IEEE Winnipeg Section

IEEE Winnipeg Section Meeting Minutes – March 17, 2015

University of Manitoba Engineering Information Technology Complex (EITC) – E2 - 361, Winnipeg, Manitoba, Canada, 5:30 PM

Attendance: Puyan Mojabi (PM), Dario Schor (DS), Steven Howell(SH), Trevor Brown (TB), Nozhan Bayat (NB), Troy Denton (TD), Ryan Duncan (RD), Witold Kinsner (WK)

Regrets: Nariman Sepehri, Ian Jeffrey

CALLED TO ORDER at 17:32

1. Approval of the agenda (DS/SH) Carried.

2. Approval of the minutes of the February meeting (WK/NB) Carried.

3. Chair Report
   a. The Robotics, Control, and Instrumentation and Measurement Joint Chapter (RobConIM) has been officially approved (Chair: Nariman Sepehri)
   b. The GRSS and AES Joint Chapter has been officially approved (Chair: Nariman Firoozy)
   c. PM is talking with Dr. Behzad Kordi about forming a Joint Chapter with the following societies: Power Electronics, Dielectric and Insulation, and Industry Applications
   d. The IEEE Canada meeting is in Quebec from April 24-26
      • DS will attend instead of PM
      • PM suggests that SH attend as well to receive financial training; Half of SH's expenses would be covered by IEEE Canada
      • Motion to cover the rest of SH's trip expenses (RD/TB) Carried
      • DS and SH will provide an information session back in Winnipeg to pass on the knowledge from the training
   e. Reporting for the IEEE Canada meeting
      • Chapter Chairs are to send reports to PM by April 3, 2015
      • The report should include:
         i. Number of activities held since Oct. 14, 2014
         ii. Number of meetings – technical, non-technical, and distinguished lectures
         iii. For each event provide the title and number of attendees
         iv. Membership development activities
         v. Financial information

4. Vice Chair Report
   a. Capstone Awards Committee
      • DS contacted past Chairs not affiliated with the University of Manitoba to get senior industry members to review Capstone reports
      • The selection process will be finished by April 5, with the awards being announced at the Wine and Cheese on April 9
      • Award selection criteria: written clarity (40%), completion of the project and concluding remarks (30%), technical aspects (20%) and nomination letter (10%)

- Ted Glass is an exclusive award (a group cannot receive the Ted Glass award and another award)
  i. Should require a one-page statement from each candidate outlining their contributions to society (this will be re-introduced next year)
  ii. DS will work on properly documenting the award process
  b. IEEE Winnipeg Section Newsletter
    - DS suggests we move towards an electronic newsletter, similar to the IEEE Canada Newsletter style
    - DS suggests we have four issues a year: February, April, September, and December
    - DS will contact Ali Mehrabani to see if he still wants to be involved
  c. New Chapter Development
    - DS will contact Nariman Firoozy about promoting the GRSS-AES Chapter to relevant industry members
    - DS suggests that the RobConIM chapter could connect with a group working with robotics at the Internet Innovation Centre
  d. Red River College Student Awards
    - Awards have not been given at RRC since 2007
    - RD will put DS in contact with the appropriate professor at RRC
    - PM will contact Asaad Elmoudi for further inquiry

5. Treasurer Report
  a. Financial Reporting
    - Reports were completed and submitted on time
    - After the review comments are received, SH will begin working towards moving the accounts to concentration banking
  b. Account Authority Transfer
    - SH still needs to acquire account authority
    - PM and SH will contact the bank before next meeting to arrange the transfer

6. Secretary Report
  a. List of Officers
    - The list of officers has been updated in the IEEE system
    - Some officers are not members of IEEE and/or the respective society – both are necessary to hold an IEEE officer position
      i. DS, WK agree that holding an officer position while not being a member is misrepresentation
      ii. TB will notify the Chairs of the affected Chapters
  b. Student Branch Officers
    - Officers of the Student Branches are not recorded using the IEEE Officer Reporting tool
    - TB will update the informal officer reporting list
  c. IEEE eNotice Monthly Announcement
    - Chapter Chairs cannot send eNotices to the entire Winnipeg Section
    - Chapter Chairs can send TB upcoming events for each month by the 20th and TB will send out a single eNotice to the Section
    - TD can also put the upcoming events on the website

7. President-Elect Update

a. Upcoming visit from Google on April 2
b. WK is working on preparing the workshop for teachers on April 10
   - About 25 teachers have registered so far (mostly high school physics teachers)

8. Chapter and Affinity Group Reports
   a. Communications – Not in attendance
   b. Computer and Computational Intelligence – (WK)
      - Nothing to report
   c. EMBS – Not in attendance
   d. EduManCom – Not in attendance
   e. PES – Not in attendance
   f. Waves (PM)
      - About 20 people attended a talk on Feb. 26 given by a distinguished lecturer from MIT
      - PM applied for $500 from MTT which was approved
         i. Also applied for funds from VTS and APS, waiting for approval
      - Greg Bridges will represent the Waves Chapter at a meeting in Arizona
   g. RobConIM – Not in attendance
      - Nariman Sepehri wants to create a "yellow page" for the Chapter
      - Some upcoming seminars are planned
   h. YPP (TD)
      - Working on selecting the recipients for the YP Capstone Award
      - YP AGM will be held soon
   i. Life Members – Not in attendance
      - DS will contact Len Bateman to reconnect
   j. WIE – Not in attendance
   k. TISP
      - See president elect update
   l. Newsletter
      - See VC report

9. Reports from student branch chairs
   a. University of Manitoba – Not in attendance
      - WK talked to Craig Nemeth, PM will follow up
   b. Lakehead University – Not in attendance
   c. Assiniboine College – Not in attendance
   d. Red River College (RD)
      - Election was recently held
      - Executive positions are filled for the Notre Dame campus
      - Working on an upcoming Arduino workshop with Ahmad Byagowi
      - RD will try to contact the student group at Lakehead University
         i. PM will try to contact the Lakehead and Assiniboine groups by phone
         ii. WK will e-mail someone from Assiniboine College

10. New business
    a. GRSS-AES Chapter Development
       - The Joint Chapter has been officially approved

ADJOURNED (TD/NB) at 18:38