

IEEE Newfoundland and Labrador Section Executive Meeting

Friday September 10, 2010
1200-1400

In Attendance: Lori Hogan, Geoff Holden, Andrew Cook, Brian Kidney, Robert Cove, Octavia Dobre, Eric Gill, Cheng Li, Dennis Peters, Amy Hsiao, Neil Riggs

Absent: Dave Tilley, Robert Cove, Octavia Dobre, Gerard Dunphy, Eric Gill, Ralf Bachmayer, Jonathan Howse, Cheng Li, Dennis Peters, Amy Hsiao

Location: C-CORE Seminar room

1. Review of Minutes from June 25, 2010

Minutes were reviewed and approved.

2. Reports

2.15 Chapters

- **Oceanic Engineering Society**
 - Neil thanks the executive for funding conference.
 - Other funding from NATI, ACOA, Oceans Advanced, Marport Canada.
 - Total Budget \$7 - 8k.
 - This is the 6th Biannual Workshop.
 - By invitation speakers.
 - Semi-formal gathering.
 - Surplus will fund one, maybe two undergraduate scholarships for term 8 students to work on a project in the area of underwater vehicles.
 - Workshop dates are October 21st and 22nd.
 - Neil handed out a one page info sheet for executive members to post around there places of work.

- **PES/IAS Chapter**
 - No Report

2.01 Chair

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

- Fall Regional Meeting
 - Cheng is going to attend on behalf of the section
 - Spring Meeting is likely in Ontario
 - Suggested that we look at sending extra executive members to the spring meeting when there is training.

2.02 Vice-Chair

- No Report

2.03 Past-Chair

- Attended Oceans in Sydney.
- The decision on Oceans 2014 will be made at Oceans 2010 - Seattle.

2.04 Treasurer

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 for approval at AGM.

ACTION: OPEN - Geoff to bring updated letter of change over to the bank later today.

2.05 Secretary

- No Report

2.06 Technical Activities

- Wind Turbine Tour

ACTION: OPEN - Gerard to investigate arranging the tour for September.

- No Update on DLT as of yet. Trying to get one for next meeting.
- Fall Activities

- NECEC
- Wind Turbine Tour
- DLT
- AGM

ACTION: OPEN - Andrew to ask Neil about the possibilities of a talk from one of the workshop attendees.

ACTION: OPEN - Lori to look at SAR workshop attendees list for possible speakers.

ACTION: OPEN - Andrew to look into the list of attendees for Oceans Innovation on the possibility of speaker.

ACTION: CLOSE - Lori to determine costs for bringing in Dr. Trajkovic.

- Cost was minimal, in the order of \$200 - 300 dollars.

2.07 Membership Development

- No Report

From last meeting:

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

Dennis offered to contact Gloria Montano

ACTION: OPEN - Gerard to send an email to Nick and Amy about the process for Senior Membership.

2.08 Awards and Scholarship

- Amy has report on Scholarships
 - Term 4 - Funded to \$805 (\$1000 Value)
 - Term 6 - Funded to \$824 (\$1000 Value)
- Motion to top up both scholarships for a cost of \$371. - Dennis
 - Seconded - Eric
 - Passed

ACTION: OPEN - Amy and Lori to complete Friend of the IEEE application

for The Electronics Center

From previous meeting:

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

2.09 Student Activities

- No Report

ACTION: OPEN - Dennis to provide names of current student executive.

ACTION: OPEN - Dennis to find invoice for IEEE Student Night and send to Geoff Holden.

ACTION: OPEN - Dennis to check to see if anyone from the student branch is attending the Student Workshop.

2.10 Women In Engineering

- No Report
- Lori attended the WISE summer program closing. Octavia spoke at WISE Summer Program Career Night to talk about her work and research.

2.11 GOLD

- Abdeshe left with all information on the GOLD coffee club.
 - Robert recommends to put the coffee club on hold.
- ACTION: OPEN** - Robert to look into getting IEEE promotional materials at faculty Grad welcome pizza lunch.

2.12 Webmaster

- No Report

ACTION: OPEN - Lori to get Executive Membership Numbers for online access.

2.13 Newsletter

- Missed mailout for Spring letter.
- Switch to one mail out a year - fall.
- Deadline for articles in middle October.
- Paper copy ready for NECEC.

ACTION: OPEN - Brian will send out list of articles and authors for upcoming Newsletter.

2.14 Teacher In Service Program

- Brian has send email to NLTA to determine if there is an upcoming Science Workshop to which we could speak.
ACTION: OPEN - Brian to try contacting NLTA again about workshops.
ACTION: OPEN - Robert to find contacts with local teachers.
ACTION: OPEN - Brian to provide Amy with motor kit materials.

From Previous Meeting:

ACTION: CLOSED - Brian will try to get this on the agenda of the next provincial teacher conference.

3. Other Business

3.01 NECEC 2010

- All going well thus far.
- Deadline for abstracts is Monday, September 13th.
- ABB Keynote likely.

3.02 IEEE Day, 7-8 October, 2010

- Suggested that we incorporate it into the faculty's pizza lunch for students.

4. Next Meetings:

- Next NL IEEE Executive meeting will be Friday October 15th at 1200 in the C-Core seminar room.