

IEEE Newfoundland and Labrador Section Executive Meeting

Monday February 20, 2012
1230-1400

In Attendance: Lori Hogan, Cheng Li, Susie Moore, Dennis Peters, Brian Kidney, Geoff Holden, Andrew Cook, Andrew House, Octavia Dobre, Ralf Bachmayer, Lihong Zhang

Absent: Eric Gill, Adam Sheppard, Jordan Smith, Amy Hsiao, Weimin Huang, Andrew Menchions

Location: Ocean Engineering Boardroom

1. Review of Minutes from January 16, 2012

- Minutes were reviewed and approved.

2.01 Chair

- Discussed spring regional meeting
 - Montreal - April 27 - 29, CCECE also in Montreal
 - Sending chair + 1 delegate
 - Budget now reflects sending only 1 delegate
- Iron Ring Ceremony 2012
 - Detailed budget provided by student committee but haven't identified other sources of funding
 - In future the committee would like to know of other funders if possible
 - Discussed display/booth for IEEE section
- Discussed email about DLT tour passing through Quebec/Montreal and Cheng will clarify email
- Discussed changes to minutes & reporting
 - Committee members asked to send simple report to Secretary before the next meeting to be circulated/discussed at meeting

Motion: Moved by Brian Kidney to donate \$500 to Iron Ring 2012 committee, seconded by Dennis Peters.

Motion Carried.

ACTION ITEMS		
Status	Assigned to	Task
OPEN	Lori	ask about funding for an IEEE booth/table for Iron ring ceremony
OPEN	Andrew	Work on design of popup / banner for IEEE table at iron ring ceremony
OPEN	Cheng	Inform iron ring student committee of funding
OPEN	Geoff	Give iron ring cheque to Dennis
CLOSED	Lori	contact Ken/Paul regarding participation in an audit committee
CLOSED	Lori	check on Holiday Inn booking to set date for NECEC 2012
CLOSED	Cheng	ask Whitney/Ceremony committee for their Iron Ring Ceremony budget
CLOSED	Cheng	ask Whitney/Ceremony committee if we can display a pop-up/booth at the event

2.02 Vice-Chair

- Students from St. Mary's Bay who attended FIRST Lego League competition in St. Louis in 2011 sent a plaque to the committee. Article on competition to be included in newsletter.

ACTION ITEMS		
Status	Assigned to	Task
OPEN	Brian	make contacts regarding possible activities and project ideas for Engineering week activity

2.03 Past-Chair

- No report

2.04 Treasurer

- Discussed budget
 - Geoff presented a revised budget with changes to
 - lobster boil financing
 - region meeting delegates
 - mailbox - no longer needed
 - Meeting lunches

Motion: Moved by Brian Kidney that the budget be adopted as presented.
Seconded by Dennis Peters.

Motion Carried.

ACTION ITEMS		
Status	Assigned to	Task
OPEN	Geoff	Check on alternatives for meeting lunches
OPEN	Dennis	Check to see if we can share the student mailbox in the engineering building
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
CLOSED	Brian	Prepare a budget for lobster boil

2.05 Secretary

- No Report

2.06 Technical Activities

- Andrew M. sent an email regarding his thoughts on tech. activities in the coming year
 - Looking for suggestions on possible events
 - Also participates on PEGNL and will look for possible crossover events

ACTION ITEMS		
Status	Assigned to	Task
OPEN	Andrew C.	Send information on ATC tour to Andrew M.

2.07 Membership Development

- 225 active, 50 arrears
- Has sent letters to members in arrears to try and get them to re-register
- Some questions regarding the number of active members - Brian gets different numbers

ACTION ITEMS		
Status	Assigned to	Task
OPEN	Susie/Brian	Check on membership reports to find the discrepancy between them

2.08 Awards and Scholarship

- No report

ACTION ITEMS		
Status	Assigned to	Task
CLOSED	Amy/Lori	Complete Friends of the IEEE application for Electronic

		Centre
CLOSED	Neil	confirm NECEC plan within criteria of awarding the money
CLOSED	Lori	determine if there are any IEEE Region 7 awards with deadlines this falls and forward to Amy

2.09 Student Activities

- Hosted a pizza lunch for the students to encourage new members and encourage participation in the local student branch
 - Have multiple students running for each position and will have to hold elections
- Asked about participating in the regional science fair
- They are getting ready for student night

ACTION ITEMS		
Status	Assigned to	Task
OPEN	Dennis	follow-up on space request on McNaughton centre
CLOSED	Lori	send an email thanking students for their participation in Extreme programming competition

2.10 Women In Engineering

- Couldn't secure many engineering student supervisors for summer program
- Next year could advertise/encourage professors to participate
- Workshop in Banff organized by COMSOC could be of interest to local post-doc & Phd students. Octavia will send out more info.

2.11 GOLD

- No report

ACTION ITEMS		
Status	Assigned to	Task
OPEN	LORI	To coordinate finding a new GOLD chair

2.12 Webmaster

- Website up to date and will post minutes of last meeting

2.13 Newsletter

- No report

2.14 Teacher In Service Program

- No report

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

- Lori is now part of the OCEANS 2014 committee and has attended a meeting
- Recently hosted a talk in partnership with MTS - two presenters
 - Joe Ryan - Delta Radar
 - Student presentation
- Approximately 25 people attended
- Looking at future MTS/OES collaborations
- This year will host the bi-annual AUV workshop. This year will probably focus on robotics and automation in harsh environments. No date set as of yet.

Joint Circuits, Computer, Communications Chapter

- New president of COMSOC focused on using social media contacts to address low participation of members
 - Facebook pages for each chapter
 - Andrew House will look into it for our local chapter
- Question was raised about the election of officers for the local joint chapter and if it is necessary.

3. Other Business

- NECEC report deferred until next meeting

4. Next Meetings:

Next NL IEEE Executive meeting will be determined by a doodle poll. Cheng will initiate the poll.