IEEE Winnipeg Section Meeting Minutes – June 23, 2015
University of Manitoba Engineering Information Technology Complex (EITC) – E2 - 361, Winnipeg, Manitoba, Canada, 5:30 PM

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 22nd 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 7th
   • 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 VP Winnipeg
Email: matt@mcmquaker.ca
Phone: (204) 299 9380

EVENT INFORMATION

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

Location: Assiniboine Park

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

IEEE RECOGNITION

Sponsor Recognition: Advertisements (100), 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

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<th>Name</th>
<th>Quantity</th>
<th>Unit Cost ($)</th>
<th>Total Cost ($)</th>
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<tr>
<td>IEEE member admission</td>
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<td>5</td>
<td>125</td>
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<tr>
<td>non member admission</td>
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TOTAL: 175

BUDGET - EXPENSES

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<tr>
<td>door prize</td>
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TOTAL: 510
### FUNDING HISTORY

<table>
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<tr>
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<th>Amount ($)</th>
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<td>2014 IEEE VP Summer BBQ</td>
<td>July 8, 2014</td>
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### 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: [Signature]

Date: June 15, 2015