

**IEEE Newfoundland and Labrador Section
Executive Meeting
Thursday September 13, 2012**

In attendance

Cheng Li, Brian Kidney, Lori Hogan, Andrew House, Jeff MacKinnon, Eric Gill, Susie Moore, Lihong Zhang, Neil Riggs, Andrew Menchions, Geoff Holden, Andrew Cook, Weimin Huang, Scott Henderson

1. Review of Minutes from June 4, 2012

Minutes were reviewed and approved.

2.01 Chair

DLT to be rescheduled to a later date - Dr. Granelli
October 12-14 IEEE region fall meeting in London, ON - Cheng to attend
Technical activity planning

Two activities planned were canceled. So far for this year

Student night

AGM

NECEC

Airport tour - now on strike

Maybe 2 more events

Fermuse wind farm

VMT

Verafin

Paul Anderson - Skyhawk

energy control centre - Nalcor

Industrial Power - Jeff Mackinnon - November

Expression of interest to e-notice?

Ask membership what they're interested in

Joint chapter already has their 2 events

OES - one event - radar

Looking for more

SQX 500 presentation by MARPORT - results presentation

Ray Finldey - maybe a GOLD event

arriving October 17 - receiving an honorary doctorate

17th evening or Saturday morning/early afternoon

Gold sponsored event but advertise to everyone

Evening of the 17th might be the best option

Lori is in touch with him. Jeff M. to coordinate with Lori

ACTION ITEMS		
Status	Assigned to	Task
OPEN	Andrew C.	Work on design of popup / banner
CLOSED	Brian/Octavia /Lihong	Coordinate local arrangements and transport for Dr. Granelli
CLOSED	Susie/Brian/C heng	Send e-mail reminder to Nalcor, PEGNL and faculty and students
CLOSED	Lihong	Determine if Dr. Granelli is setting up to record his presentation and, if not, set up to record it ourselves.
CLOSED	Andrew M./Lori	Arrange post-talk refreshments.

2.02 Vice-Chair

- Reserve funds - IEEE not going to garnish anything from our account this year but need to formulate a plan
- Cheng, Brian and Geoff to meet and formulate a plan

2.03 Past-Chair

NECEC 2012

Everything on track, abstract submission deadline extended to Friday
Industry papers this year (Rutter, Marport)

Audit committee draft report - discuss at next meeting

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

2.04 Treasurer

- Balance \$35,763.26
- On track to be over budget again this year
 - Rebate lower than expected
 - Lobster boil over budget
 - Under budget on region meeting
 - NECEC budgeted for a surplus of \$3000 and may actually hit that

target

- Bank account to be closed out next week and everything moved over to IEEE banking
- Share same mailbox in engineering with student branch

ACTION ITEMS		
Status	Assigned to	Task
CLOSED	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 Secretary Activities

- Nothing to report

2.06 Technical Activities

Send ideas to Andrew if there are any others

Question raised about video talks

1. Would have to be very well prepared with a good network connection
2. It would count as an event

ACTION ITEMS		
Status	Assigned to	Task
OPEN	Andrew M.	ATC Tour - contact Laura Cooper @ SJIAA
CLOSED	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.
CLOSED	Cheng	Book boardroom for Dr. Gudem's talk (June 29 @ 11).
CLOSED	Lihong	Contact Andrew H. and Andrew C. to get announcement sent to the website/e-mail lists.

2.07 Membership Development

- 189 active members - 51 students, 21 grad student, 92 members

ACTION ITEMS		
Status	Assigned to	Task
CLOSED	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

No report

ACTION ITEMS		
Status	Assigned to	Task
CLOSED	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

New member - Scott Henderson

Looking for student volunteers for NECEC

Revamping student website

3. Looking to have links added to MUN/Engineering website

Events for term

4. IEEE extreme programming - October 20. Need a proctor/proctors for Friday night (19th). Dr. Peters usually sends out a request for proctors. Runs from 8pm on the 19th to 8pm on the 20th.
5. Great Canadian Appathon - no proctors required. \$25k cash prize
6. NECEC

Two new members on the executive

Concentration banking - would like to know how to be able to access account

7. Dr. Peters may have the form to have this completed

Office space - McNaughton centre still inaccessible and low on priority

8. May put together a petition to present to faculty/committee

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

2.11 GOLD

Jeff to send info on Ray Findlay talk to Andrew M. for web

ACTION ITEMS		
Status	Assigned to	Task
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

No report this meeting

2.14 Teacher In Service Program

No report this meeting

2.16 Chapters

OES

9. Neil on the local Oceans 2014 committee
10. Lori as well represents the section executive
11. Suggestion that perhaps the section can be more involved in organizing the conference
 1. Technical program - Ralph B. and Randy Gillespie coordinating
 2. Student technical poster competition - Marcel Montrose coordinating
12. How many volunteers needed? Neil will try and figure out some numbers
13. Questions raised regarding seed money? Neil will ask about this as well

Joint chapter

14. Have had two events
15. No plan for further events
16. Have received their \$2000 seed funding from CCS

ACTION ITEMS		
Status	Assigned to	Task
OPEN	Neil R.	Coordinate volunteer OCEANS '14 requirement
OPEN	Neil R.	Check into seed funding / other funding issues

Next meeting

23rd October