IEEE Winnipeg Section Meeting Minutes – June 21, 2016

University of Manitoba Engineering Information Technology Complex (EITC) – E2 - 330, Winnipeg, Manitoba, Canada, 5:30 PM

Attendance: Dario Schor (DS), Ekram Hossain (EK), Trevor Brown (TB), Chris Henry (CH), Steven Howell (SH), Nasim Abdollahi (NA), Ian Jeffrey (IJ), Chelsea Taylor (CT), Matt McQuaker (MM)

Regrets: Kevin Lamothe

CALLED TO ORDER at 17:31

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

2. Approval of the minutes of the May meeting (SH/EH) Carried.

3. Chair Report
   a. DS will arrange a training session for new IEEE volunteer tools in September (after the Section meeting)
      - Including direct deposit for events
   b. Lakehead has a new student chapter councilor, getting active again
      - We are looking for ways to get them involved
   c. DS identified 10+ people in the Section that are eligible for senior membership
      - Either hold a SM event or contact individually
         i. Individually would most likely work better
      - Mainly for recognition, the change to the Section rebate is marginal
      - Conference fees may be less for SM
      - EH could provide references for candidates

4. Vice-Chair Report
   a. Held a seminar (Dr. Zhao from McMaster), also here for a Ph.D. examination
      - Can IEEE pay for accommodation expenses for 1 night?
         i. FGS only supplied $250, ECE used to cover expenses
         ii. SH: This may set a precedent, as professors visiting for defenses typically give talks
         iii. IJ: Not a bad 'investment', but we should know of the talks in advance to provide ample time for advertising
         iv. IJ will draft a set of rules for dealing with these requests in the future (capped amount, limit per Chapter, etc.), SH will assist
         v. Motion: To cover $160 for Dr. Zhao's expenses (EH/CH) passed

5. Treasurer Report
   a. We did not receive a bonus on the rebate because EMBS only reported one event

6. Secretary Report
   a. Nothing new to report

7. IEEE Canada President Update (Not in attendance)

8. IEEE Canada Foundation Report (Not in attendance)

9. Chapter and Affinity Group Reports
    a. Communications (EK)
        • A talk is planned for July
    b. Computer and Computational Intelligence (IJ)
        • One talk has been delayed until September/October
        • Trying to bring in a speaker for August, and then aiming for one talk per month
        • IEEE Xtreme coming up in the fall
    c. EMBS – (Not in attendance)
        • New Chair will be Dr. Sergio Camorlinga (University of Winnipeg)
        • Dr. Sherif will move to Vice-Chair
    d. EduManCom (Not in attendance)
    e. PES (Not in attendance)
    f. Waves (Not in attendance)
    g. RobConIM (Not in attendance)
    h. GRSS-AES (Not in attendance)
    i. YP (MM)
        • Held a computer building workshop in May
            i. 25-30 attendees
            ii. Sponsored by Memory Express
        • Held a financial seminar (speaker from BMO)
        • 3D printing workshop at Millennium Library
            i. ~18 attendees
        • Micropython workshop will be held in August
        • BBQ on July 6 at Assiniboine Park by the volleyball courts
        • In the past we have sponsored the YP BBQ with up to $500
            i. The winning Capstone team (YP award) will give a talk
            ii. 40 people attended last year
        • Motion: To approve up to $500 for the YP BBQ (MM/IJ) passed
    j. Life Members (Not in attendance)
        • Have been holding lunchtime events at EGM office
    k. WIE (NA)
        • Organizing an event for June 28 – see funding request
            i. Dr. Moussavi and Lesley McFarlane will speak and discuss future events
            ii. Trying to revive the group and raise awareness of WIE
            iii. Found some sponsors for the event: IEEQ, WISE Kidnetic, Degrees Restaurant ($300 total)
            iv. CH: Group in Winnipeg called "Girls in Gaming", could connect with them (High school focused group)
            v. We typically give $500 to new chapters, WIE is basically a new chapter since it has been inactive for several years
            vi. Motion: To approve up to $500 for WIE as startup funds (NA/IJ) passed
    l. TISP (Not in attendance)
    m. Newsletter (Not in attendance)

10. Reports from student branch chairs
    a. University of Manitoba (CT)
        • Will setup events for the upcoming year during the summer

- • Will discuss collaborative events with YP
  b. Lakehead University (Not in attendance)
  - • See Chair's report
  c. Assiniboine College (Not in attendance)
  d. Red River College (Not in attendance)
  - • New Chair, but no councilor
  - • Students have been active

11. New business
  a. Allocation of Section rebate
  - • The Section receives the full rebate (Chapters do not receive any money directly)
  - • SH will retroactively issue the $200 per Chapter for 2015, we can discuss what to do with the 2016 rebate
  - • We could give the money out based on activity/reporting from the previous year
  - • We will revisit this discussion in the September meeting

ADJOURNED (DS/SH) at 18:37

IEEE WINNIPEG SECTION
FUNDING APPLICATION FORM

APPLICANT INFORMATION

Name: Nasim Abdollahi

Organization: IEEE WIE

Email: abdollan@myumanitoba.ca

Phone: (204) 894 2529

EVENT INFORMATION

Event Name: WIE BUILD A BRIGHTER FUTURE

IEEE Group: IEEE WIE Winnipeg section

Description: Informative and Orientation, including two speaches by Dr. Zahra Moussavi and Ms. Lesley McFarlane, followed by networking.

Dates/Times: June 28th, 6:30 - 8:30

Location: Atrium, EITC, University of Manitoba

IEEE Members: 10

Non Members: 10

IEEE Student Members: 30

Students Non Members: 50

IEEE RECOGNITION

Sponsor Recognition: Electronic advertisments, flyers, website, poster, printed booklet. at the event through booth and hand-outs which they will provide.

LINK TO IEEE WINNIPEG SECTION

Description: Affinity group event to restart IEEE WIE Winnipeg Section activities.

REQUEST FROM IEEE WINNIPEG SECTION

Total Amount Requested: $ UP to 400

Description of what it will be used for: To help cover expenses such as supplies, equipment rental, print, refreshment for guests.

BUDGET - INCOME

Name	Quantity	Unit Cost ($)	Total Cost ($)
IEEQ Program at UofM (sponsor)	1	—	100
WISE KidNetic Energy at UofM (sponsor)	1	—	100
Degrees Restaurant (sponsor)	1	—	100
		TOTAL:	300

BUDGET - EXPENSES

Name	Quantity	Unit Cost ($)	Total Cost ($)
Stage rental	1	80	80
refreshment	100	5	500
banner, stand + Printing booklet and poster	1 - 20	---	100
		TOTAL:	680

FUNDING HISTORY

Event Name	Event Date	Amount ($)
—	—	—

AGREEMENT

☑ I agree to supply a report and receipts for all expenses to the IEEE Winnipeg Section within 60 days of the event to receive the funding requested.

Signature of applicant	Date
	June 20, 2016