

IEEE Winnipeg Section Meeting Minutes – October 20, 2015

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

Attendance: Puyan Mojabi (PM), Trevor Brown (TB), Ian Jeffrey (IJ), Witold Kinsner (WK), Kyle Boch (KB), Nariman Firoozy (NF), Alfonz Koncan (AK), Eric Karr (EK), Ahmad Byagowi (AB), Ken Ferens (KF)

Regrets: Dario Schor, Brent Schellenberg, Steven Howell

CALLED TO ORDER at 17:32

1. Approval of the agenda (IJ/WK) Carried.
2. Approval of the minutes of the Sept. meeting (KB/NF) Carried.
3. Chair Report
 - a. Will be attending the IEEE Canada Fall meeting from Oct. 23-25
 - EMBS has no recent activity to report
 - No report was received from WIE
 - b. IEEE Canada is encouraging us to have an 'Industry Liaison' position
 - IEEE Canada will provide a list of responsibilities
 - See the attached draft of responsibilities
 - c. IEEE Spring meeting
 - We were asked if we want to host CCECE in 2017 or later (3 year cycle) or the IEEE Humanitarian Technology conference; we are expected to answer at the fall meeting
 - 2017 could be realistic, but we would need someone to commit to lead the organizing committee
 - CCECE was last held here in 2002 and would be a safer choice
 - i. Typically about 400-500 people attend
 - ii. There would be an industry showroom
 - iii. We would need to book industry representatives at least 16 months in advance
 - PM will not commit but will let them know there may be interest
 - d. AK: The Canadian Space Society is hosting a conference in May/June 2016, and it would be good to have an IEEE presence
 - e. AGM
 - January 26 will be set as the date for the AGM (January 19 as a backup)
 - DS has contacted Canad Inns, Viscount Gord, and the UofM for quotes
 - Dario expects a maximum cost of \$2000
 - i. Motion: Approve a maximum of \$2000 for the AGM (WK/IJ) Carried.
 - Leslie McFarlane from APEGM will be attending
 - PM will work on appointing a chair of the nomination committee
 - The speaker could be related to the aerospace or smart computing
 - f. There was hesitation to allocate a budget for the section-wide event
 - In the past the Section has organized smaller tours of local company buildings

- i. These events are low-cost, provide industry exposure to students, and encourage industry participation
 - These events are a good idea, but we can still pursue the section-wide event
 - IJ: It was more about the difficulty of finding a speaker, not allocating a budget
 - WK: We should support local industries and we could even have multiple speakers
 - KF: We could consider donating the money for AGM to charity instead
- 4. Vice-Chair Report (DS sent regrets)
 - a. See Chair and Secretary's reports
- 5. Treasurer Report (SH sent regrets)
 - a. SH is working with Dario to move the chequing account to concentration banking
 - DS and SH will have signing authority
 - SH sent PM a report on the status of our accounts
 - We need to revisit the investment strategy
 - WK would like to return to the original names of the mutual funds
 - KF suggests we could pay a professional to manage this money, PM will discuss with SH
- 6. Secretary Report
 - a. Please send TB information about November events before Tuesday Oct. 27
 - b. DS sent regrets along with a request
 - 8 teams are registered for IEEE Xtreme 9.0
 - Motion: To fund up to \$100.00 for pizza for the competitors on Friday night (KF/IJ)
Carried.
 - c. The Lakehead student branch sent in a brief report
 - Jak Loree-Spacek is the new chair
 - WK met with the VP of Lakehead University, and the Dean has re-established the IEEE student branch
 - d. Brent Schellenberg has completed a new issue of the Section newsletter (the 'Carrier Wave') and it will be on the website soon
- 7. President-Elect Update (WK)
 - a. Conference coming up in London, ON (EPIC)
- 8. IEEE Canada Foundation Report (Not in attendance)
 - a. No report was received from Dave Kemp
- 9. Chapter and Affinity Group Reports
 - a. Communications (Not in attendance)
 - b. Computer and Computational Intelligence (WK)
 - World Space Week was held in early October
 - A space academy for students is being planned
 - WK has been working to organize the IEEE Xtreme Challenge which has resulted in 8 teams and 5 proctors
 - c. EMBS – Not in attendance
 - WK: BME has weekly meetings, seminars, could join with EMBS
 - i. Sherif Sherif is looking into this
 - ii. PM will talk to Zahra Moussavi and mention the benefits

