

IEEE Newfoundland and Labrador Section Executive Meeting Friday September 11, 2009

In Attendance: Eric Gill, Octavia Dobre, Lori Hogan, Lori Hogan, Dennis Peters, Brian Kidney, Gerard Dunphy, Paul Thorburn, Robert Cove, Abdeskh Khan, Dave Tilley

Absent: Kathleen Chafe, Susan Ryan, Octavia Dobre Susan Ryan (Student Rep.), Robert Cove, Cheng Li, Geoff Holden Mike Janes, Chad Levesque (Student Rep.)

Location: Engineering Lunch Room C-Core

Open Action Items

Action: Eric to email Bob Alden re Best Small Section award.

Action: Denis to order plaques for the CCECE Best Student Paper recipients.

Action: Eric to contact Cheng to see if has checked our mailbox recently.

Action: Gerard to deliver IEEE Canada cheque next week when he attends an IEEE meeting in Toronto next week.

Action: Eric to follow-up with Dr. Rahman re identifying a webmaster for IEMDC

Action: Paul to follow-up with Joe Ryan as to his availability.

Action: Brian to follow-up with Neil Riggs.

Action: Gerard to follow-up with possible tour of wind turbine facilities in Fermuse.

Action: Lori and Denis to develop a list of potential speakers for CAIMS conference.

Action: Eric to contact Katheen to organize a Nomination Committee for upcoming chapter elections.

Action: Lori to prepared list of Gold members working in Industry.

Action: Eric to follow-up with Octivia re Term 6 award.

Action: Eric add "Section Finances" as agenda item for next meeting.

Action: Paul to book room and order lunch for next meeting to be held at NRC.

Action: Dennis to discuss forming a local chapter of the Oceanic Society with Ralf Bachmayer.

Action: Lori to arrange presenting Section Chair pins to Mike Janes

Action: Brian to prepare nomination to obtain Order of NL for Wally Read.

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

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.

Closed Action Items

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

Action: Lori to check for joint section precedents.

Action: Eric to get temporary parking permits for the executive.

Action: Brian and Geoff to prepare a "year in review" slideshow to be displayed during the Lobster Boil.

Action: Dennis to have tickets printed for the Lobster Boil.

Action: Lori to contact potential candidate for the position to determine interest in filling Gold chair role.

1. Review of Minutes from Feb. June 19th, 2009

Minutes reviewed and approved.

2. Business Arising from Minutes

No business arising.

3. New Business

i. CCECE 2009 Update

Bank Balance	\$72K
To be deducted:	
Outstanding Loans	\$13K (NL Section & IEEE Canada)
HST	\$10K
Auditor	\$5K

Approximate Final Balance \$44K – to be split 50/50 between NL Section & IEEE Canada

Paul issued cheques to NL Section for \$3K and IEEE Canada for \$10K.

The translation of the transcripts have been completed.

Denis is to order plaques for the Best Student Paper recipients.

Action: Eric to contact Cheng to see if has checked our mailbox recently.

Action: Denis to order plaques for the CCECE Best Student Paper recipients.

Action: Gerard to deliver IEEE Canada cheque next week when he attends an IEEE meeting in Toronto next week.

Action:

ii. IEMDC Update

Dr. Rahman is conference Chair

Paul – Treasurer

No involvement from the section.

They are looking for a webmaster.

Action: Eric to follow-up with Dr. Rahman re identifying a webmaster for IEMDC

iii. Fall Technical Activities

None scheduled.

Potential Topics –

- Joe Ryan – Radar Installation at Hong Kong Airport. Paul to follow-up with Joe to discuss his availability to speak in October.
- Neil Riggs may speak about the Marport Autonomous Underwater Vehicle (AUV) Project. Brian to follow-up with Neil to determine his availability to speak in November.
- Wind Turbines in Fermuse. Would be a day trip for a great site. We should ensure students are include. Gerard to follow-up through his contacts.

Action: Paul to follow-up with Joe Ryan as to his availability.

