

IEEE Newfoundland and Labrador Section

Executive Meeting

Friday, January 30th, 2009

In Attendance: Eric Gill, Lori Hogan, Dennis Peters, Gerard Dunphy, Brian Kidney, Geoff Holden, Paul Thorburn
Absent: Cheng Li, Kathleen Chafe, Stephen Smith, Susan Ryan, Robert Cove, Octavia Dobre
Location: Engineering Faculty Dining Room, MUN

Open Action Items

- Action:** Lori to confirm subscriptions received by 2008 Science Fair 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 handle getting gift for speaker for AGM.
- Action:** Paul to contact Mike about date for ICP talk.
- Action:** Paul to get \$25 gift card for Mike in appreciation of ICP talk.
- Action:** Dennis to arrange parking for ICP talk.
- Action:** Paul to arrange refreshments for ICP talk.
- Action:** Brian and Paul will complete L31s for technical activities.
- Action:** Lori will complete L31s for administrative meetings.
- Action:** Lori will start work on L50 report for Cheng to complete.
- Action:** Kathleen to complete NEGW 2009 supplement article.
- Action:** Eric to complete Best Small Section nomination with help from Kathleen and Lori as required.
- Action:** Geoff to update Executive Section of website with Minutes.
- Action:** Geoff to add IEEE Canada insurance link distributed via email to website.
- Action:** Geoff to add Membership Growth Award badge to website.
- Action:** Geoff to remove outdated news from front page of website.
- Action:** Gerard to get list of members in arrears for next meeting.
- Action:** Gerard to plan approaching those eligible for Senior Membership.
- Action:** Lori to order two Past Chair pins from IEEE for Mike Janes and Kathleen Chafe.

1. Review of Minutes from Nov. 28th, 2008

Minutes reviewed and approved, with the note that Lucy Wyatt's name was originally misspelled.

2. Business Arising from Minutes

- Action:** Lori to confirm subscriptions received by winners.
- Open.** Will check with Eastern winners by email again, will check with Central winners by mail.
- Action:** Dennis to put together proposal for IEEE Initiatives program to purchase Spectrum for High Schools in NL.
- Open.**
- Action:** Lori to find someone to take on the role of GOLD Chair.
- Open.**
- Action:** Lori to get Concentrated Banking info to Cheng, copying Dennis (for application to Student Branch) and Eric.
- Closed.**
- Action:** Lori to distribute last year's AGM Officer Reports.
- Closed.**
- Action:** All to prepare reports for this year's AGM.
- Closed.**
- Action:** Dennis to book Faculty Lounge/Boardroom for AGM (Dec. 4th, 7pm).
- Closed.**
- Action:** Eric to communicate with Barry Dawe to confirm title of AGM talk.
- Closed.**

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

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

Action: Lori to handle getting food for AGM.
Closed.

Action: Lori to handle getting gift for speaker for AGM.
Open. Original gift card unactivated, need to drop off new gift card to Barry.

Action: Dennis/Eric to confirm tech talk with someone from Faculty for January.
Closed. See Item 3(ii) for details.

Action: Dennis to confirm VMT for February.
Closed. VMT cannot present in February. See Item 3(ii) for details.

Action: Eric to get date for IEEE Night in March.
Closed. IEEE Night is Tuesday, Mar. 31st. See Item 3(ii) for details.

Action: Brian to talk to Neil Riggs (Marport) about April AUV demo possibility.
Closed. Neil can do a talk sometime after mid-April. See Item 3(ii) for details.

Action: Eric to contact Ken Butt on History Initiative from Region.
Closed. Ken followed through with this initiative.

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

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

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

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

3. New Business

i. CCECE 2009

The paper acceptance deadline has moved to Feb. 13th; the final submission deadline has subsequently moved to Mar. 13th. There were ~375 papers submitted, and it is expected that ~300 will be accepted for the conference. This is lower than targeted, and some possible reasons for this include marketing, the move to full-paper review, conference location and economic factors.