- d. EduManCom (KF)
 - A seminar on the meaning of the CEAB attributes will be held on Oct. 29 in E2-350
 - Other planned events:
 - i. Industry forum (mid November) – asking industry representatives about the degree of importance of each of the attributes
 - ii. Patent seminar (late November) – will be given by Chris Dynowski
 - e. PES (not in attendance)
 - f. Waves (PM)
 - IEEE DL on Oct. 19, 27 people attended
 - Graduate student (Chaitanya Narendra) received an international APS award
 - g. RobConIM (not in attendance)
 - h. GRSS-AES (NF)
 - DL talk on Sept. 25 by Dr. Tony Ponsford
 - i. Half of DL's expenses have not been covered
 - ii. PM: We typically provide \$500 for the first year of a new chapter, then \$200 every year after
 - iii. Motion: To provide \$450.22 to cover the GRSS-AESS DL expenses (NF/WK)
Carried
 - The next DL coming from GRSS will have expenses covered by the society
 - i. YP – Not in attendance
 - Typically YP has contributed to the IEEE Xtreme Challenge
 - YP could host training sessions to prepare for next year's event
 - PM will contact Matt McQuaker
 - j. Life Members – Not in attendance
 - k. WIE – Not in attendance
 - l. TISP (WK)
 - Was involved with Space Week
 - WK will need a replacement as TISP Chair for the upcoming year
 - m. Newsletter (Brent Schellenberg sent regrets)
 - See Secretary's report
10. Reports from student branch chairs
- a. University of Manitoba (EK)
 - Finished Endowment fund application
 - i. Applying for a 3D printer
 - Will submit an activity report to IEEE, hasn't been done in three years
 - Will be involved with the upcoming Beginner Arduino Workshop and IEEE Xtreme Challenge
 - i. UM IEEE will provide chairs, fridge
 - ECE Power Systems AMA event coming up
 - b. Lakehead University – Sent regrets
 - See Secretary's report
 - c. Assiniboine College – Not in attendance
 - d. Red River College – Not in attendance
11. New business
- a. Section-wide event theme discussion (See Chair's report)
 - b. AGM discussion (See Chair's report)

ADJOURNED (EK/NF) at 18:47

Proposed Roles and Responsibilities for Section Industry Liaison Chair

Drafted by Kexing Liu, IEEE Canada Industry Relations Committee Chair
Version 1.0
Oct 15th, 2015

- Be a good communicator to bridge the link between section and local industry; be the spoke person for the section on subject of industry related matters
- Conduct research and work with local chamber of commerce and economic development offices to really understand the local industry
 - What are the industry sectors
 - Who are the major players
 - Who are the main employers, are they the few big blue chip companies or a lot of small and medium enterprises
 - What industry sectors the majority of the employment is in
 - What is the future for local industry as seen by local development officers
 - What is the future for local industry as seen by IEEE section officers
- Approach local industry and work with them to understand their immediate and future needs
 - Meet with as many as company public relations, HR, marketing, or product development executives and managers
 - Work with the section executives and chapter chairs to come up with an annual plan to address local industry needs in selected areas, for example
 - Facilitate employee trainings
 - Coordinate participation in and contribution to IEEE standards committees
 - Connect local university and college to local industry to tackle particular technology challenges
- Work with YP, WIE and MD chairs to facilitate a mentorship program
 - Pair a new graduate or young professional with a senior member or fellow as a mentor
 - Organize joined professional and career development sessions on many related technical or non-technical subjects
- Facilitate and support professional networking events
 - Support events organized by other groups or jointly organize events with them connecting industry, academia, and governmental organizations in your section
 - Reach out to local business and industry associations as well as individual companies; work with them to co-organize events beneficial to the professional communities and support their events and activities
- Member of the IEEE Canada Industry Relations Committee by default
 - Provide feedbacks and offer recommendations to the IEEE Canada Industry Relations Committee Chair
 - Participate in IEEE Canada Industry Relations Committee Conference Call: twice a year, one in the spring and one in the fall

Background

- IEEE Canada is the largest technical professional association in Canada, with more than 18,000 members across the country. The members are from all different sectors: academia, government and industry. Majority of our members are from industry. A large portion of our member's professional practice is closely tied to industry; either employed directly by industry or indirectly supporting industry in many different ways.
- Canadian industries are divided into multiple sectors and spread across different regions of the country. A good industry relations strategy must address the duality of sectors and regions in a comprehensive manner.
- Relevance
 - IEEE rely on continued and strong participation of its members from industry to stay relevant
 - IEEE rely on support and collaboration from the industry to establish proper industry standards
 - Many IEEE members are directly involved in training the next generation technology and engineering professionals
 - Many IEEE members are leaders in technology innovation which directly benefits industry in various ways
- Public Good
 - Industrial outputs, combined goods and services, accounted for 83% of the entire Canadian economy. Therefore helping Canadian industry or working with industry is addressing the well-being of the Canadian public.
 - Our charter mandates us to serve public interests first and members second. We are obliged to work on initiatives that address broader needs of the public or for the greater well-being of the public.
- Grassroots
 - IEEE Canada relies on each and every of its 21 sections to stay in touch with its members, to stay current with technology development, and stay relevant with local industry and regional development
 - IEEE Canada relies on its connection at the section level to build coalition between academia, governments and industry