Action: Brian to follow-up with Neil.

Action: Gerard to follow-up with possible tour of wind turbine facilities in Fermuse.

iv. Best Small Section

Action: Eric to email Bob Alden re the outcome of the Best Small Section award.

v. Annual General Meeting

Proposed date is November 26. We need to follow the milestones as laid out in the bylaws.

We need to organize the election of Executive. A nomination committee must be struck typically led by the Past Chair.

Eric to start the organizing process. He will contact Kathleen. Denis offered his assistance. Historically an election is

not required as there are only one nominee for each position. Should more nominees come forward an election is required and AGM date may have slip out.

We need a technical speaker. If Neil Riggs is available we can offer him this date. Brian to follow-up with Neil.

Action: Eric to contact Kathleen to organize a Nomination Committee for upcoming chapter elections.

v. CAIMS 2010

Canadian Applied and Industrial Mathematics Society is holding its annual meeting (CAIMS-2010) with the participation of Canadian Fluid Dynamics Symposium (CSFD-2010) at MUN July 17-20, 2010. The organizers have approach us through Lori to provide a speaker. Lori and Denis will develop a list of potential speakers and forward.

Action: Lori and Denis to develop a list of potential speakers for CAIMS conference.

vi. Gold Events

Planning to host a daytime pizza party for grads and under grad students with invitations to Gold members working in Industry. Estimated cost of \$150. As the Student Branch is planning a similar event we might consider holding a joint event. After much discussion it was felt that as it may broaden the scope of both events too much two separate events be held.

Action: Lori to prepared list of Gold members working in Industry.

A Coffee Club was proposed targeted at grad and under grad students. The estimated cost is some \$30 per meeting. As there are other coffee clubs the value was questioned. We agreed to try it until year end. We would like a report back as to attendance and any benefits realized. Moved by Denis. Second by Gerard

vi. Organizing a Power & Energy Chapter

There may be sufficient member interest in forming a Power & Energy chapter at MUN. To form this chapter there must be at least two faculty members. We need to review our membership list to determine who is presently a member of the Power & Energy society.

Action: Gerard to prepared list of Power & Energy Society members in NL.

4. Reports

i. Technical Activities – Paul Thorburn

None to date this semester. See discussion above for planned events.

ii. Webmaster – Geoff Holden

No Report

iii. Awards Chair - Octavia Dobre

Term 6 scholarship award. Octavia to provide details.

Action: Eric to follow-up with Octavia.

iv. Membership Development – Gerard Dunphy

We need to have a discussion with the Term 1 & 3 students as to the value of an IEEE membership. Both Eric and Denis have done them in the past and have had limited discussions this term. Denis said that Chad Leveque is going in a class next week. Gerard has volunteered his time to speak to the classes if required.

v. WIE

No Report

vi. Gold Chair

See notes under New Business

vii. Student Activities

Meet and greet planned sponsored and supported by Faculty and this section.

Chad is organizing an IEEE Extreme Programming event for Oct 24th. Link to the IEEE site is www.ieee.org/web/membership/students/scholarshipsawardscontests/ieeextreme.html

“IEEEExtreme is a global challenge in which teams of student members, supported by an IEEE Student Branch, advised and proctored by an IEEE Member, compete in a 24-hour time span against each other to solve a set of programming problems”

Brian volunteered to proctor. The section will provide funding for refreshments.

vii. Treasurer - Cheng Li

No Report.

While it we are in great shape we need some in-depth discussion or our finances. Eric to add as a specific agenda item for next meeting.

Action: Eric to add as agenda item for next meeting.

viii. Industrial Liaison – Brian Kidney

No Report.

viii. TISP – Brian Kidney

Planning a session mid Oct to develop material that will help teachers teach engineering topics. Proposing to meet with teachers in late Winter / early Spring.

We require members to host sessions with teachers.

5. Other Business

None

6. Next Meeting: Oct 23, 2009 @ 1200 – 1400 at NRC.

Action: Paul to book room and order lunch.