

IEEE Newfoundland and Labrador Section Executive Meeting

Friday May 11, 2012
1230-1400

In Attendance: Andrew Cook, Lori Hogan, Cheng Li, Brian Kidney, Geoff Holden, Andrew House, Eric Gill, Adam Sheppard, Dennis Peters, Lihong Zhang, Grant O'Brien

Absent: Octavia Dobre, Ralf Bachmayer, Susie Moore, Jordan Smith, Weimin Huang, Andrew Menchions,

Location: Engineering Faculty Dining Room (EN-4003)

1. Review of Minutes from April 9, 2012

- Minutes were reviewed and approved.

2.01 Chair

- Comsoc DLT Tour - Dr. Granelli
 - Confirmed June 6 @ 7pm - SMART Grid
 - Section to cover cost of hotel and transportation
 - Professor covering international airfare + region covering North American airfare
 - Doing 6 stops
 - Local arrangements
 - Octavia and Lihong to cover transportation
 - Cheng will book - Geoff to pay via credit card
 - Dinner before talk
 - E-notice and paper copies of announcement to be distributed
 - Discussed topic and complexity of presentation / academic level
 - Hope is that it is a high level talk but not sure
 - Suggestion to move the presentation to the lounge instead of the main boardroom - will change notice/booking
 - Questions regarding the number of events required and co-sponsored talks - 5 Section / 2 chapter (maybe 3?). For reporting purposes the talks can only be claimed by one or the other.
- GOLD chair candidate

- Received email from Jeff Mackinnon and is interested in serving on the section committee
- Has been involved with IEEE in the past
- Will invite him to the next meeting
- Popup - working on it, need text
 - A.H. suggested website address should be there as part of the text
- Bob Alden - Not many applications for ICF awards - noted at regional meeting
 - McNaughton centre still an issue
- Ray Finley - visiting NL in 3rd week of October and will do a talk/presentation
 - GOLD presentation instead of technical talk

| ACTION ITEMS | | |
|---------------------|--------------------|--|
| Status | Assigned to | Task |
| OPEN | Andrew C. | Work on design of popup / banner |
| CLOSED | Cheng | Request financial details for F. Granelli's DLT |
| OPEN | Andrew M. | Put DLT information on web / e-notice when available |
| OPEN | Amy / Lori | Check on status of ICF awards and possible late applications |

2.02 Vice-Chair

- Spring region meeting
 - Brian and Cheng attended spring region meeting in Montreal
 - Submitted a report to the executive
 - Highlights:
 - Benefits group at IEEE make \$14 / higher member grade for the mailings
 - Can opt out via website for emails and for mail you have to contact the IEEE directly to be removed from direct mailing list
 - Brian can help anyone who needs it
 - MGA reserves very low and looking at splitting the cost across the MGA / regions / sections
 - Will have to cover their share of the liabilities of the IEEE
 - Section won't be affected if they have \$20k or if you spend twice what you have in the bank over a multi-year period
 - Motion passed to ask MGA to suspend this until further discussion

- Option could be to move money to IEEE Canada foundation to be used for awards - NECEC, convocation, student awards, etc.
 - Could also be used as a placeholder for donations to the section
- Subcommittee formed to look at options for money - Brian, Geoff and Cheng to report on this next meeting
- Need to know how easy it will be to work with ICF and awards payments
- Still working on Engineering week activity

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

2.03 Past-Chair

- Financial review committee report submitted
 - Key highlights:
 - In general recordkeeping is good but needs some improvements
 - Need to look at where section is spending money
 - Chapters should be separate financially
 - Include names of winners, etc. for prizes and speakers gifts
 - Create spending/financial/travel policy where an IEEE Canada or MGA one exists
 - Treasurer (and everyone) to look at recommendations and will discuss motion to adopt at next meeting
- Newsletter - would like to get a new one out in a couple of weeks. Sent out a list of names / suggested articles
- NECEC 2012
 - No luck with a chair yet
 - Paul Thorburn maybe
 - Other suggestions:
 - Gilbert Bennett
 - Kathleen Chafe
 - Jennifer Murray
 - Wayne Squires
 - Technical Chair
 - Venky not available
 - Lihong/Weimin technical co-chairs?

| ACTION ITEMS | | |
|---------------------|--------------------|-------------|
| Status | Assigned to | Task |

| | | |
|--------|----------|---|
| CLOSED | Lori | Make contacts regarding NECEC Chair - Neil Riggs, Charles Randell, Paul Thorbrun, Des Power |
| CLOSED | Cheng | Contact Venky re: NECEC 2012 Technical Chair |
| OPEN | Everyone | Submit articles for newsletter before next meeting |

2.04 Treasurer

- Report differed to next meeting

| 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 | Geoff | 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. |

2.05 Secretary

- No report

2.06 Technical Activities

- Lobster boil
 - Date set for June 6 @6:30pm
 - Tickets to go out in the next week
 - Posters and e-notice to be sent out next week
- Motion: Brian - keep price at same level as last year but have only a single drink ticket person to reduce cost
Motion passed.
- Talk by Dr. Prasad Gudem
 - Will host jointly with chapter/section
 - Dennis to pass on to Andrew M. and get it sent out to members
 - Sometime before lunch on June 29th - time to be determined

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

2.07 Membership Development

- Report differed to next meeting

2.08 Awards and Scholarship

- Report differed to next meeting

| 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

- Report differed to next meeting

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

2.10 Women In Engineering

- Report differed to next meeting

2.11 GOLD

- Report differed to next meeting

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

2.12 Webmaster

- Report differed to next meeting

2.13 Newsletter

- Report differed to next meeting

2.14 Teacher In Service Program

- Report differed to 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 Paul King |

2.16 Chapters

- Joint Communications, Computer, Solid State Circuit Society Chapter
 - Looking to apply for funding from Communications society
- OES
 - Report differed to next meeting

3. Other Business

4. Next Meetings:

- Next meeting will be held on Monday, June 4 @ 12pm. Cheng will book a boardroom.