

IEEE Newfoundland and Labrador Section

Executive Meeting

Friday January 16, 2012
1230-1400

In Attendance: Lori Hogan, Cheng Li, Susie Moore, Dennis Peters, Brian Kidney, Eric Gill, Geoff Holden, Andrew Cook, Andrew House, Andrew Menchions, Weimin Huang

Absent: Octavia Dobre, Ralf Bachmayer, Adam Sheppard, Jordan Smith, Lihong Zhang, Amy Hsiao

Location: Engineering Dining Room E4003

1. Review of Minutes from November 18, 2011 & AGM

- Minutes were reviewed and approved.

2.01 Chair

- OES student branch not possible - only 3 students
- Discussed annual audit requirements and creation of an audit committee and best practices
 - Audit committee to consist of Lori (Past-Chair) and two other members - Ken/Paul may help
- NECEC 2012 Startup - early start will hopefully improve industry involvement and sponsorship.
 - Need to generate a list of potential chairs and committee candidates for March meeting
 - Suggestion was to have past chair assigned duty to startup the following year's committee
- Iron Ring Ceremony 2012
 - Due to budget deficit it was suggested that we not sponsor this year
 - Discussed sponsorship of ceremony and what purpose our support serves to the local section
 - Decided that continued support should be accompanied by a bigger presence at ceremony and the students should provide a detailed budget for the event to the section
 - Table/booth
 - Pop-up (perhaps provided by IEEE Canada?)

ACTION ITEMS		
Status	Assigned to	Task
OPEN	Lori	contact Ken/Paul regarding participation in an audit committee
OPEN	Lori	check on Holiday Inn booking to set date for NECEC 2012
OPEN	Cheng	ask Whitney/Ceremony committee for their Iron Ring Ceremony budget
OPEN	Cheng	ask Whitney/Ceremony committee if we can display a pop-up/booth at the event
OPEN	Lori	ask about funding for an IEEE booth/table for Iron ring
CLOSED	Susie	determine number of student and graduate student OES members in section and forward to Dennis and Ralf
CLOSED	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

2.02 Vice-Chair

- Discussed hosting/developing an event for Engineering week 2012
 - Ralf mentioned the idea of a Sailbot type event at the AGM
 - IEEE should have a presence during engineering week
- Discussed McNaughton centre space in engineering building
 - Dennis -> request has been submitted to engineering space committee
 - Room may need renovation due to potential mold hazard

ACTION ITEMS		
Status	Assigned to	Task
OPEN	Brian	make contacts regarding possible activities and project ideas for Engineering week activity
OPEN	Dennis	follow-up on space request

2.03 Past-Chair

- No report

2.04 Treasurer

- Discussed budget deficit
 - At AGM the \$4600 deficit was questioned
 - ~\$30k in bank -> 6 years of operation
 - Potential ways to cut costs / generate income
 - No lunches at meetings

- Reduce the number of people taking guest speakers to dinner
 - Reduce cost of lobster boil
 - Increase membership
 - Increase NECEC sponsorship and registrations
- Geoff to prepare a revised budget
- Geoff proposed we call an award at NECEC after Byron Dawe considering all in memoriam donations were given to the local section scholarship fund
- Geoff proposed we separate the finances and accounts for the chapters to make accounting easier

ACTION ITEMS		
Status	Assigned to	Task
OPEN	Geoff	Check on alternatives for meeting lunches
OPEN	Brian	Prepare a budget for lobster boil
OPEN	Geoff	Prepare a fiscal/financial policy for section activities
OPEN	Geoff	Send banking information to Dennis & Neil
OPEN	Amy	Check on amount donated to Scholarship fund in memoriam to Byron Dawe

2.05 Secretary

- No Report

2.06 Technical Activities

- No Report

ACTION ITEMS		
Status	Assigned to	Task
OPEN	Andrew C.	Send information on ATC tour to Andrew M.
CLOSED	Andrew	Book the ATC tour for later this fall.

2.07 Membership Development

- 211 Active members, 51 in arrears and 2 new members

ACTION ITEMS		
Status	Assigned to	Task
CLOSED	Susie	give a status of membership at the next meeting

2.08 Awards and Scholarship

- Report deferred until next meeting

ACTION ITEMS		
Status	Assigned to	Task
OPEN	Amy/Lori	Complete Friends of the IEEE application for Electronic Centre
OPEN	Neil	confirm NECEC plan within criteria of awarding the money
OPEN	Lori	determine if there are any IEEE Region 7 awards with deadlines this falls and forward to Amy

2.09 Student Activities

- Report deferred until next meeting

ACTION ITEMS		
Status	Assigned to	Task
OPEN	Lori	send an email thanking students for their participation in Extreme programming competition

2.10 Women In Engineering

- Report deferred until next meeting

2.11 GOLD

- Report deferred until next meeting

ACTION ITEMS		
Status	Assigned to	Task
OPEN	ALL	Forward any potential GOLD chair candidate names to Lori

2.12 Webmaster

- Report deferred until next meeting

2.13 Newsletter

- Report deferred until next meeting

2.14 Teacher In Service Program

- Report deferred until next meeting

ACTION ITEMS		
Status	Assigned to	Task
OPEN	Brian	Look into funding for materials to put together for in-service kits
OPEN	Brian	Set a meeting with Amy, Adam Burry and Pam King

2.16 Chapters

OES

- Report deferred until next meeting

Joint Circuits, Computer, Communications Chapter

- Report deferred until next meeting

3. Other Business

- None

4. Next Meetings:

Next NL IEEE Executive meeting will be Feb 20 @ 12:30pm.