

## IEEE Winnipeg Section Meeting Minutes – June 23, 2015

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

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**Attendance:** Dario Schor (DS), Trevor Brown (TB), Ian Jeffrey (IJ), Nozhan Bayat (NB), Chaitanya Narendra (CN), Matt McQuaker (MM), Eric Karr (EK), Graeme Smith (GS)

**Regrets:** Kyle Boch, Steven Howell, Brent Schellenberg, Mike Sefton, Puyan Mojabi

### CALLED TO ORDER at 17:33

1. Approval of the agenda (NB/CN) Carried.
2. Approval of the minutes of the May meeting (NB/EK) Carried.
3. Chair Report – Not in attendance
4. Vice-Chair Report
  - a. DS talked to Derek Oliver about Capstone awards to discuss evaluation criteria
    - DS will provide Derek Oliver with the requirements for the Ted Glass award in July to be made available for students
    - IJ will help DS review award criteria
5. Treasurer Report – Not in attendance
  - a. The Winnipeg Section has received the Section rebate
    - We received the 10% bonus for completing the report on time
    - EMBS did not report all meetings, was the only Chapter that did not qualify for the meeting rebate
6. Secretary Report
  - a. The second installment of the ‘month-at-a-glance’ announcement will be sent out shortly
    - Remember to send TB relevant event information by the 22<sup>nd</sup> of each month
  - b. The next meeting will be on July 14 (one week earlier than usual)
7. President-Elect Update – Not in attendance
8. IEEE Canada Foundation Report – Not in attendance
9. Chapter and Affinity Group Reports
  - a. Communications – Not in attendance
  - b. Computer and Computational Intelligence (IJ)
    - Nothing to report
  - c. EMBS – Not in attendance
  - d. EduManCom – Not in attendance
  - e. PES – Not in attendance
  - f. Waves – (CN)
    - APS Distinguished Lecturer talk scheduled for July 17 (related to computational electromagnetics)

- g. RobConIM – Not in attendance
  - h. GRSS-AES (DS)
    - Nothing new to report
  - i. YP (MM)
    - Annual BBQ is on July 7<sup>th</sup>
    - Python-based microcontroller board workshop is planned for early August
    - A trial run of a “design challenge” is planned for later this summer
      - i. Small groups will design small radio/Wi-Fi controlled boats
      - ii. Initially the event will be invitation-only, but would ideally become an annual event
      - iii. IJ suggests that Ahmad Byagowi would like to be involved, also look into sponsorship for parts
      - iv. The event will be funded in part by a registration fee
      - v. IJ suggests that students would be motivated to be involved if some type of “lab credit” was offered
  - j. Life Members – Not in attendance
  - k. WIE – Not in attendance
  - l. TISP – Not in attendance
  - m. Newsletter – Not in attendance
10. Reports from student branch chairs
- a. University of Manitoba (EK)
    - Working on reporting the newly elected officers, waiting for approval
    - Will apply for a free “Google Apps for Business” account
    - Starting a new domain, with e-mail accounts that can be passed down
    - Working to ensure that events are included in the upcoming “Engenda”
    - Sending in follow-up report to ICF for the received grant
    - The reworked constitution should be finalized by the end of July
    - Received funding from UMES and the Endowment Fund
    - DS: UMIEEE can apply for UMSU funding
    - IJ will inquire about IEEE activity at the University of Winnipeg
  - b. Lakehead University – Not in attendance
  - c. Assiniboine College – Not in attendance
  - d. Red River College – Not in attendance
11. New business
- a. Section-wide event theme discussion
    - DS inquired about a few possible speakers
      - i. Historian for the Canadian Space Agency, based in Ontario (not an IEEE member so we would have to cover his expenses)
      - ii. DL who gave a talk on “How not to build a terminator” is not available
      - iii. Dr. Andy Singer from the Signal Processing Society can give a talk on technology and business/entrepreneurial topics
        - a. We don’t have a SP chapter, so to get funding we would need to partner with a nearby chapter
        - b. DS will inquire about Minneapolis, Calgary, and Edmonton chapters
    - We could join this event with the AGM to increase member turnout, but this would increase the AGM cost significantly since we provide dinner
    - If we pick a generic topic then we could possibly include groups other than IEEE

- We will continue the discussion at the next meeting
- b. YP BBQ financial support
  - See attached funding request
  - Last year about 30 people attended, IEEE Winnipeg provided \$410
  - Requesting up to \$500, based on expenses
  - YP Capstone award winning group will give a short presentation
  - In recent years, new grads could attend for free and IEEE covered these expenses as a membership development cost
  - Motion: To provide YP with up to \$500 to support the annual BBQ (IJ/NB) Passed
- c. Inquiry about funding opportunities for students travelling to engineering-related events
  - ICF can support trip expenses
  - UofM Admin Travel Award
  - IJ suggests leveraging the fact that UMIEEE is an IEEE group *and* a UM student group
  - It is important to show that there is something to be learned from the trip and to ensure that students are fully committed
- d. Digikey agreed to a tour of their main facility and the trip just needs to be organized

**ADJOURNED (NB/EK) at 18:33**

## IEEE WINNIPEG SECTION FUNDING APPLICATION FORM

### APPLICANT INFORMATION

Name: Matthew McQuaker  
 Organization: IEEE YP Winnipeg  
 Email: matt@mcquaker.ca Phone: (204) 299 9380

### EVENT INFORMATION

Event Name: IEEE YP Summer BBQ (2015)  
 IEEE Group: IEEE YP Winnipeg  
 Description: A casual networking event including a BBQ and presentation by the 2015 IEEE YP Capstone Award winners

Dates/Times: July 7, 2015 6:30 - dusk. Location: Assiniboine Park

# IEEE Members: ~20 # Non Members: ~5  
 # IEEE Student Members: ~5 # Students Non Members: 0

### IEEE RECOGNITION

Sponsor Recognition: Advertisements (TBD), website and special mention at event.

### LINK TO IEEE WINNIPEG SECTION

Description: affinity group event. Winnipeg section members encouraged to attend.

### REQUEST FROM IEEE WINNIPEG SECTION

Total Amount Requested: \$ up to 500  
 Description of what it will be used for: to help cover expenses such as food, supplies, site rental and door prize.

### BUDGET - INCOME

Name	Quantity	Unit Cost (\$)	Total Cost (\$)
<u>IEEE member admission</u>	<u>25</u>	<u>5</u>	<u>125</u>
<u>non member admission</u>	<u>5</u>	<u>10</u>	<u>50</u>
TOTAL:			<u>175</u>

### BUDGET - EXPENSES

Name	Quantity	Unit Cost (\$)	Total Cost (\$)
<u>food, drink, supplies</u>	<u>30</u>	<u>12</u>	<u>360</u>
<u>site rental</u>	<u>1</u>	<u>50</u>	<u>50</u>
<u>door prize</u>	<u>1</u>	<u>100</u>	<u>100</u>
TOTAL:			<u>510</u>

**FUNDING HISTORY**

Event Name	Event Date	Amount (\$)
2014 IEEE VP Summer BBQ	July 8, 2014	410

**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

*Matt McAl*

Date

June 15, 2015