

IEEE Newfoundland and Labrador Section Executive Meeting Friday, February 27th, 2009

In Attendance: Eric Gill, Lori Hogan, Dennis Peters, Cheng Li, Brian Kidney, Paul Thorburn, Chad Levec
Absent: Kathleen Chafe, Stephen Smith, Susan Ryan, Robert Cove, Octavia Dobre, Geoff Holden
Location: Ocean Engineering boardroom, 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:** Gerard to get list of members in arrears for next meeting.
- Action:** Gerard to plan approaching those eligible for Senior Membership.
- Action:** Dave will book a room for the nights of March 26th and 27th for Dr. Krstic's visit.
- Action:** Lori to contact PEG to give our support to the Science Fairs

Closed Action Items

- 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- Action:** Geoff to remove outdated news from front page of website.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:** Lori to order two Past Chair pins from IEEE for Mike Janes and Kathleen Chafe.

1. Review of Minutes from Jan 30th, 2009

Minutes reviewed and approved.

2. Business Arising from Minutes

- 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:** Gerard to get list of members in arrears for next meeting.
- Action:** Gerard to plan approaching those eligible for Senior Membership.
- Action:** Eric to prepare and sent letter to thank NECEC sponsors and session chairs.

3. New Business

i. Executive changes

Dave Tilley has accepted the role for Secretary.

ii. Request from Graduation Class for funding of Iron Ring Night

We received a letter from the 2009 Engineering Graduation Class looking for a donation to their fund raising efforts to offset the cost of refreshments after the Iron Ring ceremony. Dennis informed us that PEG has funded this event in the past but now has chosen to host a luncheon instead.

All agreed that the Section would provide \$500 to the event.

iii. Teacher in Service Program

Lori will follow-up with HQ as to the deadline for the submission of names and how many we may send. We are support this program and are definitely interested in participating.

iv. Distinguished Lecture Talk

Lori presented a letter from Amir G. Aghdam telling us that he has invited Dr. Miroslav Krstic (Distinguished Lecturer of IEEE Control Systems Society) to give a DLP tour in Eastern Canada. Mr.Krstic will be in St. John's on March 26 departing March 28. The Section is to booked a hotel for him. All costs will be reimbursed by IEEE Canada.

Action: Dave will book a room for the nights of March 26th and 27th against his personal credit card.

Eric will follow-up with Amir for DR. Krstic's itinerary and to determine when he would like to present.

v. Eastern NL Science Fair

The fair will be held on April 3rd & 4th. Lori will prepare a memo giving our support. She will also check with the Central & Western sections of Regional Science Fair to determine their plans.

Action: Lori to contact to give our support to the Science Fairs

4. Reports

i. Technical Activities – Paul Thorburn

Feb 17 - ICP Solar Technologies

Mar 26 – Dr. Krstic

Mar 31 – Student Night

April – Joe Ryan is a potential speaker

June – Lobster Boil

ii. Webmaster – Geoff Holden

All previous actions items closed.

iii. Awards Chair - Octavia Dobre

IEEE scholarship deadline is Mar 15th.

iv. Membership Development – Gerard Dunphy

No Report.

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

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

v. Student Activities

New executive for Society lead by Chad Levec

Their first meeting was Monday.

PEG offers us a booth on the Mar 7th Bridge Competition at the Geo Centre.

vi. Treasurer - Cheng Li

We have as current balance \$3325.82 in the Section's checking account.

vi. Industrial Liaison – Brian Kidney

Nothing to report.

5. Other Business

i. NECEC

A letter is required to thank our sponsors and session chairs;

Action: Eric to prepare and sent letter

6. Next Meeting: April 7, 2009 @ 1230.