

**IEEE Newfoundland and Labrador Section
Executive Meeting
Friday March 19, 2010
1230-1400**

In Attendance: Lori Hogan, Eric Gill, Dennis Peters, Amy Hsiao, Cheng Li, Octavia Dobre, Andrew Cook, Geoff Holden, Brian Kidney, Jonathan Howse, Dave Tilley

Absent: Gerard Dunphy, Robert Cove, Ralf Bachmayer,

Location: Ocean Engineering Boardroom (EN-4032A)

1. Review of Minutes from our February 26, 2010

Minutes were reviewed and approved with the following changes.

Fix the date in the Header.

3. Reports

3.01 Chair

- Welcome Jonathan Howse to the meeting. He is a the new student representative.
 - 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 estimated cost to sent a second person to this meeting is \$2,000. Amy has asked that she might attend. Brian moved, seconded by Dave, that the Section fund her travels. All agreed.
ACTION: CLOSED - Lori will obtain training agenda and schedule.
ACTION: OPEN - Lori to arrange presenting Section Chair pins to Mike Janes.

- Dwight House 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.

3.02 Vice-Chair

No Report

3.03 Past-Chair

No Report

3.04 Treasurer

- Approximately \$5500 in our current account.
- \$20K in 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 - Geoff & Cheng to go to bank and set up Geoff on our account.

3.04 Secretary

No Report

3.05 Technical Activities

- Senior Student Project Night - March 31
 - Dennis has arranged for judges.

ACTION: Closed - Lori to contact them to determine their availability.

ACTION: CLOSED - Dennis to coordinate with the student branch to arrange for refreshments

ACTION: OPEN - Lori to sent out notice of this event to the IEEE server.
- **Avalon Microelectronics for May.**
 - Wally has agreed to speak. They will finalize the date and time - ideally mid to late May.

ACTION: OPEN - Cheng to contact Wally Haas to determine a schedule that works for them.
- **Wind Turbine Tour**

ACTION: OPEN - Gerard to follow-up with possible tour of wind turbine facilities in Fermuse.
- Attendance at the our Technical Meetings counts towards PDHs under informal activity.

3.06 Awards and Scholarship

- The Section gives out two \$1000 scholarships annually to a Term 4 and Term 6 student. In June 2007 because the scholarships were not at a level to sustain an annual award of \$1000 we had to top it up to \$15K.

Due to the poor state of the economy we now find ourselves again in a similar situation. The scholarship need to be topped up to \$22.2K to guarantee the rate of return to sustain a \$1K award. Going forward an scholarship of \$1K will require a \$28K investment.

- We were joined today by Erin Collett and Jennifer O'Neill of The Office of Alumni Affairs and Development. This group manages the various scholarships for Memorial. We invited them along today to help clarify the fiscal issues in supporting a scholarship.
 - Typically scholarships have been set up with an initial fund that would support a fixed award. When interests rate are high the fund can usually support itself.
 - With the recent recessions causing a significant lowering of interest rate it has become very difficult to maintain the fund to pay out a fixed award.
 - Memorial has adopted a scholarship award process that reflects the past years rolling aggregate market conditions. Awards are based on a percentage of the fund - 4% currently. Awards are now advertised has been such versus in past of stating a fixed amount. This percentage is calculated each year and is applied across all scholarships.
 - As this percentage is typically not known until the summer months we are unable to accurately state the amount predict the Term 4 award. With current funding we estimated we can award some \$800. Dennis made a motion, seconded by Eric, that we top up this award to \$1K at time of awarding. This motion passed unanimously.
 - We need to start promoting the Term 4 scholarship in May when that term starts.
 - Jennifer will provide a statement as to the state of our awards. When we get that report we will review the funding levels with a view to topping them up to \$28K.
 - Chad Levesque has been nominated for the 2010 Canadian Foundation McNaughton Scholarship. Chad is entering into Term 7 this summer.
 - We need a sign on our McNaughton centre door that says "IEEE McNaughton Centre - Sponsored by IEEE Canadian Foundation"
 - **ACTION: OPEN** - Jonathan to determine the requirements of the sign.

ACTION: CLOSED - Dennis to contact MUN Scholarship Officer- Erin Collett to discuss the issue and invite her to our next meeting.

- 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: CLOSED - Lori to provide Amy a potential list of judges for the Science Fair

3.07 Membership Development

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

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

ACTION: OPEN - See below. At a previous meeting, the following people volunteered to contact the following potential Senior Membership candidates

- **Dave** offered to contact Joseph Arsenault
- **Eric** offered to contact Ralf Bachmayer, Terry Dale, Cecilia Moloney
- **Lori** offered to contact Adam Burry, Kathleen Chafe, Brian Gamberg, Dwight Howse, and Charles Randell
- **Gerard** was suggested as someone to contact Jim Haynes
- **Amy** offered to contact Nick Krouglicof
- **Dennis** offered to contact Gloria Montano

3.08 Newsletter

- Brian Kidney has volunteered.

3.09 Webmaster

- Site is very close to up to date.

ACTION: OPEN - Brian to add a page to future notices.

3.10 Student Activities

ACTION: OPEN - Lori to add Jonathan Howse to our NL Section email list

- Four students have completed the Server Intervention Program. This program trains managers and servers in bars, restaurants and other licensed establishments in the responsible service of alcohol.

3.11 Industrial Relations

- No Report

3.12 Teacher In Service Program

- No Report

3.13 GOLD

- No Report

3.14 Women In Engineering

- No Report

3.15 Chapters

- **Oceanic Engineering Society**
 - No Report
- **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 CCECE 2009

- The CCECE plaques have been received and one has been presented.

ACTION: OPEN - Eric will mail them out

4.02 CAIMS

We are unable to provide a list of speakers.

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

ACTION: OPEN - Dennis to sent a note to CAIMS a letter of apology.

4.03 Past Section Chair Pins

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

4.04 NECEC 2010

- Organizing meeting schedule for March 12th.

ACTION: CLOSED - 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: CLOSED - Lori to chair a kick-off planning meeting of NECEC 2010 on Feb 19th at 1200 at C-CORE.

4.05 ROV Student Competition

- Dwight House has approached the Section looking for funding support to send 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 Thursday April 29th at 1200
- Next NL IEEE Executive meeting will be Friday April 16 at 1230 in the Ocean Engineering Boardroom.