

**IEEE Newfoundland and Labrador Section
Executive Meeting
Thursday January 17, 2013**

In attendance

Cheng Li, Brian Kidney, Eric Gill, Andrew Cook, Andrew House, Lihong Zhang, Amy Hsiao, Octavia

1. Review of Minutes from October 23, 2012

Minutes were reviewed and approved.

2.01 Chair

- Cheng leaving in March
- Support for LM Tour
 - Preferred that tour would include a presentation of some sort from the life members
 - Lori will pass message on to the group
- Corey Abbott - Gander - request that NECEC be held in Gander
 - Not really feasible at this point.
 - May be possible to have some sort of applicable event in the area in the future
- Regular section meeting time
 - Jeff suggested we change the time from the 12:30 slot
 - From poll it looks like 12:30 is probably the best time
 - Keep it at 12:30 for now
 - Location could be an issue as well but majority are on campus
 - Keep meetings concise - reform the agenda
 - No more verbal reports - will be attached to the agenda
 - Items for discussion are to be on the agenda - other items to be discussed if time allows
 - 1 hour meeting time maximum

ACTION ITEMS		
Status	Assigned to	Task
Closed	Dennis	Follow up with Ray F. to get permission to post slides on website
OPEN	Andrew C.	Work on design of popup / banner - send out by week end

2.02 Vice-Chair

- Reporting time
 - Treasurers
 - Activity reporting - Feb 15, 2013
 - Andrew C. to get information from AGM
 - OES and joint chapter to coordinate with Andrew C.

2.03 Past-Chair

No report

2.04 Treasurer

- Financial reporting complete for 2012
- \$40,578.23 in bank
- May be some outstanding NECEC money

ACTION ITEMS		
Status	Assigned to	Task
CLOSED	Geoff	Change addresses with IEEE, banks, etc. for Section (from PO Box to MUN) as necessary.

2.06 Secretary Activities

- No report

2.06 Technical Activities

Need a new person to replace Andrew Menchoins

Possible people:

1. Weimin Hwang

Last year barely met minimum requirement

2. Cheng - co-sponsor all activities with chapters so that we can count if necessary
 1. OES just met their requirement
 2. joint chapter had 3
3. Plan ahead for technical activities
 1. Rob Henderson thinks also possible to arrange a tour of Holyrood site - Feb/March
 2. Paul Anderson - Skyhawk - Feb/March
 3. IEEE Night - March
 4. IEEE Day - Oct
 5. NECEC - Nov
 6. VMT
 7. AIFs (SEAformatics, HFROSA)

ACTION ITEMS

Status	Assigned to	Task
CLOSED	Andrew M.	ATC Tour - contact Laura Cooper @ SJIAA
OPEN	Brian K.	Look through membership list to look for possible volunteers
OPEN	Cheng L.	Contact NALCOR re: Holyrood tour
OPEN	Cheng L.	Contact Skyhawk re: talk

2.07 Membership Development

- No report

2.08 Awards and Scholarships

Submitted IEEE Canada awards. Nominated G. Dunphy for W.S. Reid Award
Paul Thorburn - Eastern Canada Service Award

2.09 Student Activities

Student branch concentration banking setup

ACTION ITEMS		
Status	Assigned to	Task
OPEN	Dennis/Eric	Follow-up on space request on McNaughton centre.

2.11 GOLD

Jeff planned to have a networking event in early spring and another later

4. Budget \$500 and another \$500 in the fall
5. Hope is for the event to be a self-sustaining event
6. Enough money to get it started and hope to get sponsorship later

Motion: Moved to approve \$1000 for Jeff's Gold networking events in 2013 - Brian K. Seconded - Amy H. Motion Carried.

Co-working discussion deferred to next meeting

ACTION ITEMS		
Status	Assigned to	Task
CLOSED	Jeff	Draft a budget for the GOLD group for consideration by the executive committee.

2.12 Webmaster

No report

2.14 Teacher In Service Program

- Need a new person to replace Brian K. as he will be busy
 - Amy H. will take on role of TISP

2.16 WIE

- Looking for a joint event
 - Jane Kielley
 - Kathleen Chafe
- Amy suggested maybe a panel discussion

2.17 Chapters

Joint chapter COMSOC/CAS/Computer

7. COMSOC hosted congress in California in December 2012 - Weimin attended on behalf of section
8. Next M is in 2014 - 2 years
9. Cheng - look at list of approved DLT and request that they come here

OES

10. No report

ACTION ITEMS		
Status	Assigned to	Task
CLOSED	Lihong	Follow up with CMC Director on timing/schedule

Next meeting

Feb 25, 2013 @12:30 to 1:30.