

IEEE Newfoundland and Labrador Section Executive Meeting

Friday November 18, 2011
1200-1400

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

Absent: Octavia Dobre, Ralf Bachmayer, Adam Sheppard, Jordan Smith

Location: Engineering Dining Room E4003

1. Review of Minutes from October 14, 2011

Minutes were reviewed and approved.

2.01 Chair

- **ACTION: OPEN** - Susie 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.
- Lori attended the IEEE Regional meeting in Mississauga four weeks ago.
 - No issues arose from the meetings.
 - Non-contentious meeting
 - No issues with the budget
 - We want to have a training workshop for the executive members there are monies available. Not sure of amounts.
 - Movement to establish a Wally Read scholarship at \$2K to \$5K/year. An endowment of some \$30k would be required to support it. Gerald Dunphy is lobbying the IEEE Canadian Foundation and companies such as Nalcor to assist with endowment. Lori represents us on the IEEE Canadian Foundation Board.
 - Canadian Journal of Electrical and Computer Engineering is seeking a co-editor. If anyone is interested let Lori know.

- IEEE HQ has a policy of random audit of Sections. There is no indication that we are about to get audited but we should be prepared. Maybe Paul Thorburn, as past Treasurer, could be solicited to review our books. We will decide at our next meeting.
- EPEC 2013 is looking for a host. We'll pass for now.
- NECEC 2011 went well. Attendance was a little lower than usual. There was no industry attendance and thus no industry papers. We need to improve the relationships with Industry. Brian, in his role as Vice-Chair, will attempt to have some meetings with various local industries next year. The conference netted some \$700.
- NECEC 2012 committee will be called together in March.
- Our AGM will be held on Nov 24 (update: deferred to Dec 5 due to weather). The technical talk will be given by the Sailbot team. We need input to the AGM report by the executive. All to send to Lori by Monday. Lori will summarize the report into a PowerPoint presentation.

2.02 Vice-Chair

No report.

2.03 Treasurer

Jeff attended the regional meeting for treasurer training. It wasn't that worthwhile. Online reporting of the L50 reports is not reading for prime time.

2.04 Secretary

No Report

2.05 Technical Activities

- **ACTION: OPEN** - Andrew will try to book the Air Traffic Control tour for later this fall.
- On Wednesday, Nov. 30 Dr. Juin J. Liou from the University of Central Florida (UCF), Orlando, Florida, will give a seminar at 2:15pm in EN-4002.
- The DLP will be deferred to 2012.

2.06 Membership Development

- **ACTION: OPEN** - Susie to give a status of membership at the next meeting.
- Thirteen new members have joined our Section. All under-grad and a few graduates.
- Dave received is Senior Membership.

2.07 Awards and Scholarship

- **ACTION: OPEN** - Amy and Lori to complete Friends of IEEE application for Electronic Centre.
 - Amy would like input from around the table. They have been a GOLD Sponsor since at least 2005.
- **ACTION: OPEN** - Neil to confirm NECEC plan within criteria of awarding the money.
- **ACTION: CLOSED** - Amy to start the process for the Term 6 scholarship.
 - Grant O'Brien has been awarded 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.
- IEEE Canada Awards is due on November 30th. We will put forward Paul Thorburn for a Service Award. Lori and Eric to assist Amy. Dr. Rahman maybe be able to help as well.
- We should recommend Eric for Distinguished Educator award. Brian will prime. He will contact some of Eric's former students.

2.08 Student Activities

- Adam Sheppard and Jordan Smith are the new student representatives.
- **ACTION: CLOSED** - Dennis to forward email addresses of Adam Sheppard and Jordan Smith to Brian.
- The student branch was a big help at NECEC.
- Dr. Rahman had a tour of the Petty Harbour Power plant. The student branch paid half of the refreshment cost.
- Extreme Engineering results were not quite as good as last year. The unofficial results. We had four teams and they were ranked 221, 228, 328 and 422 out of 1416 teams.
- **ACTION: OPEN** - Lori to sent an email thanking them for their participation.

2.09 Women In Engineering

- The WISE NL Outstanding Author Award was presented at NECEC.
- A Joint Section and WIE talk is proposed for the new year.

2.10 GOLD

- Still looking for a candidate for the Chair
- **ACTION: OPEN - ALL**. Please forward any potential candidate names onto Lori

2.11 Webmaster

- Started the process of converting our web site to a Word Press format following a move by IEEE.

2.12 Newsletter

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

2.13 Teacher In Service Program

- **ACTION: CLOSED** - Lori to provide Amy with motor kit materials.
- **ACTION: OPEN** - Brian to look into funding for materials to put together in-service kits.
- **ACTION: OPEN** - Brian to set a meeting with Amy, Adam Burry and Pal King.

2.14 Past-Chair

- Nominations for positions are
 - Brian - Vice Chair
 - Geoff - Treasurer
 - Andrew - Secretary

2.15 Chapters

OES

- No update on Oceans 2014. Paul Thorburn has resigned as committee treasurer due his not being engaged with budget preparations.
- Eric would like to see more local IEEE executive involved.
- We should have an Executive member on the organizing committee.
- Lori will talk with Darrell O'Neil and Dwight House to express our concerns over the lack of Section involvement.

Joint Circuits, Computer, Communications Chapter

- The next technical talk will be on Nov 30th. The speaker will be Dr. Juin J. Liou, Pegasus Distinguished Professor from the University of Central Florida. Lori to present a gift of appreciation.
- No seed money has been received from the Circuits and Systems Society, nor the Computer Society. A \$1000 has been received from the Communications Society

3. Other Business

- A joint Section and NECEC executive Christmas lunch will be held on December 5th.

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 will be scheduled by Cheng in mid January 2012.