

# IEEE Newfoundland and Labrador Section Executive Meeting Friday June 24, 2011 1230-1400

**In Attendance:** Cheng Li, Dennis Peters, Lori Hogan, Octavia Dobre, Lihong Zhang, Brian Kidney, Geoff Holden, Ralf Bachmayer, Andrew Cook, Peter King

**Absent:** Susie Ryan, Dave Tilley, Amy Hsiao, Eric Gill, Jonathan Howse

**Location:** Engineering Dining Room

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## 1. Review of Minutes from May 27, 2011

Minutes were reviewed and approved.

### 2.01 Chair

- **ACTION: OPEN** - Brian will find out more information about the requirements and benefits for forming an OES Student Branch.
- Cheng circulated his Report On the IEEE Spring Region Meeting.
- **ACTION: CLOSE** - Cheng will determine the status of the recommendations from the last Section Congress.
- Next Section Congress will be held in San Francisco on August 19-22. We will be sending Cheng Li, Octavia Dobre and Amy Hsiao.
- Cheng will be primary delegate.
- **ACTION: OPEN** - Cheng will send registration details for Sections Congress to Octavia and Amy.

### 2.02 Vice-Chair

No Report

### 2.03 Past-Chair

- Eric has approached Joe Ryan on being NECEC Chair. Joe will be getting back to Eric next week.

### 2.04 Lobster Boil

- 28 people coming (possibly 30 if we can add last minute).
- Currently under budget at \$730.
- We will purchase 5 x \$20 gift cards as prizes.

### 2.05 NECEC

- Waiting to here back from Joe Ryan.
- Next meeting after we find a chair.

- **ACTION: OPEN** - Dennis and Lihong will prepare the call for papers in preparation for the appointment of a chair.

## 2.06 Treasurer

- We have received the section rebate and NECEC revue.
- \$41498.53 currently in the section treasury (including \$20k in GICs).
- **ACTION: OPEN** - Geoff to look into how much of the section rebate is owed to the section and transfer the money to them.
- There is one outstanding invoice from the Regional Science Fair which will be mailed after the postal strike.

## 2.07 Secretary

No Report

## 2.08 Technical Activities

- **ACTION: OPEN** - Andrew will try to book the Air Traffic Control tour in July.
- Andrew is in contact with Sky Power to try and arrange the Wind Farm tour this summer.
- **ACTION: CLOSE** - Susie to identify a contact with the Fermeuse Wind Turbine facility to arrange a tour.
- After Wind Farm and ATC tours are booked we will look at :
  - St. John's water treatment plant
  - Control facility of Newfoundland Power
  - Genesis Centre

## 2.09 Membership Development

- Membership numbers:
  - Active Members: 187
  - Affiliate Member: 7
  - Associate Member: 3
  - Graduate Student Members: 34
  - Life Fellow: 2
  - Life Member: 1
  - Regualr Member: 81
  - Senior Member: 15
  - Student Member: 44
- Jeremy Dillion is interesting in Senior Membership once he finishes his PhD defense.
- Senior Member Pool for References:
  - Cheng Li
  - Eric Gill
  - Octavia Dobre
  - Dennis Peters
  - Paul Thorburn

- **ACTION: OPEN** - Cheng to produce a list of Senior Members for references including IEEE number, email and affiliation.
- **ACTION: OPEN** - Brian to add senior membership status to Executive list on website.
- **ACTION: OPEN** - Susie to contacts in arrears to remind them to register.

## 2.10 Awards and Scholarship

- **ACTION: OPEN** - Amy and Lori to complete Friends of IEEE application for Electronic Centre.
- **ACTION: CLOSE** - Amy to promote Term 4 scholarship to the incoming students.
- Nobody applied for the Term 4 scholarship (nomination was open for 1.5 weeks).
- **ACTION: OPEN** - Amy to work with Dennis to identify Term 4 members that might qualify for scholarship.
- **ACTION: OPEN** - Lihong to advertise Term 4 scholarship to his class.
- There is \$1000 for an OES Chapter Award.
  - The money can be transferred to section.
  - The awarding would be at the discretion of section
  - Should have Ocean themes
  - Should be identified as an OES award.
  - Will present it at NECEC
  - Three Awards (\$500, \$300, \$200)
  - Should be included in call for papers.
- **ACTION: OPEN** - Neil to confirm NECEC plan within criteria of awarding the money.

## 2.11 Student Activities

- **ACTION: OPEN** - Eric and Amy to present plan for section awards for the IEEE Xtreme Programming competition at September meeting.

## 2.12 Women In Engineering

- Award for NECEC.

## 2.13 GOLD

- **ACTION: CLOSE** - Cheng and Susie will forward the list of the current GOLD members to Peter.
- Lori has recommended a paint ball event.
- **ACTION: OPEN** - Peter will be look into adding an GOLD activity to NECEC.

## 2.14 Webmaster

- Attended Webinar on IEEE templates for websites.
  - There was found to be no advantage to moving to template.

Geared more toward larger sections and would not suit us.

### 2.15 Newsletter

- **ACTION: OPEN** - Brian to send Dennis a print ready copy of newsletter for mail out.
- **ACTION: OPEN** - Dennis will arrange for having the newsletter printed and mailed.

### 2.16 Teacher In Service Program

- **ACTION: OPEN** - Brian to provide Amy with motor kit materials.
- Paul King is advertising to K-6 teachers the chance to have a TISP in-service.
- Amy, Paul and Brian will meet over the summer to discuss fall in-service.
- **ACTION: OPEN** - Brian to look into funding for materials to put together in-service kits.

### 2.17 Chapters

#### OES

- Looking to have a presentation from Memorial Autonomous Sailboat (Sailbot) Competition team in July.
- OES will be looking into expanding the Autonomous Sailboat Competition to a provincial competition.
- **ACTION: OPEN** - Ralf will approach the team to show the boat at NECEC.
- OES will sponsor a stream at NECEC.

#### Joint Circuits, Computer, Communications Chapter

- 3 signatures on the petition were not qualified to sponsor chapter
- 3 more signatures have been sent to the IEEE  
Computer Society and Circuits Societies have approved.  
Waiting on approval from Communications Society.

### 3. Other Business

#### Oceans 2014

- Ralf is now technical Co-Chair of the Oceans 2014.

### 4. Next Meetings:

Next NL IEEE Executive meeting TBA (in September).