

IEEE Newfoundland and Labrador Section

Executive Meeting

Monday March 12, 2012
1230-1400

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

Absent: Andrew Cook, Octavia Dobre, Ralf Bachmayer, Susie Moore, Adam Sheppard, Jordan Smith, Weimin Huang

Location: Ocean Engineering Boardroom

1. Review of Minutes from February 20, 2012

- Minutes were reviewed and approved.

2.01 Chair

- Discussed spring regional meeting
 - Brian will be going as 2nd delegate
 - Cheng to prepare report, will reach out to others as needed
- IEEE Senior Project Night (Mar. 26, 2012)
 - Six confirmed project judges from IEEE connections
- Lobster Boil
 - Proposed dates (in order of preference): Jun 2, May 26, Jun 16

ACTION ITEMS		
Status	Assigned to	Task
OPEN	Andrew	Work on design of popup / banner for IEEE table at iron ring ceremony
OPEN	Brian	Confirm availability of Fluvarium for Lobster Boil for one of chosen dates (Jun. 2, May 26, Jun. 16) and work with Andrew M. on details.
CLOSED	Lori	ask about funding for an IEEE booth/table for Iron ring ceremony
CLOSED	Cheng	Inform iron ring student committee of funding
CLOSED	Geoff	Give iron ring cheque to Dennis

2.02 Vice-Chair

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

2.03 Past-Chair

- NECEC 2012
 - Chair needed. Top suggestion is Wally Haas (Altera), with Neil Riggs (Marport) as second choice. Other names to consider include Charles Robertson, Brendan Brother or Ray Pretty (Verafin) and Paul Anderson (Blue Oceans).
 - Andrew H. volunteered to be Webmaster (with help from Brian, who has done it previously).
 - Venky suggested as Technical Co-Chair with Lihong.
 - Weimin suggested for Awards Chair.
 - Other potential volunteers identified include: Nick Krouglicof, Ralf, Mike Hobbs, Stephen Smith, Susie, Des Power, Rob Collett.

ACTION ITEMS		
Status	Assigned to	Task
OPEN	Brian	make contacts regarding possible activities and project ideas for Engineering week activity
OPEN	Lori	Contact Wally Haas re: NECEC 2012 Chair position, with Neil Riggs as backup. If further names required, will solicit suggestions from exec.
OPEN	Cheng	Contact Venky re: NECEC 2012 Technical Chair
OPEN	Lori	Forward volunteer call for NECEC 2012 to Randy Billard.

2.04 Treasurer

Spending policy draft discussed. Feedback given by members in attendance.

ACTION ITEMS		
Status	Assigned to	Task
OPEN	Amy	Check on amount donated to Scholarship fund in memoriam to Byron Dawe
OPEN	Geoff	Email out to exec new draft spending policy for review and approval at next meeting.
OPEN	Andrew C.	Change addresses with IEEE, banks, etc. for Section (from PO Box to MUN) as necessary.

CLOSED	Geoff	Check on alternatives for meeting lunches
CLOSED	Dennis	Check to see if we can share the student mailbox in the engineering building -RESULT: SECTION WILL USE.
CLOSED	Geoff	Prepare a fiscal/financial policy for section activities
CLOSED	Geoff	Send banking information to Dennis & Neil

2.05 Secretary

- No Report

2.06 Technical Activities

- IEEE Night (Mar 26, 2012)
 - Notices need to be distributed to members

ACTION ITEMS		
Status	Assigned to	Task
OPEN	Andrew C.	Send information on ATC tour to Andrew M.
OPEN	Andrew M.	Send E-Notice to members about IEEE Night
OPEN	Andrew H.	Post information to website on IEEE Night

2.07 Membership Development

- No report

ACTION ITEMS		
Status	Assigned to	Task
CLOSED	Susie/Brian	Check on membership reports to find the discrepancy between them - DIFFERENCE WAS WHETHER OR NOT "PRE-TERMINATOR" MEMBERS WERE INCLUDED.

2.08 Awards and Scholarship

- Eastern Regional Science Fair (Mar. 30-31, 2012)
 - Amy going to judge for IEEE Award. Eric available to help.

2.09 Student Activities

- Student Branch is planning to help with Student Night reception.
- Elections were held and a new executive is in place.
- The paperwork for Concentration Banking has been received.

ACTION ITEMS		
Status	Assigned to	Task
OPEN	Dennis	follow-up on space request on McNaughton centre

2.10 Women In Engineering

- Promotional posters and magazines received, more being ordered for booth at Iron Ring Night.

2.11 GOLD

- No report

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

2.12 Webmaster

- No report

2.13 Newsletter

- No report

2.14 Teacher In Service Program

- Meeting in next week or two of TISP sub-committee.
- Paul King working with Dept. of Education for in-service activities, this year and next

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 Paul King

2.16 Chapters

OES

- Nothing new.

Joint Circuits, Computer, Communications Chapter

- Facebook page established.

3. Other Business

4. Next Meetings:

Apr 9, 2012 @ 12:30pm. Cheng to book room.