

IEEE Newfoundland and Labrador Section Executive Meeting

Monday April 9, 2012
1230-1400

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

Absent: Octavia Dobre, Ralf Bachmayer, Susie Moore, Adam Sheppard, Jordan Smith, Weimin Huang, Eric Gill,

Location: Ocean Engineering Boardroom

1. Review of Minutes from March 12, 2012

- Minutes were reviewed and approved.

2.01 Chair

- Discussed COMSOC DLT - Fabrizio Granelli
 - June 6th talk date
 - Flight / hotel schedule not confirmed yet
 - Brian K. suggested that
 - the details/costs should be brought to the executive before confirming
 - Talks such as these should be given in the evening
 - Dennis P. suggested that there should be more information given before making the decision
 - Lori H. discussed the idea of adding value to our members with these talks - a sentiment echoed by the audit committee
 - Andrew H. suggested the need for a standing policy
- Banner / Pop-up display
 - No standard IEEE designs
 - Too short of notice to get something for Iron Ring
 - Andrew C. will look into future options
- Iron Ring
 - Lori to attend
 - Reception being held in student centre
- Lobster Boil
 - June 2 at the Fluvarium

ACTION ITEMS		
Status	Assigned to	Task
OPEN	Andrew C.	Work on design of popup / banner
OPEN	Cheng	Request financial details for F. Granelli's DLT
OPEN	Andrew M.	Put DLT information on web / e-notice when available

2.02 Vice-Chair

- No report

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. Wally Haas has declined. Neil Riggs has not responded. Looking for more candidates.

ACTION ITEMS		
Status	Assigned to	Task
OPEN	Lori	Make contacts regarding NECEC Chair - Neil Riggs, Charles Randell, Paul Thorbrun, Des Power
OPEN	Cheng	Contact Venky re: NECEC 2012 Technical Chair

2.04 Treasurer

- Spending policy circulated for feedback
- Lori suggested delaying formal adoption until after audit committee reports are tabled
- Cheng: Uncomfortable calling this a policy - more of a guideline
 - Needs to be more general in nature
 - Also concerned regarding overlap with IEEE Canada guidelines
- Dennis: concerns regarding whether budgets are checked even after the fact

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

		and approval at next meeting.
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2.05 Secretary

- No Report

2.06 Technical Activities

- Lobster boil e-notice going out
 - Pricing not set yet (lobster still in water)
 - Door prizes - Brian and Andrew

ACTION ITEMS		
Status	Assigned to	Task
OPEN	Andrew M.	ATC Tour - contact Laura Cooper @ SJIAA

2.07 Membership Development

- No report - SAMIEE under upgrade

2.08 Awards and Scholarship

- Science fair late March - Brian and Lori Judged
 - Winning project - rail gun (grade 11 students) - 2 students
 - 4 project were considered
- Student Awards - email going out (branch, paper copies)
 - Deadline May 15th
 - Dennis: in past encouraged senior design teams to submit projects
- Term 4 scholarship - trying to get word out sooner this year
 - Students members can apply at start of semester

ACTION ITEMS		
Status	Assigned to	Task
OPEN	Amy	Distribute information on awards
OPEN	Scott	Contact Society B for applications
OPEN	Amy	Send out information on medals/recognitions for July 1 meeting

2.09 Student Activities

- Elections - Scott and 3 others:
 - Brian Hogan - vice chair
 - Charles Isori - Treasurer
 - Lee Stewart - Secretary
- Main focus is McNaughton Centre
 - Last year's room lost

- Old centre has mould issues
- No progress on proposal/request for new room
- Filled out forms for concentration banking account - 2 signatures (Soc A ,Soc B treasurer + Dennis P.)
- Working on annual report
- Cheng:
 - Website Contest - April 30
 - Annual report required by end of May for membership rebate
 - Student awards - May 15 for various awards
 - Student Congress - September in Mississauga - Soc. B will represent
- Brian to help Scott get access to the website

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

2.10 Women In Engineering

- No report

2.11 GOLD

- No report

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

2.12 Webmaster

- Needs all of the minutes - out of date

2.13 Newsletter

- No report

2.14 Teacher In Service Program

- Met with school board regarding TISP
- Will do a workshop in fall geared to grade 6 teachers (hoping for ~12 teachers)
 - Funds nationally
 - Brian working on a flyer for PD days

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

- No report

Joint Circuits, Computer, Communications Chapter

- DLT planned - COMSOC - discussed already
- Circuits and Systems society
 - Plan for July if possible - request going to parent chapter
 - Expenses will be covered if society approves
 - Local to cover dinner / small expenses only
 - Speaker from Carleton U. expect ~\$1k for trip

3. Other Business

- Brian - questionable email couple of weeks ago - listserv not compromised

4. Next Meetings:

Cheng to arrange a time for mid May.