

# IEEE Newfoundland and Labrador Section

## Executive Meeting

### Friday April 16, 2010

### 1230-1400

**In Attendance:** Lori Hogan, Eric Gill, Dennis Peters, Amy Hsiao, Cheng Li, Gerard Dunphy, Octavia Dobre, Andrew Cook, Geoff Holden, Brian Kidney, Robert Cove, Dave Tilley

**Absent:** Ralf Bachmayer, Jonathan Howse

**Location:** Ocean Engineering Boardroom (EN-4032A)

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#### 1. Review of Minutes from March 19, 2010

Minutes were reviewed and approved.

#### 2. Reports

##### 2.01 Chair

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

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

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

- An author (A) of a paper submitted to CECEC 2009 has registered an official complaint that another author (B) (one of many attached to this particular paper) was added to that paper without his/her knowledge. It was submitted to IEEE "complaints committee". It falls back to us to investigate the problem. The first step is contact the individual /author (C) who made the change of adding the other author (B).

**ACTION: OPEN** - Dennis to provide author (C) email address to Lori.

##### 2.02 Vice-Chair

No Report

##### 2.03 Past-Chair

No Report

## 2.04 Treasurer

- Due a cheque that the student branch that has not yet cashed there a discrepancy in out banking records. IEEE HQ is looking for an explanation.  
**ACTION: OPEN** - Cheng / Lori to resubmit the L51 or explain the discrepancy
- 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.

## 2.05 Secretary

No Report

## 2.06 Technical Activities

- Senior Student Project Night on March 31st went very well and received positive feedback all around.  
**ACTION: CLOSED** - Lori to sent out notice of this event to the IEEE server.
- **Avalon Microelectronics** for May.
  - Wally has agreed to speak on May 11 at 7pm**ACTION: CLOSED**- Cheng to contact Wally Haas to determine a schedule that works for them.  
**ACTION: OPEN** - Andrew will prepare an issue a notice of this meeting.
- **Wind Turbine Tour**  
**ACTION: OPEN** - Gerard to investigate location a facility in Fermuse where we might host the annual Lobster Boil to coincide with the wind turbine tour. June 12th was determined to be a good date.

## 2.07 Awards and Scholarship

- 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.
- The School Science Fair was held and March 26/27. Amy reported that we awarded the IEEE award to a Grade 10 student. His project was titled the "Secrets of Stealth".
- Chad Leveque was not accepted for the Canadian Foundation award.

## 2.08 Membership Development

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

**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, Cecilia Moloney
- **Lori** offered to contact Adam Burry, Kathleen Chafe, Brian Gamberg, Dwight Howse, and Charles Randell
- **Amy** offered to contact Nick Krouglicof
- **Dennis** offered to contact Gloria Montano

## 2.09 Newsletter

**ACTION: OPEN** - Brian to sent out a list of potential topics to this executive looking for potential authors.

## 2.10 Webmaster

- Site is very close to up to date.

**ACTION: CLOSED** - Brian to add a page to future notices.

- Our web site is hosted locally in the CS Dept.

**ACTION: OPEN** - Brian to investigate moving our web site to the National site.

- IEEE is pushing us to use VTools as a method to publish our meeting to our website.

## 2.11 Student Activities

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

- We have agreed to cover the cost of pizza an beverages at the Iron Ring ceremony on April 22. Lori will attend on our behalf.
- We will receive an invoice from the student branch to cover the cost of the IEEE student night. It's estimated to be some \$500.

**ACTION: OPEN** - Jonathan to forward the invoice.

## 2.12 Industrial Relations

- This report is on hold pending guidance from IEEE Canada.

## 2.13 Teacher In Service Program

- No Report

## **2.14 GOLD**

- No recent activities.
- Four or five grad students have joined
- Robert is reviewing the Fall activities to determine the volume.

**ACTION: OPEN** - Robert to make a recommendation at the next meeting as to the success of activities to date

## **2.15 Women In Engineering**

- Web site is being updated.
- Received funding for student summer jobs
- Seminar services is ongoing with approximately one a month.

## **2.16 Chapters**

- **Oceanic Engineering Society**

- No Report

- **PES/IAS Chapter**

- No Report

**ACTION: OPEN** - Eric to contact Martin Ordonez

## **3. Other Business**

### **3.01 CCECE 2009**

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

**ACTION: CLOSED** - Eric will mail them out

**ACTION: OPEN** - Lori to write a cheque to IEEE Canada for the regional portion of the surplus.

### **3.02 NECEC 2010**

- Gary Smith has accepted the role of NECEC chair.

## **4. Next Meetings:**

- NECEC 2010 Planning Meeting Thursday May 27th at 1200
- Next NL IEEE Executive meeting will be Friday May 28th at 1200 in the C-Core seminar room.