

**IEEE Newfoundland and Labrador Section  
Executive Meeting  
Friday February 26, 2010  
1230-1400**

**In Attendance:** Lori Hogan, Eric Gill, Dennis Peters, Ralf Bachmayer, Amy Hsiao, Cheng Li, Octavia Dobre, Andrew Cook, Geoff Holden, Dave Tilley

**Absent:** Gerard Dunphy, Robert Cove, Brian Kidney,

**Location:** C-CORE Seminar Room

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**1. Review of Minutes from our January 29, 201**

Minutes were reviewed and approved with the following changes.

Item 3.06 should read Erin Collect not Eric

**3. Reports**

**3.01 Chair**

- IEEE Canada is in need of a Newsletter Editor for the Regional GOLD publication.
- The Call for Expression of Interest for CCECE 2012 has been issued from IEEE Canada - NL Section will not be expressing interest.
- IEEE Canada Regional Meeting will be held in Calgary from April 30th to May 2nd prior to CCECE 2010. Lori will be attending. As there will be training available the section has typically send an addition member of the executive. The details of the training is not yet available so we will defer that decision until then. Dennis will be attending CCECE and a concurrent, co-located meeting of the Canadian Heads of ECE.
- **ACTION: OPEN** - Lori will obtain training agenda and schedule
- Lori has submitted the Officer Change Report
- Lori received an email from Dr. Wahab Almuhtadi the IEEE Eastern Canada Area Chair. He is looking to coordinate another Distinguish Lecturer Tour. We would be expected to share the costs of this event. No speaker has been identified to-date.  
In addition he like to:
  - Provide a coordinating link between the Eastern Area Sections.
  - Monitor and report to the IEEE Canada ExCom on the Sections' goals and measurables as approved by the IEEE Canada Board.

- Recommend corrective action to ensure that Eastern Area Sections are in a position to meet the Region's Goals
- Assist, as required the IEEE Canada Committee Chairs in their duties.
- Coordinate the training of Section Executive as directed by the IEEE Canada ExCom.
- Coordinate the Area's Technical Conference as directed by the Area's Sections. (e.g. coordinate with Canadian Atlantic Section to support the EPEC 2010, Halifax, NS, August 25-27, 2010)
- Coordinate any budget requests and bring to the ExCom Fall planning meeting.

### 3.02 Vice-Chair

No Report

### 3.03 Past-Chair

No Report

### 3.04 Treasurer

- Geoff has to be set up on our bank account as an signing authority. Cheng and Geoff will to go to bank to and make the changes and as well provide him access to the online banking.
- Need to remove Eric's name. A letter will have to be prepared with Eric's signature.
- The L-50 was submitted to IEEE Canada.

**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: CLOSED** - Lori to locate the banking "Change signing authority card"

**ACTION: OPEN** - Geoff & Cheng to go to bank and set up Geoff on our account.

### 3.04 Secretary

L-31 Meeting Report was submitted.

### 3.05 Technical Activities

- A lunchtime Technical Talk was held on February 23 from 1-2pm. The Speaker was Dr. Klaus-Werner Gurgel. He spoke on High-Frequency Over-The-Horizon Radars: Basics and Applications in Oceanography. Approximately 30 people attended.
- Senior Student Project Night - March 31
  - We need two sets of judges. One for the afternoon demonstrations and the other for the evening presentations. Ideally two teams of 3 judges for the demos and three for the presentations. Wally Read will not be available on March 31.
  - Other names suggested are:  
Ken Butt, Peter King, Brenda Coobs, Andrew Cook, Charlie Randell, Des Power, Peter Maloney, Matthew Appleby, Brian Kidney, Steve Taylor, Gervis White  
**ACTION: OPEN** - Lori to contact them to determine their availability.  
**ACTION: OPEN** - Dennis to coordinate with the student branch to arrange for refreshments
  - Dennis was approached by Dave King, Genesis Center, and Ron Taylor of NATI to participate in the evening.
- Avalon Microelectronics for May.  
**ACTION: OPEN** - Cheng to contact Wally Haas to determine a schedule that works for them.
- Wind Turbine Tour  
**ACTION: OPEN** - (Parked until April/May) - Gerard to follow-up with possible tour of wind turbine facilities in Fermuse.

