

IEEE Newfoundland and Labrador Section Executive Meeting Friday January 29, 2010, 1230-1400

In Attendance: Lori Hogan, Dennis Peters, Amy Hsiao, Cheng Li, Andrew Cook, Geoff Holden, Dave Tilley

Absent: Eric Gill, Gerard Dunphy, Paul Thorburn, Octavia Dobre, Ralf Bachmayer, Robert Cove. Brian Kidney,

Location: C-CORE Seminar Room

1. Opening Remarks

Lori welcomed all to the first meeting of the 2010 Executive. 2009 was a very successful year for the section and thanked all for their great support and efforts - "many hands make light work". Here are the 2010 Executive members to date.

Chair - Lori Hogan
Past Chair - Eric Gill
Vice Chair - Cheng Li
Treasurer - Geoff Holden
Secretary - Dave Tilley
Technical Activities - Andrew Cook
Membership Development - Gerard Dunphy
Awards and Scholarships - Amy Hsiao
Women in Engineering - Octavia Dobre
Web Master - Brian Kidney
Teacher In-Service - Brian Kidney
Gold Chair - Robert Cove
Student Activities - Dennis Peters
Ralf Bachmayer - Chair Oceanic Engineering Society Chapter
Newsletter - TBA
Industrial Liaison - TBA
Student Representatives (2) - TBA

2. Review of Minutes from November 20, 2009

Minutes reviewed and approved.

3. Reports

3.01 Treasurer

Action: CLOSED - Cheng to invest \$20,000 in "cashable" GIC.

Action: OPEN - Geoff to investigate banking options in 2010 - status quo with the local banks or move to an IEEE Concentration Bank Account.

Action: OPEN - Geoff to draft 2010 budget based on previous spending history.

Action: OPEN - Lori to locate the banking "Change signing authority card"

3.02 Technical Activities

- Typically we host 5-7 sessions per year
- Senior Student Project Night - March 31
 - Project format has changed this year to a team effort versus individual. The result is fewer projects. In past years we had awards for the best demonstrations and the best presentations. The best three project demonstrations were awarded \$100 each. At the Student Night the best three projects overall were presented and judged. Prizes of \$200, \$150, and \$100 were awarded to 1st, 2nd and 3rd respectively.
 - With team efforts the monetary rewards is now spread over the team versus. There are 16 projects this term with typically 3 students per team.
 - We will change our awards to reflect this new format.
 - \$300 to the team with the best demonstration. \$300, \$250, and \$200 to the teams that were awarded 1st, 2nd and 3rd respectively in their presentations.
 - We need judges for the presentation. Names suggested were Wally Read and Ken Butt
- Potential Sessions
 - Avalon Microelectronics for May.
 - Joint Ocean Engineering Society (OES)
 - IEEE Communication Society Distinguished Lecturer
 - Wind Turbine Tour
 - **Action:** OPEN - (Parked until April/May) - Gerard to follow-up with possible tour of wind turbine facilities in Fermuse.

3.03 Membership Development

Action: OPEN - Gerard to provide Robert with membership development material for the next Gold coffee club meeting.

Action: OPEN - Gerard will compile and distribute a list of members that are eligible for Senior Member status.

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

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

3.04 Newsletter

- No Report

3.05 Webmaster

- No Report

3.06 Awards and Scholarship

Action: OPEN - Lori to follow-up with Amy re IEEE awards not related to students.

- Our existing scholarships have had to be "topped up" as current funding levels were inadequate to support them.
 - **Action:** OPEN - Dennis to contact MUN Scholarship Officer- Eric Collett to discuss the issue. Dennis will determine if it would be of value to invite Mr. Collett to a future Executive meeting.

3.07 Student Activities

- No Report

3.08 Industrial Relations

- No Report

3.09 Teacher In Service Program

- Meeting scheduled for Feb 11 at 730pm at the Engineering Boardroom to give an overview of the program, its goals and suggestions for approaching teachers in our area. We need a team of volunteers to help bring this initiative to teachers in our province.

