

IEEE Newfoundland and Labrador Section Executive Meeting

Friday September 9, 2011
1300-1418

In Attendance: Cheng Li, Dennis Peters, Lori Hogan, Lihong Zhang, Brian
Kidney, Geoff Holden, Andrew Cook, Amy Hsiao, Eric Gill

Absent: Peter King, Ralf Bachmayer, Octavia Dobre, Susie Ryan, Dave Tilley,
Jonathan Howse

Location: Engineering Dining Room

1. Review of Minutes from June 24, 2011

Minutes were reviewed and approved.

2.01 Chair

- **ACTION: CLOSE** - 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: CLOSE** - Cheng will send registration details for Sections Congress to Octavia and Amy.

- **ACTION: OPEN** - Cheng to determine number of student and graduate student OES members in section and forward to Cheng.
- **ACTION: OPEN** - If we have at least six student and graduate student OES members in section to ask the student branch if they are interested in forming a OES Student Branch Chapter.
- **ACTION: OPEN** - Lori to send Helen's address to executive.
- **ACTION: OPEN** - Geoff to make \$100 donation to diabetes's association on behalf of section in memory of Wally Read.

- There is a new treasurer reporting software coming next year.
There may be training at the regional meeting.
If the training goes ahead the section will send Geoff.

2.02 Vice-Chair

- We will push the Sections Congress report to October meeting.

2.03 Student Activities

- **ACTION: OPEN** - Eric and Amy to present plan for section awards for the IEEE Xtreme Programming competition at September meeting.
- **ACTION: OPEN** - Dennis to send Brian the names and email addresses for the current Student Branch chairs.

- Student section is currently without space in the Engineering Building.
- A student will represent the Section at the Student Workshop this fall.

2.04 Past-Chair

- Joe Ryan has agreed to be NECEC Chair.
- **ACTION: OPEN** - Eric to form nominations committee and come back with nominatins for the

2.06 Treasurer

- **ACTION: CLOSE** - Geoff to look into how much of the section rebate is owed to the section and transfer the money to them.
- **ACTION: OPEN** - Geoff to transfer \$200 to OES Chapter
- Sections congress travel has come in under budget (approximately \$1500 under)
- \$34469.14 currently in treasury.
- Geoff is going to move some money from TD account to Concentration Banking account.
Plan to move completely out of TD bank when GIC matures.

2.07 Secretary

No Report

2.08 Technical Activities

- **ACTION: OPEN** - Andrew will try to book the Air Traffic Control tour for later this fall.
- Andrew had a wind farm tour planned by the company cancelled it in favor of a Open House day. We will be contacted when this day is planned.
- **ACTION: OPEN** - Lihong to send info on upcoming talk to Andrew.
- **ACTION: OPEN** - Andrew to pickup 6 copies of Iceburg Alley

2.09 Membership Development

- **ACTION: CLOSE** - Cheng to produce a list of Senior Members for references including IEEE number, email and affiliation.
- **ACTION: CLOSE** - Brian to add senior membership status to Executive list

on website.

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.
- **ACTION: CLOSE** - Amy to work with Dennis to identify Term 4 members that might qualify for scholarship.
- **ACTION: CLOSE** - Lihong to advertise Term 4 scholarship to his class.

- **ACTION: OPEN** - Neil to confirm NECEC plan within criteria of awarding the money.
- No Term 4 scholarship was awarded this summer.
- **ACTION: OPEN** - Amy to start the process for the Term 6 scholarship.
- **ACTION: OPEN** - Lori to determine if there are any IEEE Region 7 awards with deadlines this falls and forward to Amy.

2.12 Women In Engineering

- There may be an additional award presented at NECEC from WISE.

2.13 GOLD

- The NECEC lunch will be co-sponsored by GOLD.

2.14 Webmaster

- No Report

2.15 Newsletter

- No Report

2.16 Teacher In Service Program

- **ACTION: OPEN** - Lori to provide Amy with motor kit materials.
- **ACTION: OPEN** - Brian to look into funding for materials to put together in-service kits.
- Paul King is advertising to K-6 teachers the chance to have a TISP in-service.

2.17 Chapters

OES

- No Report

Joint Circuits, Computer, Communications Chapter

- Two upcoming talk from visiting lecturers.
- There is seed money available for starting to Chapter

\$500 - Circuits and Systems Society

\$1000 - Communications Society

- **ACTION: OPEN** - Geoff to provide Lihong with banking information for the transfer of the seed money.

3. Other Business

Sections Congress Summary

- To be presented at next meeting

Fall Regional Meeting

- October 21 - 23, 2011
- Lori will be representing the section.

IEEE Canada Humanitarian Initiatives

- Tabled until next meeting
- **ACTION: OPEN** - Lori to talk to Peter to identify a possible GOLD member who is interested in this initiative.

AGM

- Will look to schedule it in the last week of November.
- To be decided at next meeting.

4. Next Meetings:

Next NL IEEE Executive meeting October 14th, 12:30pm.