

**IEEE Newfoundland and Labrador Section
Executive Meeting
Friday, November 28th, 2008**

In Attendance: Eric Gill, Lori Hogan, Dennis Peters, Gerard Dunphy, Brian Kidney

Absent: Cheng Li, Geoff Holden, Kathleen Chafe, Paul Thorburn, Stephen Smith, Susan Ryan, Robert Cove, Octavia Dobre

Location: Engineering Continuing Education Room, MUN

Open Action Items

Action: Lori to confirm subscriptions received by winners.

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

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

Action: Lori to get Concentrated Banking info to Cheng, copying Dennis (for application to Student Branch) and Eric.

Action: Lori to distribute last year's AGM Officer Reports.

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

Action: Dennis to book Faculty Lounge/Boardroom for AGM (Dec. 4th, 7pm).

Action: Eric to communicate with Barry Dawe to confirm title of AGM talk.

Action: Brian to post initial AGM notice ASAP to E-Notice, PEG-NL list, Grad list.

Action: Dennis to post AGM notice to students and profs.

Action: Lori to handle getting food for AGM.

Action: Lori to handle getting gift for speaker for AGM.

Action: Dennis/Eric to confirm tech talk with someone from Faculty for January.

Action: Dennis to confirm VMT for February.

Action: Eric to get date for IEEE Night in March.

Action: Brian to talk to Neil Riggs (Marport) about April AUV demo possibility.

Action: Eric to contact Ken Butt on History Initiative from Region.

Action: Eric to invite Dwight to our Christmas meeting/lunch to talk about Oceans 2014.

Action: Lori to poll executive members for availability for Christmas meeting/lunch on Friday, December 19th, 11:30am-2pm.

Action: Lori to forward potential Senior Members list to Gerard.

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

1. Review of Minutes from October 23rd, 2008

Minutes reviewed and approved.

2. Business Arising from Minutes

Action: Lori to order confirm subscriptions received by winners.

Open. Lori was in contact with the winners from St. John's; both have received magazines, though one has received a bill with their magazine. Left open to follow up with St. John's winners, and trying to contact Central winners.

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.

Closed.

New Action: Lori to order forward Kathleen's template for review, discussion at next meeting.

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

Open.

Action: Cheng to look into accounting software.

Open.

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

Closed.

Action: Defer vTools, Strategic Planning to next meeting.

Closed. On current agenda.

Action: Lori to get Concentrated Banking info to Cheng.

Revised. Dennis and Eric expressed interest in learning more about concentrated banking and how it can be extended to the Student Branch. Lori/Brian briefly explained how account could be set up, ATM access, easy signing authority change, etc.

Revised Action: Lori to get Concentrated Banking info to Cheng, copying Dennis (for application to Student Branch) and Eric.

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

Closed. Not ready until January/February 2009.

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

Closed.

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

Closed.

Action: Lori to poll for good meeting time.

Closed.

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

Open.

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

Open.

3. New Business

i. Fall Newsletter

Kathleen/Stephen will arrange to have copies at AGM. Question on if Jeff Newhook will be submitting an article on the crystal radio workshop this summer past.

ii. AGM

Barry Dawe is available on December 4th, original scheduled date of AGM. Will go ahead as planned.

Action: Lori to distribute last year's AGM Officer Reports.

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

Action: Dennis to book Faculty Lounge/Boardroom for AGM (Dec. 4th, 7pm).

Action: Eric to communicate with Barry Dawe to confirm title of AGM talk.

Action: Brian to post initial AGM notice ASAP to E-Notice, PEG-NL list, Grad list.

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Action: Lori to handle getting food for AGM.

Action: Lori to handle getting gift for speaker for AGM.

iii. Oceans 2014

Eric met with Dwight Howse on Oct. 19th. The search committee is strongly recommending St. John's as the location of choice for Oceans 2014. Dwight is encouraging that the Section executive "nominate" a Conference Chair and treasurer ASAP. Those in attendance of today's meeting strongly endorsed Dwight as Chair. Gerard was suggested as Treasurer, and agreed to think about the role.

iv. CCECE 2009

Conference planning is going well. The paper deadline has been extended to Dec. 19th.

v. NECEC 2008

With around 100 participants and a profit made, NECEC 2008 was a successful. Though prof participation was slightly down, industry participation was up.

It was remarked that in hindsight, we should have not had NECEC 2008 rather than cancel NECEC 2009, as much of the work for NECEC 2008 and CCECE 2009 occurred at the same time and marketing may have been affected by this. Fall 2009 might be a good time to review past NECEC participation and programs, create a checklist/binder to help future volunteers, and look ahead to 2011 (20th NECEC).

vi. Sections Congress 2008 Report (deferred from last meeting)

- a. **vTools** – Geoff/Brian offered explanation of vTools as it could relate to our Section. The vTools meetings app allows anyone to post event notices to the website, and interfaces with the L31 system to fill in attendance and event details when over. The website in a box is not applicable to our Section. A financial tool is planned to come in future. All apps are expected to be international (i.e. not just for US Sections).
- b. **Strategic Planning** – This would require a time commitment from all executive members involved, and the purpose would have to be well-established. Very poor feedback from our previous membership survey may be discouraging when trying to determine role the Section should fill. To be further explored Fall 2009 (after CCECE).

vii. Winter Technical Events

- January – Technical Talk from someone on Faculty (Andrew Vardy, Octavia Dobre, Mohamed Ahmed suggested as possibilities)
- February – VMT
- March – IEEE Night
- April – Marport AUV

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Action: Dennis to confirm VMT for February.

Action: Eric to get date for IEEE Night in March.

Action: Brian to talk to Neil Riggs (Marport) about April AUV demo possibility.

viii. History Publication

Ken Butt has generously agreed to complete the Section History article requested by the Region, and would like the original request to know exact details and deadlines.

Action: Eric to forward email on History Publication to Ken Butt.

ix. Section Executive Christmas Lunch

Suggested date: Friday, Dec. 19th. Location TBD.

Action: Eric to invite Dwight to our Christmas meeting/lunch to talk about Oceans 2014.

Action: Lori to poll executive members for availability for Christmas meeting/lunch on Friday, December 19th, 11:30am-2pm.

4. Reports

iv. Membership Development

Gerard reported on senior membership drive. Lori highlighted some potentials from previous membership list when looking for possible conference volunteers.

Action: Lori to forward potential Senior Members list to Gerard.

viii. WISE

WISE AGM was successful. Possibility of forming WIE Affinity group raised, Lori to look into it.

5. Next Meeting

Christmas lunch: Dec. 19th

Next business meeting: January 2009.

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