

IEEE Newfoundland and Labrador Section

Executive Meeting

Friday, May 9th, 2008

In Attendance: Kathleen Chafe, Cheng Li, Geoff Holden, Brian Kidney, Octavia Dobre

By Phone: Lori Hogan, Dennis Peters

Absent: John Pitt, Eric Gill, Gerard Dunphy, Paul Thorburn, Stephen Smith, Susan Ryan, Robert Cove

Location: Ocean Engineering Board Room, MUN

Open Action Items

Action: Kathleen to go back to Steve with corrections to Minutes.

Action: Lori to order Spectrum subscriptions for science fair winners.

Action: Cheng to get five parking permits for lot 16A for meeting use.

Action: Dennis to put together proposal for IEEE Initiatives program to purchase Spectrum for High Schools in Newfoundland and Labrador.

Action: Kathleen will revise template for future funding requests.

Action: Lori to follow up with John Pitt to schedule a meeting to discuss 2009 Engineering Week project.

Action: Lori to find someone to take on the role as GOLD Chair.

Action: Lori to contact Dwight Howse re. wrap-up for NECEC 2007.

Action: Lori to kick off planning meeting for NECEC 2008.

Action: Octavia to investigate other awards/competitions that may be appropriate.

Action: Kathleen to send out articles list for Spring Newsletter.

Action: Brian to engage Dwight to arrange Simulation Tour (end of May).

Action: Lori will email out link to presentations when it is available.

Action: Dennis, Lori and Kathleen will create a report for CCECE committee.

Action: Kathleen to check what is the minimum deposit that the Delta will accept to hold the dates.

Action: All shall complete newsletter articles by the end of day, May 9th.

Action: Kathleen shall have newsletter out 2 weeks before Lobster Boil.

Action: Brian to handle notifications for May technical event.

Action: Gerard to organize Lobster Boil in Paul's absence.

Action: Gerard to get prices from caterers to determine ticket prices.

Action: All to check with employers and friends for prize donations.

Action: Geoff to get himself setup to send E-Notices.

Action: Geoff to post Lobster Boil details on website.

Action: Lori will canvas executive members on interest in attending Sections Congress as well as thoughts on funding.

Action: Lori to reach out for new committee members in the newsletter.

Action: Lori to check with Yvonne or Nora to determine if a date has been booked.

Action: Brian will add Cheng back into mailing lists.

Action: Lori to report back to executive on how IEEE can get involved with WISE summer program.

Action: Kathleen to look into possibility of getting WISE magazine for events.

Action: Octavia, Kathleen and Lori to look into a WIE kit for WISE students.

Action: Dennis to ask Robert Cove about newsletter article.

Action: Dennis to ask Robert Cove about student branch report.

Action: Lori to check where signature change card is going next and have it sent directly to Thomas Linch if possible.

Action: Cheng to look into accounting software.

1. Review of Minutes from March 28th , 2008

- Minutes were missing action items in the summary at the top of the document.
- Mike Janes can now be removed from the attendance list.

Action: Kathleen to go back to Steve with corrections to Minutes.

2. Business Arising from Minutes

Action: Lori to order Spectrum subscriptions for science fair winners.

Open

- Lori has not seen charge for subscriptions yet.
- We contact Spectrum again and purchase at the higher (full) rate if needed.

Action: Cheng to get five parking permits for lot 16A for meeting use.

Open

- Cheng will contact Debbie in the general office about permits.

Action: Dennis to distribute Chartwells pamphlet to executive.

Closed

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

Closed

- Can put in proposal through IEEE Initiatives program.
- Proposals reviewed as submitted.
- **Action:** Dennis to put together proposal for IEEE Initiatives program to purchase Spectrum for High Schools in Newfoundland and Labrador.

Action: Kathleen will revise template for future funding requests.

Open

Action: Lori to follow up with John Pitt to schedule a meeting to discuss 2009 Engineering Week project.

Open

Action: Lori to find someone to take on the role as GOLD Chair.

Open

Action: Lori to contact Dwight Howse re. wrap-up for NECEC 2007.

Open

Action: Lori to kick off planning meeting for NECEC 2008.

Closed

Action: Octavia to investigate other awards/competitions that may be appropriate.

Closed

- Names are being put forth for Telus Competition and Student Paper Award

Action: Kathleen to send out articles list for Spring Newsletter.

Closed

Action: Brian to engage Dwight to arrange Simulation Tour (end of May).

Open

3. New Business

3 i. Spring Regional Meeting

- Lori attended as Section delegate
- Friday consisted of training.
 - Mainly Membership and Geographic Activities Board
 - Big IEEE looking to server the membership better.
- Area Meetings on Friday Night
 - Concern was expressed on the method for soliciting Sections Congress funding.
- There was a presentation on concentrated banking which is piloted in Region 7.
- All presentations from the meetings will be put online.

