

IEEE Newfoundland and Labrador Section

Executive Meeting

Friday January 21, 2011
1230-1400

In Attendance: Lori Hogan, Cheng Li, Dennis Peters, Eric Gill, Andrew Cook, Geoff Holden, Brian Kidney, Ralf Bachmayer, Lihong Zhong, Dave Tilley

Absent: Robert Cove, Ralf Bachmayer, Gerard Dunphy, Jonathan Howse, Amy Hsiao, Octavia Dobre

Location: Ocean Engineering Boardroom

1. Review of Minutes from November 26, 2010

Minutes were reviewed and approved.

2.01 Chair

- Lori will be starting maternity leave this week. Cheng has assumed the Chair position until her return.
- We have had no updates on our submittal to nominate Wally with the Order of NL.
ACTION: OPEN - Brian to follow-up with Order of NL to determine status.
- Gerard Dunphy has informed Lori that he is unable to continued in the role of Membership Development Officer. Any suggestions for his replacement are welcome.
- It's time to submit the L31 and L50 reports.
ACTION: OPEN - Geoff to prime submission of L50.
ACTION: OPEN - Dave to submit L31.
ACTION: OPEN - Ralf to submit reports for OES Chapter.
- Our Officers list needs to be updated in the IEEE database.
ACTION: OPEN - Dave will update list.
- Cheng has been approached to form a joint Communications / Computer / Solid State Circuits chapter.
 - Twelve signatures are required; three from each. A review of our members lists indicated that there are some 20 who are in the Communications, 20 in the Computer and three in the Circuits societies.
 - General expressed concern that we need local energetic

champions outside this current executive. While the concept has merit the small numbers of local members may make it difficult to be viable.

- The OCEANS 2014 organizing committee has approached Cheng requesting this Section submit a letter to ACOCA for funds to begin the organizations efforts for this conference - seed money so to speak.

ACTION: OPEN - Cheng to follow-up with Dwight Howse to have them identify the funding requirements and prepare the letter for the Section.

2.02 Vice-Chair

No Report

2.03 Past-Chair

No Report

2.04 Treasurer

- Geoff has prepared a 2011 budget. At future meetings he will compare each category to our actual expenditures.

ACTION: OPEN - Geoff to present monthly Budget versus Actual updates.

2.05 Secretary

No Report

2.06 Technical Activities

- To date the technical activities are the Student night on Mar 30 and this year's NECEC. We all need to look for potential meeting ideas. Two mentioned were a visit to the St. John's Air Traffic control and an Oil Offshore activity.

2.07 Membership Development

- We need a new chair to fill this role - ideally a non academic to balance out the Executive.. Potential candidates - Ken Butt, Adam Burry, Jim Millan, John Pitt, Suraj Wadhawan, Susan Ryan, and Renee Hodder.

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2.08 Awards and Scholarship

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

2.09 Student Activities

- Dennis received certificate for IEEE Extreme results.
ACTION: CLOSED - Brian to pick up gift cards.
ACTION: CLOSED - Lori to present them at the AGM.
ACTION: OPEN - Eric and Amy to formalize the award process for IEEE Extreme.
- The Student branch has made a request to the Section to fund their Iron Ring ceremony activities. Previous years the Section has given them \$500. It was moved by Dennis and seconded by Eric that we approved this request. All agreed.
- The student branch will have to move their office. A short-term solution is to relocate them to the design lab. We may be eligible to obtain funds for the repair/upkeep of the [McNaughton](#) center.
- The students have request financial support to attend the Computer Science Games. We have done so in the pass using a formula based on the number of IEEE student members attending.
ACTION: OPEN - Dennis to follow-up with Chad to obtain a budget.

2.10 Women In Engineering

No Report

2.11 GOLD

No Report

We need to identifying someone o fill the GOLD Chair position.

2.12 Webmaster

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

2.13 Newsletter

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

- Brian doesn't have access to an 11"x14" laser printer. Dennis arrange to have it printed.

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: CLOSED - 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.

- The next IEEE TISP workshop will be held on April 28 and 29. We can send a candidate.

ACTION: OPEN - ALL. Identify candidate for TISP meeting.

2.15 Chapters

OES

- Working on developing an ocean technology related scholarship that would be open to all disciplines. The target is \$1000.
- Local effort on going to organizing a "sailbot" competition in the May/June timeframe. May expand into the high schools using a basic design kit

3. *Other Business*

No new business.

4. Next Meetings:

Next NL IEEE Executive meeting will be Friday February 18th at 1230 in the Ocean Engineering Boardroom.