3.10 GOLD

- No Report

3.11 Women In Engineering

- No Report

3.12 Chapters

- **Oceanic Engineering Society Chapter**
 - Now approved has a Chapter.
 - Ralf Bachmayer will be the first Chair.
- **PES/IAS Chapter**

Action: OPEN - Eric to define concept of "chapter mentor" in context of PES/IAS chapter set up.

Action: CLOSED - Abdesb to write short "proposal" on goals/roles of potential PES/IAS chapter.

4. Other Business

4.01 Running of the Section

Action: CLOSED - Lori and Eric to contact those in positions to confirm if they wish to stay in roles.

Action: CLOSED - Lori and Eric to contact others who have expressed interest in being involved with IEEE, to fill any vacant roles.

Action: CLOSED - Lori to check on regulations around chapter organizer and chair.

Action: CLOSED - Lori to send OES member list, chapter setup documents to Ralf.

4.02 Nomination of Wally Read to the Order of NL

Action: CLOSED - Gerard will contact Jim Haynes of Hydro; Eric will contact Ray Findlay, Director Emeritus of IEEE Canada and the current President of IEEE International for letters of support for Wally Read's nomination to the Order of NL.

Action: OPEN - Brian to forward nomination to obtain Order of NL for Wally Read.

4.03 CCECE 2009

Action: OPEN - Eric to order plaques for the CCECE Best Student Paper recipients.

Action: Closed - Geoff to submit translations of French CCECE papers to IEEE.

4.04 2009 AGM

Action: CLOSED - Lori to order for reception following Gerard's presentation/AGM.

Action: CLOSED - Lori to send e-Notice regarding AGM.

Action: CLOSED - Lori to order food for AGM.

Action: CLOSED - Make poster for AGM.

4.05 CAIMS

Action: OPEN - Lori to contact the CAIMS conference organizers to determine if they still require speakers for their conference.

4.06 Past Section Chair Pins

Action: OPEN - Lori to arrange presenting Section Chair pins to Mike Janes.

4.07 Spectrum for High Schools

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

4.08 NECEC 2008

Action: OPEN - Eric to prepare and sent letter to thank NECEC 2008 sponsors and session chairs and technical stream coordinators.

4.09 NECE 2010

- Scheduled for November 4 at the Holiday Inn.
 - **Action:** OPEN - Lori to confirm Holiday Inn is booked for NECEC 2010.
- Need to get the organizing committee in place. all positions on the organizational committee plus general volunteering opportunities are available. These include:
 - Chair
 - Vice-Chair
 - Secretary (Kathleen Chafe has volunteer)
 - Technical Program Chair and Committee
 - Sponsorship
 - Publications
 - Publicity
 - Website
- Names of potential chairs were suggested - Mike Janes, Eric Gill, Paul Thorburn, Ken Butt, John Evans, Neil Riggs, and Dave Tilley.
- **Action:** OPEN - Lori will send out an email to all NL-IEEE members soliciting volunteers.
- **Action:** OPEN - Lori to chair a kick-off planning meeting of NECEC 2010 on Feb 19th at 1200 at C-CORE.

4.10 2009 Annual Reporting

- IEEE states the forms should be completed and submitted as soon as possible, but no later than 31 March 2010. A 10% rebate bonus will be made to Units that complete the reporting requirements by 19 February 2010.
- Our goal is to have them submitted by Feb 19.
 - **Action:** OPEN - Lori will complete the Officers Report.
 - **Action:** OPEN - Geoff and Cheng will complete the Financial Report.
 - **Action:** OPEN - Dave will complete the Meetings Report.

5. Next Meetings:

- NECEC 2010 Planning Meeting Friday Feb 19 at 1200, C-CORE
- Executive Meeting - Friday Feb 26 at 1230, C-CORE