

# IEEE Newfoundland and Labrador Section

## Executive Meeting

Thursday, October 23<sup>rd</sup>, 2008

**In Attendance:** Eric Gill, ~~Octavia Dobre~~, ~~Lori Hogan~~, Cheng Li, Lori Hogan, Dennis Peters, ~~Gerard Dunphy~~, ~~Paul Thorburn~~, ~~Stephen Smith~~, Brian Kidney

**Absent:** Dennis Peters, Geoff Holden, Kathleen Chafe, Gerard Dunphy, Paul Thorburn, Stephen Smith, Susan Ryan, Robert Cove, ~~Octavia Dobre~~ ~~Susan Ryan (Student Rep.)~~, ~~Robert Cove~~ Mike Janes

**Location:** ~~Engineering Lunch Room~~ Ocean Engineering Board Room, MUN

### Open Action Items

**Action:** Lori to order confirm subscriptions received by winners.

**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 find someone to take on the role as GOLD Chair.

**Action:** Cheng to look into accounting software.

**Action:** Lori and Kathleen to solicit newsletter articles, with late November target for distribution.

**Action:** Defer vTools, Strategic Planning to next meeting.

**Action:** Lori to get Concentrated Banking info to Cheng.

**Action:** Dennis to check with VMT for possibility of tour/talk on their business.

**Action:** All to come up with alternate topic/speaker for AGM.

**Action:** Eric to investigate possibility of Lucy Whyatt as a technical speaker for a Section function.

**Action:** Lori to poll for good meeting time.

**Action:** Stephen or Lori to distribute last year's reports.

**Action:** All to prepare reports for this year's AGM.

### 1. Review of Minutes from ~~Feb. 29~~ May 9<sup>th</sup>, 2008

Minutes from meeting after this not found, so May 9<sup>th</sup> meeting minutes used as reference.

### 2. Business Arising from Minutes

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

Closed.

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

Closed.

**New Action:** Lori to order confirm subscriptions received by winners.

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

Closed.

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

Open.

**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.

Closed. Too late to prepare something for 2009, will speak to John at NECEC about 2010.

**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.

Closed.

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

Closed.

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

Closed.

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

Closed.

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

Closed.

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

Closed.

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

Closed.

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

Closed.

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

Closed.

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

Closed.

**Action:** Brian to handle notifications for May technical event.

Closed.

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

Closed.

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

Closed.

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

Closed.

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

Closed.

**Action:** Geoff to post Lobster Boil details on website.

Closed.

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

Closed.

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

Closed.

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

Closed.

**Action:** Brian will add Cheng back into mailing lists.

Closed.

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

Closed.

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

Closed.

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

Closed.

**Action:** Dennis to ask Robert Cove about newsletter article.

Closed.

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

Closed.

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

Closed.

**Action:** Cheng to look into accounting software.

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

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

~~Action: Dennis to distribute Chartwells pamphlet to executive.~~

~~Action: Kathleen and Dennis to further investigate best way to get Spectrum into high school.~~  
~~Action: Kathleen agreed to prepare a will revise template that can be used for future funding requests.~~  
~~Action: Lori to follow up with John Pitt to schedule a meeting to discuss 2009 Engineering Week project.~~

~~Action: National Engineering Week activities for 2008.~~  
~~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: IEEE tour for Winter 08~~  
~~Action: CCECE 2009, possibility to use NECEC participants in the CCECE.~~  
~~Action: Kathleen to send out articles list for Spring Newsletter.~~  
~~Action: Brian to engage Dwight to arrange Simulation Tour (end of May).~~

### 3. New Business

#### *i. Fall Newsletter*

Aim for mid-November complete, late November release to promote AGM.

**Action:** Lori and Kathleen to solicit newsletter articles, with late November target for distribution.

#### *ii. CCECE 2009 Update*

CCECE planning is going smoothly. The technical committee has tackled submission and paper details, and individual CFPs for different mini-symposia will go out shortly. Logistics meeting with Delta representative next week, Kathleen and Lori to attend, and the Convention Centre contract requires a signature. The registration contract with MUN Conference Services is being vetted by IEEE and MUN Legal team. Promo has happened at several conferences/events around Canada.

#### *iii. NECEC 2008 Update*

NECEC planning is almost complete. A preliminary schedule has been created; there are 8 poster sessions. Session chairs are falling into place. Plenary speaker is Bill Carter (Smart Bay) and Tony Dawe (Engineers Canada).

#### *iv. Sections Congress*

Eric represented the Section as primary delegate at Sections Congress in Quebec City. Brian, Geoff and Lori also attended. It was a great learning opportunity, and several new “products” have been rolled out:

- a. **Concentrated Banking** – Canada now has access to the concentrated banking program of IEEE, and all R7 are encouraged to open one. No fees are charged, and you get \$500 to open one. Financial reporting is made easier. Several people expressed concerns over moving from TD, but it was noted that we could do both in

parallel.

**Action:** Lori to get Concentrated Banking info to Cheng.

- b. **vTools** – Brian explained part of the new vTools system from IEEE, to make web publishing and report filing easier. Some questions about mail-out (listserv) capabilities of the system, and cost. **Discussion deferred to next meeting.**
- c. **Strategic Planning** – Lori expressed interest in holding a session with the Section executive to specifically identify what the biggest goal is/should be, and where volunteer and finances efforts should be directed. **Discussion deferred to next meeting.**

## v. **Fall Technical Events**

Brian is organizing a technical tour of CBC studios for the end of November.

Eric mentioned that a PhD defense supervisor, Lucy Whyatt, coming to MUN in early December may make a good technical speaker.

**Action:** Eric to investigate possibility of Lucy Whyatt as a technical speaker for a Section function.

## vi. **AGM**

Targeted date: December 4<sup>th</sup>, 2008

Location TBD, based on speaker choice and availability.

**Action:** Dennis to check with VMT for possibility of tour/talk on their business.

**Action:** All to come up with alternate topic/speaker for AGM.

**Action:** Stephen or Lori to distribute last year's reports.

**Action:** All to prepare reports for this year's AGM.

## 4. **Reports**

### vii. **Treasurer**

Cheng reported a current bank balance of \$3554.35 (once currently issued cheques clear). A GIC of ~\$18k matured recently. \$10k was returned to a GIC, with the remaining in the bank account until NECEC funds clear.

### viii. **Industrial Liaison**

Brian reported that a one page pamphlet had been prepared by the Region, and may be distributed to Sections in future.

## 5. Next Meeting

Aim for last week of November.

| Action: Lori to poll for good meeting time.