The conference currently has \$2k of sponsorship in place. Dave Tilley has replaced Mike Janes on the committee as Exhibits chair.

ii. Winter Technical Events

Proposed schedule of events:

- **February 2009**
 - Undergrad Tara Feener has expressed interest in speaking on her work term with Adobe as a student presentation; the Section agreed to sponsor this talk by providing refreshments (lunch if it is a lunch-and-learn).
 - Mike Snow has volunteered to do a talk and tour of his business, ICP Solar. **Proposed date: Monday, February 16, 2009.**

Action: Paul to contact Mike about date for ICP talk.

Action: Paul to get \$25 gift card for Mike in appreciation of ICP talk.

Action: Dennis to arrange parking for ICP talk.

Action: Paul to arrange refreshments for ICP talk.

- **March 2009**
 - Suggested to approach Joe Ryan to give talk in early March.
 - IEEE Student Night: March 31, 2009.
- **April 2009**
 - Alternate suggested date for Joe Ryan talk.
 - Earliest date for Marport talk.
- **May 2009**
 - Could coordinate technical talk with CCECE.
 - Alternate date for Marport talk.
 - VMT/MSG will be available to give a talk in May.
- **June 2009**
 - Lobster boil (social activity).

iii. 2008 Reports

Reports for IEEE are due February 20th, 2009 to qualify for Rebate bonus. Some L31 reports for technical activities have already been submitted but many are missing; a list has been distributed to Paul and Brian so they can each file the appropriate reports. No L31 reports have been filed for administrative meetings, and Cheng has been in China for family commitments and unable to start the L50 report. Lori completed the required Bank Account Disclosure Form (due January 30th, 2009).

Action: Brian and Paul will complete L31s for technical activities.

Action: Lori will complete L31s for administrative meetings.

Action: Lori will start work on L50 report for Cheng to complete.

iv. Engineering Week

The Section will not be planning an activity for Engineering Week 2009 (though maybe 2010-2011). Kathleen has volunteered to write an article for the NEGW supplement for The Telegram, to be published on February 28th, 2009, focused on our planning for CCECE 2009.

Action: Kathleen to complete NEGW 2009 supplement article.

v. Award Nomination (Best Small Section)

Eastern Area Chair Amir Aghdam has nominated our Section for the Exemplary Small Section award. We are required to fill out two forms; Eric has volunteered to do this, and Kathleen has provided the application information from last year's nomination as a guideline. The final deadline for the award is late February, but the info is requested sooner rather than later.

Action: Eric to complete Best Small Section nomination with help from Kathleen and Lori as required.

vi. WIE Affinity Group Application

Deferred to next meeting.

4. Reports

ii. Webmaster

Some previous action items for the webmaster did not get captured; these are captured below.

Action: Geoff to update Executive Section of website with Minutes.

Action: Geoff to add IEEE Canada insurance link distributed via email to website.

Action: Geoff to add Membership Growth Award badge to website.

Action: Geoff to remove outdated news from front page of website.

iv. Membership Development

Members in arrears for 2009 will be marked in SAMIEEE after January; Gerard will work on a plan to contact them. Many of our members easily qualify for Senior Membership; need to work on a plan to promote application to those members.

Action: Gerard to get list of members in arrears for next meeting.

Action: Gerard to plan approaching those eligible for Senior Membership.

vi. Student Activities

Dr. Masek has proposed a tour for the Student Branch to the water treatment center. The Student Branch representatives in the “current” stream will be holding a meeting next week, and hopefully elections will follow that to replace Robert Cove as Chair. Chad Levesque is a likely candidate for the position. Susie Ryan is Chair of the other stream.

5. Other Business

i. Past Chair Pins

It was noted that the Section has not continued the tradition of presenting Past Chairs with a “Past Section Chair” lapel pin; Mike Janes and Kathleen Chafe are the most recent Past Chairs to have not received this pin.

Action: Lori to order two Past Chair pins from IEEE for Mike Janes and Kathleen Chafe.

ii. Oceans 2014

Planning has begun for this conference. St. John's as the location of this conference will not be officially approved until Oceans 2009 in Biloxi, but the scouting committee was impressed with St. John's; the organizing committee is hard at work. This committee is helmed by Dwight Howse, and Gerard Dunphy is Conference Treasurer. Section Chair (currently Eric) sits on the committee in an Ex-Officio capacity.

6. Next Meeting: February 27th, 2009 @ noon. ***CHANGED TO 11:45 AM