

IEEE Newfoundland and Labrador Section

Executive Meeting

Friday October 14, 2011
1230-1400

In Attendance: Lori Hogan, Susie Moore, Dennis Peters, Lihong Zhang, Brian Kidney, Amy Hsiao, Eric Gill, Ralf Bachmayer, Dave Tilley

Absent: Cheng Li, Peter King, Octavia Dobre, Geoff Holden, Andrew Cook, Adam Sheppard, Jordon Smith

Location: Engineering Dining Room E4003

1. Review of Minutes from September 9, 2011

Minutes were reviewed and approved.

2.01 Chair

- **ACTION: OPEN** - Cheng to determine number of student and graduate student OES members in section and forward to Dennis and Ralf.
- **ACTION: OPEN** - Dennis - 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: CLOSED** - Lori to send Helen's address to executive.
- **ACTION: CLOSED** - Geoff to make \$100 donation to diabetes's association on behalf of section in memory of Wally Read.

2.02 Vice-Chair

No report.

2.03 Treasurer

No report.

2.04 Past-Chair

- **ACTION: CLOSED** - Eric to form nominations committee and come back with nominations for the Vice Chair, Secretary and Treasurer positions.

2.05 Secretary

No Report

2.06 Student Activities

- Adam Sheppard and Jordan Smith are the new student representatives.
- **ACTION: OPEN** - Dennis to forward email addresses of Adam Sheppard and Jordan Smith to Brian.
- **ACTION: CLOSED** - Eric and Amy to present plan for section awards for the IEEEExtreme Programming competition at September meeting. Amy presented Eric and her proposal for the IEEEExtreme awards.

To summarize the proposed plan for awards to MUN students showing commendable performance in the IEEEExtreme Competition: cash awards for the following IEEE categories.

1. Top Competitors (placing as a 'top 3 overall' team) - \$1000 to the team
2. Region 7 Winners - \$500 to the team
3. Placing in the Top 25 - \$100 to the team
4. Placing in the Top 100 - \$20 gift cards to Starbucks

In addition, these awards will include a one year Gold Membership covered by the NL Section (vouchers will be given; internal record keeping will be required).

And, a display plaque in the Faculty of Engineering and Applied Science showing the names of the students from the top scoring team from Memorial (with notes of any of the above recognitions on each year's plate, when applicable).

We agreed that we would like this plan to start with this year's 5.0 competition. The plaque can go back 2+ years.

These awards are in addition to those given by IEEE HQ, found here: http://www.ieee.org/membership_services/membership/students/com petitions/xtreme/xtreme_2010.html

2.07 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: CLOSED** - Lihong to send info on upcoming talk to Andrew.
- **ACTION: CLOSED** - Andrew to pickup 6 copies of Iceburg Alley

2.09 Membership Development

- **ACTION: OPEN** - Susie to give a status of membership at the next meeting.

2.10 Awards and Scholarship

- **ACTION: OPEN** - Amy and Lori to complete Friends of IEEE application for Electronic Centre.
- **ACTION: OPEN** - Neil to confirm NECEC plan within criteria of awarding the money.
- **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

1) Susan Ryan obtained the 2011 IEEE Canadian Foundation (ICF) WIE Prize.

2) **The WISE NL Outstanding Author Award will be presented at IEEE NECEC 2011, St. John's, NL, on Tuesday, Nov. 1st.**

This is valued at \$250 for the purpose of recognizing an outstanding paper, poster or presentation by a graduate or undergraduate woman student in Engineering or Science.

The recipient will also receive a complementary one-year membership in WISE NL and the membership is transferable if the recipient is already a member of WISE NL.

The nominee must be first author. The nominee does not need to be a member of WISE NL.

The selection committee will consist the IEEE Representative, Octavia Dobre, plus at least one person to be named by the WISE NL Executive.

A list of eligible women will be compiled by the conference organizers.

The selection committee will attend each presentation or poster session,

identify the recipient, and present the award at the conference.

3) For the information of the IEEE Executive, the annual general meeting of WISE will take place on November 9 2011.

Annual General Meeting - "Unlocking the Secrets of the Past with Physics and Archaeology" with Dr. Kris Poduska, Associate Professor, Department of Physics and Physical Oceanography, Memorial University. 7:00 PM to 9:00 PM. Location EN-4000, SJ Carew Building, Memorial University.

2.13 GOLD

- Peter is unable to continue as Chair. We'll need to look for a replacement in 2012.
- **ACTION: OPEN - ALL.** Please forward any potential candidate names onto Lori

2.14 Webmaster

No Report

2.15 Newsletter

- The next newsletter will be issued before the AGM. It will be an all electronic issue.
- **ACTION: OPEN** - Brian to send out an email soliciting articles and authors.

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.
- Brian met with Adam Burry of ZedIT. He would like to get involved.

2.17 Chapters

OES

- Oceans 2014. Starting at this coming Oceans conference in Korea in 2012 the St. John's organizing committee for Oceans 2014 will host a booth.
- Paul Thorburn has resigned as committee treasurer.
- Overall the planning is going very well for the conference.
- Eric would like to see more local IEEE executive involved. Ralf will offer our support at the next monthly meeting.

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

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

- Is scheduled for November 24th in the Engineering Boardroom.
- It will be combined with the OES AGM
- Ralf will ask the Sailbot team to speak.

4. Next Meetings:

Next NL IEEE Executive meeting November 18th, 12:30pm.