

**IEEE Newfoundland and Labrador Section
Executive Meeting
Monday June 4, 2012**

In attendance

Cheng Li, Brian Kidney, Lori Hogan, Dennis Peters, Adam Sheppard, Andrew House, Jeff MacKinnon, Amy Hsiao, Eric Gill, Susie Moore, Lihong Zhang

Jeff MacKinnon was introduced as the new GOLD chair.

1. Review of Minutes from May 11

Minutes were reviewed and approved.

2.01 Chair

DLT Dr. Granelli is this Wednesday

BK, OD, LZ coordinating local arrangements and transport.

An e-mail reminder should go out. SM to send to Nalcor; BK to send to PEGNL; CL send to faculty & students.

The original proposal indicated that the presentation should be recorded. LZ to check if Granelli is planning to do it himself or expecting us to do it.

AM/LH to look after post-talk refreshments.

ACTION ITEMS		
Status	Assigned to	Task
OPEN	Andrew C.	Work on design of popup / banner
CLOSED	Andrew M.	Put DLT information on web / e-notice when available
CLOSED	Amy / Lori	Check on status of ICF awards and possible late applications
OPEN	Brian/Octavia /Lihong	Coordinate local arrangements and transport for Dr. Granelli
OPEN	Susie/Brian/Cheng	Send e-mail reminder to Nalcor, PEGNL and faculty and students
OPEN	Lihong	Determine if Dr. Granelli is setting up to record his presentation and, if not, set up to record it ourselves.
OPEN	Andrew M./Lori	Arrange post-talk refreshments.

2.02 Vice-Chair

Sub-committee met to consider reserve funds. Will continue to meet over Summer.

Still working on Engineering week activities. Contacting people to get involved has resulted in one person getting involved.

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

2.03 Past-Chair

Audit committee draft report deferred until next meeting.
NECEC 2012

Gilbert Bennett has agreed to chair.

Committee meeting planning is on-going.

Getting call for papers out is a push.

CFP should be drafted before meeting - LZ/WH.

CL to ask WH to be technical co-chair.

Also draft budget needed - GH.

Should consider asking for Govt. money too.

OCEANS 2014

Not a whole lot happening.

They have recognized the need to get going on technical program.

ACTION ITEMS		
Status	Assigned to	Task
CLOSED	Everyone	Submit articles for newsletter before next meeting
OPEN	Lori	Work with Gilbert to get NECEC committee meeting together
OPEN	Cheng	Ask Weimin Huang if he will be co-chair of the TPC.
OPEN	Lihong/Weimin	Draft CFP before NECEC meeting.
OPEN	Geoff	Draft proposed NECEC budget before meeting.

2.04 Treasurer

No report.

Balance still about \$35k

2 GICs have matured. TD Bank is asking for our choice of re-investment options.

It might be better to move it to concentration banking. Geoff is looking into it.

Total donated in memoriam to Byron Dawe was \$2645.

ACTION ITEMS		
Status	Assigned to	Task
OPEN	Cheng	Suggest changes to Geoff
CLOSED	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.

2.06 Technical Activities

Dr. Prasad Gudem talk is June 29 @ 11.

Topic: Recent Advancements in Cellular Receivers

ACTION ITEMS		
Status	Assigned to	Task
OPEN	Andrew M.	ATC Tour - contact Laura Cooper @ SJIAA
OPEN	Dennis	Check with Octavia and Weimin regarding looking after local hosting of Dr. Gudem. If they can't do it Shuai Han (Cheng's post doc) can do it.
OPEN	Cheng	Book boardroom for Dr. Gudem's talk (June 29 @ 11).
OPEN	Lihong	Contact Andrew H. and Andrew C. to get announcement sent to the website/e-mail lists.

2.07 Membership Development

Active membership is up 12 members to a total of 177.

Contact made with 'arrears' list and three members have renewed as a result.

A large number of members are "applicant" status. Are these students to be approved?

ACTION ITEMS		
Status	Assigned to	Task
OPEN	Susie	Send Dennis the list of "applicant" members so he can determine if there is a need to do something.

2.08 Awards and Scholarships

Two applications were received for the Term 4 scholarship. It was agreed that both are acceptable, but one has clearly demonstrated a longer commitment to the Student Branch so far. It was agreed that that applicant would be recommended for the scholarship unless he is in line to get another scholarship of greater value and the scholarship committee doesn't want to give him two scholarships. In this case the second applicant will be recommended.

ACTION ITEMS		
Status	Assigned to	Task
CLOSED	Amy	Distribute information on awards.
CLOSED	Scott	Contact Society B for applications.
CLOSED	Amy	Send out information on medals/recognitions for July 1 meeting
OPEN	Amy	Check with scholarship office to see if a top up to the Term 4 scholarship will be required this year.

2.09 Student Activities

Still waiting for word on the McNaughton Ctr. Room.

Looking at getting involved in some events:

1. a “Code Jam” being organized locally, and
2. Great Canadian Apathon, organized by XMG Studios Inc., which is set for the weekend of Sept. 28.

Student Congress is in Sept.

ACTION ITEMS		
Status	Assigned to	Task
OPEN	Dennis/Eric	Follow-up on space request on McNaughton centre.
OPEN	Adam	Help confirm who will attend the student congress.

2.11 GOLD

Ray Findlay will be visiting NL in Fall and he has expressed a willingness to give a presentation to GOLD.

There was a discussion of if the GOLD group has any budget. There would have been some initial funds when the group was initiated. It was agreed that we should consider the needs of the group and if they can be supported from Section funds.

ACTION ITEMS		
Status	Assigned to	Task
CLOSED	Lori	To coordinate finding a new GOLD chair
OPEN	Jeff	Follow-up with Ray F. regarding presentation details.
OPEN	Jeff	Draft a budget for the GOLD group for consideration by the executive committee.

2.12 Webmaster

The web pages are up to date except today’s meeting.

2.14 Teacher In Service Program

A brochure has been developed and delivered to the Eastern School District for e-mail to teachers.

The brochure is to solicit interest for professional development day plans, which are done in June for 2012-13 yr.

Paul King will help to set up workshop for Gr. 6 teachers

Next TISP workshop in Vancouver 2015.

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

2.16 Chapters

Comm, Computer, SS Circuit:

3. waiting on requests for funds from societies.
4. Helping with DLT.

OES - no report.

Next meeting

September.

ACTION ITEMS		
Status	Assigned to	Task
OPEN	Cheng	Set up a doodle poll to find the best time in September (first two weeks).