

IEEE Newfoundland and Labrador Section

Executive Meeting

Friday October 22, 2010
1200-1400

In Attendance: Lori Hogan, Cheng Li, Dennis Peters, Eric Gill, Gerard Dunphy, Andrew Cook, Geoff Holden, Brian Kidney, Dave Tilley

Absent: Robert Cove, Octavia Dobre, Eric Gill, Ralf Bachmayer, Jonathan Howse, Amy Hsiao,

Location: C-CORE Seminar room

1. Review of Minutes from September 10, 2010

Minutes were reviewed and approved. Note that the "In Attendance" list is correct with errors in the "Absent" list.

2. Reports

2.01 Chair

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

- Wally Read had two IEEE visitors in town from Japan on Sept 26th. Lori and Cheng took them, along with Wally and his wife, on a trip to Hearts Content to see the Cable Station on Monday. Lori, Brian, Dave and his wife join them for dinner that evening at the Portobella's restaurant.

2.02 Vice-Chair

Cheng attended the Regional Meeting.

- CCECE 2012 will be held in Montreal.
- CCECE 2010 contribution to IEEE Region was \$7500 much less that we did at CCECE 2009.
- Region 7 Budget approved by Board.
- Area Chair approached Cheng
 1. to consider forming a joint Communications and Computer Chapter.
 - Easier to organize Distinguished Lecturer Tours. Would be used as Technical Activities for the Section

- We have 23 COMSOC members and 16 Computer Society within our Section.
 - We need someone to prime ideally someone outside our current Executive.
- ACTION: OPEN** - Cheng to review membership list for potential chair
2. The Area Chair showed interest in attending our AGM.
 - Need to provide an invitation.
 - He could speak but it would not be a technical presentation.
 3. Concentration Bank. We are encouraged to use this system.
 4. Section Congress 2011 will be held in San Francisco in August 19-22.
 - Region will cover 100% of the expenses of the primary delegate form each section and 50% of a second. We should send at least two.
 5. We should be considering nominations for MGA Awards and others.
 6. IEEE Canadian Foundation.
 - Upgrade grant to McNaughton Centre. \$500-\$5000 available.
 - Requires a business case.
 7. Telus Innovation Design Challenge
 - Three categories: junior, senior and open.
 - Team style project over a weekend.
 - Contribution from Telus is around \$26,000.
 8. Regional Meetings will be fixed to Toronto due to travel costs.

2.03 Past-Chair

No Report

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.

- Process has begun to move to Concentration banking. Many forms to fill out.
- The Student Branch to have a sub account off ours.

ACTION: OPEN - Geoff to draft 2011 budget based on previous spending history.

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

- Bank account has approximately \$25k.

2.05 Secretary

No Report

2.06 Technical Activities

· Wind Turbine Tour

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

- Contact at NL Hydro is Phil Keating.
- He suggest next Spring would be better.
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• Distinguished Lecturer Program

- Dr. Ljiljana Trajkovic will speak on November 9 on 'Mining Network Traffic'.
- An email will be sent out to the membership.

• November - NECEC

• December - AGM

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: CLOSED - Gerard to send an email to Nick and Amy about the process for Senior membership.

2.08 Awards and Scholarship

No Report

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

ACTION: CLOSED - Amy and Lori to complete Friends of IEEE application for Electronic Centre.

2.09 Student Activities

From last meeting:

ACTION: CLOSED - Dennis to provide names of current student executive. Jonathan House is Chair

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

ACTION: CLOSED - Dennis to check to see if anyone from the student branch is attending the Student Workshop. Adam Sheppard attended.

IEEE Extreme is this weekend.

2.10 Women In Engineering

AGM is November 23.

2.11 GOLD

No Report

From last meeting:

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

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

ACTION: OPEN - Brian to setup a private area for executive only on our web site

2.13 Newsletter

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

2.14 Teacher In Service Program

Discussion deferred to next meeting.

- 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

3. Other Business

3.01 NECEC 2010

On Track. All going well

3.02 AGM

- Suggest we schedule it for Dec 2 at 7pm.
ACTION: OPEN - Eric to book Engineering Boardroom and faculty Lounge.
- Potential Speakers were discussed.
ACTION: OPEN - Lori to contact IEEE Area Chair to determine his availability.

4. Next Meetings:

Next NL IEEE Executive meeting will be Friday November 26th at 1230 in the Ocean Engineering Boardroom.