

**IEEE Newfoundland and Labrador Section**  
**Executive Meeting**  
Friday November 26, 2010  
1230-1400

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

**Absent:** Robert Cove, Ralf Bachmayer, Gerard Dunphy,

**Location:** Ocean Engineering Boardroom

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**1. Review of Minutes from October 22, 2010**

Minutes were reviewed and approved.

**2.01 Chair**

- Lori informs us that Wally Read is in hospital in Corner Brook. She will forward flowers on our behalf.
- We have had no updates on our submittal to nominate Wally with the Order of NL.
- With have not been able to arrange a meeting with Mike Janes to present the Past Section Chair pin. Mike is unable to attend AGM so we will look for another opportunity in 2010.

**ACTION: CLOSED** - Lori to arrange presenting past Section Chair pins to Mike Janes at AGM.

**2.02 Vice-Chair**

Cheng has been approached to form a joint Communications / Computer / Solid State Circuits chapter.

Dennis expressed concern that we need a local champion outside this current executive. Some potential names where discussed as potential chairs - champions - lead.

While the concept has merit the small numbers of local members may make it difficult to be viable.

Cheng to determine numbers of potential members.

### 2.03 Past-Chair

No Report

### 2.04 Treasurer

- All paper work is complete for Concentration Banking.
- Jonathan Howse will forward an invoice for preparing the CDs for NECEC. The amount is \$500.
- Geoff presented the 2011 Draft Budget. After discussions some minor changes were made. Jeff will present it at the AGM.

**ACTION: CLOSED** - Geoff to investigate banking options in 2010 - status quo with the local banks or move to an IEEE Concentration Bank Account.

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

### 2.05 Secretary

No Report

### 2.06 Technical Activities

Due to time restrictions discussion on Technical Activities were deferred to the next meeting.

### 2.07 Membership Development

Due to time restrictions discussion on Membership Development were deferred to the next meeting.

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

### 2.08 Awards and Scholarship

- We need a sign on our McNaughton centre door that says "IEEE McNaughton Centre - Sponsored by IEEE Canadian Foundation" .

UPDATE: The McNaughton Centre has been relocated to a previous location. The sign is still mounted in the room. This is not an ideal location due to poor air quality.

**ACTION: CLOSED** - Jonathan to determine the requirements of the sign.

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

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

## 2.09 Student Activities

IEEE Extreme results were excellent for NL. One team placed 1st in Canada and another placed 4th. Overall there were 16 teams in Canada. We will present both teams with gift cards - \$75 per student for the 1st place team and \$50 for the other. Total cost \$375. There was a third team that did not finish. Eric moved that we should formalize this process each year. Seconded by Dennis. Eric and Amy will work out the details

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**ACTION: OPEN** - Brian to pick up gift cards.

**ACTION: OPEN** - Lori to present them at the AGM.

**ACTION: OPEN** - Eric and Amy to formalize the award process for IEEE Extreme.

## 2.10 Women In Engineering

- Lori and Octavia attend their AGM on November 23.
- WISE will present an award at NECEC.

## 2.11 GOLD

No Report

## 2.12 Webmaster

**ACTION: CLOSED** - 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

- The newsletter will be forwarded to member via email next week. Paper copies will be available at the AGM.

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

## 2.14 Teacher In Service Program

Due to time restrictions discussion on the Teacher In Service Program were deferred to the 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 AGM

- To be held Dec 2 at 7pm at the MUN Engineering Boardroom.
- Report to be finalized by Monday Dec 1. Lori will forward all material for review.
- Geoff will present our 2011 budget.
- Dwight House will be presenting an overview of Oceans 2014.
- Eastern Area Chair, Wahab Almuhtadi, will be attending. He will give a short presentation about IEEE Canada and Eastern Canada Areas.
- Dr, Sam Brumley, Sr. Research Scientist at PanGeo Subsea Inc., will be our technical Speaker.
- The evening will conclude with a wine and cheese social. Andrew will arrange for the food and Geoff will arrange for the wine.
- Lori will pick up thank you gifts for our speakers.

**ACTION:** Open - Lori to forward final AGM report and presentation material to Executive on Monday.

**ACTION:** Closed - Eric to book Engineering Boardroom and faculty Lounge.

**ACTION:** Closed - Lori to contact IEEE Area Chair to determine his availability.

## 4. Next Meetings:

Next NL IEEE Executive meeting will be Friday January 17th at 1230 in the Ocean Engineering Boardroom.