### 3.06 Awards and Scholarship

- There are many concerns around our scholarships funds. At our next meeting more agenda will be allotted time to discuss in detail. We will invite Erin Collett, the MUN Scholarship Officer.  
**ACTION: OPEN** - Dennis to contact MUN Scholarship Officer- Erin Collett to discuss the issue and invite her to our next meeting.
- Amy listed some of the existing available scholarships
  - Vehicular Technologies Award \$1200
  - Women in IEEE \$1000
- Dennis included the IEEE Canadian Foundation Award for the most active student in the student branch.
- The School Science Fair to be held and March 26/27 has approached us looking for judges. Lori to forward Amy a list of names of members that have judged this fair previously.  
**ACTION: OPEN** - Lori to provide Amy a potential list of judges for the Science Fair

### 3.07 Membership Development

**ACTION: CLOSED** - Gerard to provide Robert with membership development material for the next Gold coffee club meeting.

**ACTION: CLOSED** - Gerard will compile and distribute a list of members that are eligible for Senior Member status.

**ACTION: CLOSED** - Gerard to get list of members in arrears for next meeting.

**ACTION: OPEN** - Gerard to send a note to those on the arrears encouraging them to renew their membership.

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

The Executive divided the list and will approach each of the members to encourage them to submit their application. Lori to follow-up with Gerard to determine if this may conflict with his plans

**ACTION: OPEN** - Lori to contact Gerard to discuss approaching Members to apply for Sr. Member status

### 3.08 Newsletter

- No Editor - Brian Kidney has volunteered.
- The next newsletter is not due out for another couple of months.

### 3.09 Webmaster

Have been approached by Dr. O'Young to let IEEE members know of a grad student position that he has in his lab. It begs the question "do we have a policy of what we post on our email list and web site?" As this is a key avenue to our members we should be very careful to the content. The general consensus on email list usage was, with some rare exceptions, we won't send anything out that's not related to IEEE events, activities and notices... those sorts of requests can be posted to the web page. We could provide a page that as a link to these type of notices.

### 3.10 Student Activities

- There was a call for nominations to executive positions. Dennis has received some interest. Jonathan Howse accepted the Student Branch Chair. He will be invited to our future meetings.
- ACTION: OPEN** - Lori to add Jonathan House to our NL Section email list

### 3.11 Industrial Relations

- No Report

### 3.12 Teacher In Service Program

- Meeting scheduled for Feb 11 was cancelled do to lack of attendance. The meeting will be rescheduled.
- Brian has had a conference call with National committee.

- Smaller sections are struggling with the program

### 3.13 GOLD

- No Report

### 3.14 Women In Engineering

- They have initiated a monthly speaker series.

### 3.15 Chapters

- **Oceanic Engineering Society**
  - As of Jan 21 now approved has a society.
  - A bank account will be soon set up.
  - Neil Riggs was talking to Bonnie O'Rourke at ACCO. They can assist in getting funding to bring in speakers.
  - Ocean Innovations Conference here in October. We may be able to get one of the many notable attendees to be a guest lecture.
- **PES/IAS Chapter**  
**ACTION: OPEN** - Eric to define concept of "chapter mentor" in context of PES/IAS chapter set up.

## 4. Other Business

### 4.01 Nomination of Wally Read to the Order of NL

- The nomination was submitted and we have received an acknowledgement from the Office of Protocol.  
**ACTION: CLOSED** - Brian to forward nomination to obtain Order of NL for Wally Read.

### 4.02 CCECE 2009

- The CCECE plaques have been received and one has been presented. We have to get the mailing addresses for the remainder and mail them out.
- After we pay the mailing costs we should be able to close the CCECE books.

**ACTION: CLOSED** - Eric to order plaques for the CCECE Best Student Paper recipients.

**ACTION: OPEN** - Dennis to obtain mailing address for the remaining recipients. Eric will forward the plaques.

### 4.03 CAIMS

They are still looking for speakers.

**ACTION: OPEN** - Dennis to contact the Engineering and Computer Science Professors looking for interested speakers.

#### 4.04 Past Section Chair Pins

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

#### 4.05 NECEC 2010

- Organizing meeting schedule for March 12th.

**ACTION: OPEN** - Lori to confirm Holiday Inn is booked for NECEC 2010.

**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.

#### 4.06 ROV Student Competition

- Dwight Howse has approached the Section looking for funding support to sent students to a ROV competition. We need some more information.

**ACTION: OPEN** - Lori to request a letter from Dwight detailing the requirement.

#### 5. Next Meetings:

- NECEC 2010 Planning Meeting Friday Mar 12th at 1200, C-CORE
- Executive Meeting - Friday Mar 19th at 1230, at the Engineering Board Room

**ACTION: OPEN** - Cheng to book Engineering Board Room