Action: Lori will email out link to presentations when it is available.

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3 ii. CCECE 2009 Update

- Dennis presented to the regional meeting an update on the CCECE 2009 conference.
- Dennis, Kathleen and Lori met with 2007 committee to get a review of their “lessons learned.”
- MOU is now signed.
- Liability for the section is limited to the amount of our seed funding (\$3000).
- Delta has confirmed they have a second party interested in the hotel for a conference during the timeframe we have planned.
- Need contract signed by Wednesday, May 14th.
- Ferial can sign contracts up to \$100k on behave of Region 7.

Action: Dennis, Lori and Kathleen will create a report for CCECE committee.

Action: Kathleen to check what is the minimum deposit that the Delta will accept to hold the dates.

3 iii. Newsletter

- Kathleen has sent out list of articles and who has been assigned to write them.

Action: All shall complete newsletter articles by the end of day, May 9th.

Action: Kathleen shall have newsletter out 2 weeks before Lobster Boil.

3 iv. Student Nominations for Telus and Paper Competitions

- Telus competition nominee will be Alex Brown.
- Paper Competition nominee will be Simon Silk.

3 v. May Technical Event

- Brian is working to arrange tour of Marine Institute.

Action: Brian to handle notifications for May technical event.

3 vi. June Lobster Boil

- Sunday June 4th.
- We will try to arrange for the presentation of the McNaughton Centre Award to Robert Cove at the Lobster Boil.

Action: Gerard to organize Lobster Boil in Paul's absence.

Action: Gerard to get prices from caterers to determine ticket prices.

Action: All to check with employers and friends for prize donations.

Action: Geoff to get himself setup to send E-Notices.

Action: Geoff to post Lobster Boil details on website.

3 vii. Sections Congress 2008

- Sections Congress is from September 19 – 22nd.
- Sections congress is used to rank issues that sections believe IEEE should focus on.
- Region funding has been determined as \$4800 dollars to send as many people as we want.
- Each section should send at a minimum 1 primary delegate and are encouraged to send up to 3.
- There will be no funding for Regional Meeting before Sections Congress.
- Region 7 suggests that the Primary Delegate should be a GOLD member and not attended a Sections Congress as Primary Delegate before.
- It is estimated that a 3rd delegate will cost the section \$2400.
- Delegates should be in place for the end of May or early June.

Action: Lori will canvas executive members on interest in attending Sections Congress as well as thoughts on funding.

3 viii. NECEC 2008

- First committee meeting Monday, May 12th.
- Many of the regular committee members are not available due to involvement with CCECE.

Action: Lori to reach out for new committee members in the newsletter.

Action: Lori to check with Yvonne or Nora to determine if a date has been booked.

4. Reports

4 i. Technical Activities

- No report.

4 ii. Webmaster

- Executive section is now up-to-date.
- Lobster Boil to be posted.

Action: Brian will add Cheng back into mailing lists.

4 iii. Awards

- Term IV scholarship is being promoted.
- Deadline is May 25th.

4 iv. Membership Development

- Gerard has a new list of people in arrears.
- Gerard knows of 2 new people interested in joining.
- Octavia has contacted a few faculty about applying for Senior Membership.

- Next meeting to review applications is May 25th.

4 v. WIE/GOLD

- GOLD is still trying to find a new chair.
- WISE is looking to plan a conference next year. Info will be forthcoming as it becomes available.
- WISE is starting their summer program soon.
 - Lori is looking as to how IEEE can get involved.

Action: Lori to report back to executive on how IEEE can get involved with WISE summer program.

Action: Kathleen to look into possibility of getting WISE magazine for events.

Action: Octavia, Kathleen and Lori to look into a WIE kit for WISE students.

4 vi. Student Activities

- Dennis has not met with the students yet this semester.
- Dennis now has SAMIEEE access for Student Branch.
 - S. O'Young was only recently replaced as Student Branch counselor with IEEE.

Action: Dennis to ask Robert Cove about newsletter article.

Action: Dennis to ask Robert Cove about student branch report.

4 vii. Treasurer

- Signature change papers have been sent to Eric.
- Mailbox has been renewed.
- This years rebate was \$3169.45
- We received \$370 from MUN for NECEC 2007.
- \$1500 has been painned as funding to Sections Congress.
- Account balance is currently \$10711.
- Will review accounting software.

Action: Lori to check where signature change card is going next and have it sent directly to Thomas Linch if possible.

Action: Cheng to look into accounting software.

4 viii. Industrial Liaison

- No report.

5. Other Business

- None

6. Next Meeting

- May 30th.