

**IEEE Newfoundland and Labrador Section
Executive Meeting
Monday, February 25, 2013**

In attendance

Brian Kidney, Eric Gill, Andrew House, Amy Hsiao, Adam Sheppard, Jeff McKinnon, Neil Riggs, Lori Hogan, Dennis Peters, Geoff Holden

1. Review of Minutes from January 17, 2012

- Minutes were reviewed and approved.

2. Action Items and Reports

a. Chair

i. Technical Activities Chair

- SAMIEEE search for members suitable for role; Matthew Appleby a possible candidate
- Executive members encouraged to think about this, send other possibilities to Brian before next meeting

ii. IEEE Canada Spring Meeting (April 26 – 28, 2013 in Mississauga, ON)

- Brian representing Cheng at meeting, costs fully covered by Region
- Section normally sends second representative at Section's cost to attend Friday training and remaining Board Meeting, costs have been included in draft budget for 2013
- *Motion by Dennis Peters:* That the Section send a second delegate to attend the IEEE Canada Spring Board Meeting and Training. *Seconded by Jeff McKinnon. Passed unanimously.*
- Brian to email executive to poll for interest in attending; will initiate vote by email if required.

ACTION ITEMS		
Status	Assigned to	Task
OPEN	Andrew C.	Work on design of popup / banner - send out by week end
OPEN	All	Think of possible Technical Activity Chair candidates, forward names of possibilities to Brian.
OPEN	Brian	Poll executive for interest in attending IEEE Canada Spring Meeting and Training.

b. Vice-Chair

i. AESS DLT Tour

- At least 4 Sections involved: Montreal, Quebec City, New Brunswick, Newfoundland-Labrador (approval via email). Possibility of involvement from Ottawa.
- Up to \$2500 of costs to be paid by Society (at rate of 50% of actual costs).
- Actual talk topic TBD, possible subjects have been sent. Email discussion to follow.

ii. Oceans '14 Update

- Section involvement in LOC specifically related to:
 - Local topics. Potential list has been distributed by Cheng.
 - Tutorials Chair suggestions. This person is required to solicit proposals for tutorials, select tutorials to be delivered as part of the conference.
 - Comments from executive requested to be sent to Neil and/or Brian before meeting on March 20, 2013.
- There will be a joint meeting with the MUN and CONA MTS groups as well as the Student Branch in the coming weeks regarding conference involvement.

ACTION ITEMS		
Status	Assigned to	Task
OPEN	All	Review email with potential DLT topics, and send comments to Brian.
OPEN	All	Send suggestions for Oceans 2014 Tutorials Chair and local topics to Neil and Brian before March 20, 2013.

c. Past-Chair

i. Newsletter

- A new newsletter editor is required for the Spring newsletter. Duties include:
 - Soliciting articles from executive members
 - Editing articles
 - Formatting for digital publication
 - Informing membership of newsletter availability
- Anyone interested or available for the role are asked to contact Lori.

ii. Financial Review/Spending Policy

- The edited version from Cheng was presented for discussion. Some suggestions included
 - A preamble indicating purpose.
 - A line indicating how often the policy/guidelines shall be reviewed.
 - Stronger language (“shall” instead of “should”).
 - Removal of specific information from general policy, and included in an Appendix.
 - Grammar and language changes.
- Geoff and Lori to meet and review suggestions, draft a new document for approval at future meeting.

ACTION ITEMS		
Status	Assigned to	Task
OPEN	All	Email Lori if interested in Newsletter Editor role or have suggestion for possible candidate.
OPEN	Geoff and Lori	Meet to work on draft of Financial Policy/Spending Guideline, to report back at next meeting.

f. Technical Activities

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

i. Student Activities

i. Iron Ring Ceremony

Request from graduating class via Student Branch for funds for reception after Iron Ring Ceremony

1. Ceremony is April 18, 2013 @ 6pm at CLB Armory
2. \$6000 budget based on 400 guests, 3 drinks per person plus 2 pizza slices per person
3. Space to be provided for banners for sponsors
4. Request to technical societies and industry for support
5. Section has previously supported this event by donating \$500.

Motion by Eric Gill. To support the Iron Ring Ceremony reception with a \$500 donation. *Seconded by Andrew House. Passed unanimously.*

Noted that this year’s graduating class is the “double cohort”, and attendance

would be greater than previous years.

Motion by Dennis Peters. To support the Iron Ring Ceremony reception with a \$750 donation. *Seconded by Andrew House. Passed unanimously.*

ii. IEEE Night (March 25, 7pm)

Volunteers from Term 5 in place, some will be completing alcohol serving session @ MUN

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

k. Webmaster

Society to have subpage of Section webpage

m. OES Chapter

Efforts in organizing Oceans 2014

Planning currently for technical talks in 2013

o. GOLD

i. Quidi Vidi Brewery Tour (March 14)

No cost to Section, attendees charged to cover cost

Email to GOLD members and students, 7 attendees thus far

Some invitees to networking event (KBRS, NL Hydro, WorleyParsons) will not be charged; covered by GOLD funds.

ii. Sponsorship package development

Jeff developing a 2-page pamphlet for long-term/continuing sponsorship of GOLD events by local industry

Will be circulated and discussed by Section exec upon completion

ACTION ITEMS		
Status	Assigned to	Task
OPEN	Jeff	Circulate pamphlet for GOLD sponsorship for review and discussion

Next meeting

TBD.