be willing to serve on the 2007 Audit Committee.  
Closed. Kathleen delegated task to Dennis. :)

**Action:** Dennis to set up a 2006 Audit Committee (to review the 2006 books).  
Open. Gervaise White and Doug Squires suggested as possibilities.

**Action:** Cheng plans to call individual members separately to promote senior membership application.  
Closed. Some members showed interest. There are two more opportunities for senior membership application in 2007.

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

**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.  
Closed.

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

Closed. The event did not take place.

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

**Action:** Kathleen and Dennis to coordinate refreshments for Dr. Kayton's talk.  
Closed.

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

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

**Action:** Kathleen to reply to Amir and suggest a lunchtime talk on Friday (October 19<sup>th</sup>) or an evening presentation on Thursday (October 18<sup>th</sup>).  
Closed. Amir will be speaking Friday at lunch - see New Business.

**Action:** Kathleen to check with Cathie Lowell (IEEE Canada Admin) on a pub crawl/screech-in during the Fall Regional meeting.  
Closed. Event is a go - see New Business.

**Action:** Kathleen to forward Scholarship Subcommittee notes to executive to get vote on matter.  
Closed. See New Business.

### 3. New Business

#### 3 i. Region 7 Meeting and Pub Crawl.

The Regional Fall meeting will be held Friday, October 19th - Sunday October 21st at the Delta St. John's. All Section executive members are encouraged to attend some or all of the meetings and social events, and Kathleen has distributed the agenda for the weekend. A banquet will be held on the Saturday night - please inform Kathleen if you will be attending so that she can inform Cathie Lowell, IEEE Canada Administrator.

The Section is planning a screech-in and pub crawl on the Friday night. It will likely start around 8pm. Christian's will be targeted as the "scene of the crime". Other potential options for bars to visit include O'Reilly's, Bridie's, and Kelly's.

**Action:** Kathleen to call Christian's to arrange screech-in.

**Action:** Kathleen to get list of screechers from Cathie Lowell.

**Action:** Kathleen to call bars regarding cover costs and bands playing for Friday, Oct. 19th.

#### 3 ii. Amir Aghdam Technical Talk

Amir will be giving his technical talk in the engineering boardroom at noon on October 19th. There is no eating in the boardroom so it is suggested not to emphasize that the talk is at lunch. Refreshments will be served in the Lounge afterwards. Parking possibilities were discussed for off-campus attendees.

**Action:** Kathleen to distribute Aghdam's bio and abstract to Section executive.

**Action:** Brian to post Aghdam's bio and abstract to Section executive.

**Action:** Lori to check w/ C-CORE about using Lot 23 (next to C-CORE) for parking for the event.

**Action:** Gerard to send e-mail about technical talk to listserv.

**Action:** Kathleen to buy thank-you gift for Aghdam (in \$30 range).

### **3 iii. Recommendations of Scholarship Subcommittee**

The Scholarship Subcommittee is recommending using one of the soon-to-mature term deposits to invest further into the scholarship fund held by Memorial for the Term 4/6 scholarships. The amount in the smaller term deposit, ~\$11k plus ~\$3k from the chequing account, will be enough.

This plan was approved. The smaller term deposit will be cashed, and a cheque will be issued to MUN from the Section chequing account.

### **3 iv. NECEC Update**

A slate of papers is in place for NECEC. Approximately 70 papers were received, with 2 international papers being rejected; there were 52 presentations and about 15 posters, with a good technical balance and a large majority from academia. Six or seven people are currently registered. The lunchtime speaker is Randy Billard from Virtual Marine Technologies; Kathleen was not aware of the change and listed someone different in the ad. Judges are actively looking at award papers. Logistics for laptops and projectors need to be addressed. The next meeting is October 12th.

**Action:** Kathleen to check on changing content of Gazette article/ad.

### **3 v. CCECE Update**

A meeting was held 2 weeks ago to review the hotel proposal. The hotel originally wanted something signed by the end of September but have since relaxed that requirement. There will be one hotel contract for both the conference and Regional meetings beforehand. Kathleen will respond to the email(s) from the Delta requesting clarification.

The Rooms has been booked for the opening reception.

There has been no word from Kash (CONAC chair) yet on the process for getting the contract approved or for a draft MOU between the Section and the Region. It may be possible/likely to meet with the CONAC representative at the Regional meeting later this month. The next CCECE meeting will be in November.

Dr. John Quaicoe has been approached about joining the committee. Dennis will update us on his decision.

Brian has purchased a domain for the conference - ccece09.org. He and Geoff Holden are webmasters.

**Action:** Kathleen to reply to Delta email(s) re: CCECE requirements/contract.

**Action:** Brian to put up 'holder page' for CCECE before newsletter goes out.

### **3 vi. Newsletter**

Deadline for articles for the Section newsletter is October 10th. Dennis has some photos from Dr.

Kayton's talk that could be used to accompany the article on the event.

**Action:** Lori to send reminder email for newsletter articles.

### **3 vii. RAB Awards**

The deadline for RAB Awards is October 15th. A handout on the different awards was provided; members are asked to think if there is anyone to nominate.

### **3 viii. Nominations Committee for Officer Elections**

Mike Janes will be heading up the Nominations Committee.

### **3 ix. Annual General Meeting**

The Section AGM will be held on December 6th at 7pm in the Engineering Boardroom. It was suggested that Dr. Moloney would be a good speaker for the event.

## **4. Reports**

### **4 vii. Treasurer**

Two term deposits, one valued at \$11,182 and the other at \$17,354, mature on October 23, 2007. Because Paul will be away at this time, decisions regarding their renewal need to be made ASAP. The smaller one will be cashed out to be invested in the scholarship fund. The larger one will be renewed. There is currently \$13,889 in the Section chequing account. Paul has suggested that we take \$5-6k of this for a new term deposit. This can be taken care of after the bills for NECEC have cleared (usually by mid-December).

Paul suggested that alternate meal options for lunchtime meetings be investigated. Compass (company that operates cafeterias on campus) could be a reasonable option.

**Action:** Dennis to get lunchtime catering options from Compass.

## **5. Next Meeting: ??**