

IEEE Newfoundland and Labrador Section
Executive Meeting
Friday May 28, 2010
1200-1400

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

Absent: Robert Cove, Octavia Dobre, Gerard Dunphy, Eric Gill, Ralf Bachmayer, Jonathan Howse, Cheng Li,

Location: C-CORE Seminar room

1. Review of Minutes from April 16, 2010

Minutes were reviewed and approved.

2. Reports

2.01 Chair

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

- An author (A) of a paper submitted to CCECE 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: Closed - Dennis to provide author (C) email address to Lori.

- Amy and Lori attended the Regional Meeting in late April. There was a one day training session. Lori will pass along the link to the material. There were some By-Law changes relating to:

- Regional Spring Meeting is no longer tied to CCECE conference
- National Gold Newsletter editor is listed in the By-Laws
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- Next Regional meeting will be held on August 2011. We should put

- Next Section Congress will held in San Fransico in October 17, 2010.
- Dennis was awarded the **J.J. Archambault Eastern Canada Merit Award**.
Recipients of this award are exceptional IEEE volunteers who are recognized

for meriterious service in eastern Canada at the local IEEE Section and Area level.

It will be recognized at the Lobster Boil.

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: CLOSED - Cheng / Lori to resubmit the L50 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 2011 budget based on previous spending history.
ACTION: OPEN - Geoff & Cheng to go to bank and set up Geoff on our account.

- We have received our rebate of \$3,206.60 from IEEE.

2.05 Secretary

No Report

2.06 Technical Activities

- Wally Hass from **Avalon Microelectronics** gave a presentation on May11. Thirteen members attended.
ACTION: CLOSED - Andrew will prepare an issue a notice of this meeting.
- **Wind Turbine Tour**
ACTION: CLOSED - 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.
ACTION: OPEN - Gerard to investigate arranging the tour for mid September.
- Novemeber - NECEC
- December - AGM

2.07 Membership Development

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

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

2.08 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.

ACTION: OPEN - Dennis to follow-up with Chad.

ACTION: OPEN - Amy to follow-up with Scholarship Fund team re obtaining a report on the status of our Scholarships.

• Term 4 Scholarship announcement went out four weeks ago. We have received one applicant to date. The closing deadline is today at 5pm. If any more are submitted Amy will forward.

2.09 Student Activities

• 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.

• There has been an election for the new student branch executive

ACTION: OPEN -Dennis to provide names.

2.10 Women In Engineering

• Candidate for student summer job has been approved.

• No Seminar planned for June.

2.11 GOLD

• No recent activities.

• 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.

ACTION: OPEN - Lori to follow-up with Robert.

2.12 Webmaster

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

ACTION: OPEN - Brian to investigate moving the "executive Only" portion of our web site to the National site.

2.13 Newsletter

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

- Most of the articles for the next newsletter have been received.
- To be distributed electronically next week.
- Paper copies will be printed and mailed out by the Engineering Dept.

2.14 Teacher In Service Program

- No Report

2.15 Chapters

- **Oceanic Engineering Society**
 - Currently opening a bank account.

- **PES/IAS Chapter**

- No Report

ACTION: OPEN - Eric to contact Martin Ordonez

3. Other Business

3.01 CCECE 2009

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

- Lori present cheque to IEEE Canada at the Regional meeting,
- We are now officially done with CCECE 2009

3.02 NECEC 2010

- Next Committee meeting will be June 17.

3.03 Lobster Boil

- To be held Saturday June 12 at the Fluvarium.
- A notice has been sent out to the members.
- The Fluvarium need the final count by June 4.
- Need door prizes.

ACTION: OPEN - Brian to send out an email to Executive looking for prizes.

3.04 Friend of IEEE Award

- Suggested that we present the award to The Electronic Centre.
ACTION: OPEN - Lori to gather information on the award and forward to Amy for discussion.

4. Next Meetings:

- NECEC 2010 Planning Meeting Thursday June 17th at 1200
- Next NL IEEE Executive meeting will be Friday June 25th at 1200 in the C-Core seminar room.