

IEEE Winnipeg Section Meeting - TR Labs (135 Innovation Drive)  
01 April 2008

Attendance:

Rasit Eskicioglu, Julian Nedohin-Macek, Dawn Nedohin-Macek, Stephen Dueck, Haider Al-Saidi, George Pasieka, Jason Kuyp, Dave Kemp, Witold Kinsner, Ekram Hossain.

Regrets:

Anne Parker.

Called to order: 18:30

1) Approval of the Agenda

MOTION to approve the agenda as amended (George Pasieka, Jason Kuyp) carried.

2) Approval of the 11 March 2008 minutes.

MOTION to approve the minutes of 11 March 2008 (Stephen Dueck, Haider Al-Saidi) Carried.

-It was noted that the 11th of November 2007 meeting minutes are tabled.

-Julian offered to resend the November minutes and then deal with them next meeting in May.

3)

3.1) Chair

-Attended the Manitoba Robot Games.

-Have several chapters submitted plans for the upcoming year.

3.2) Vice Chair.

-Met with Lakehead University Engineering head who expressed an interest in getting more involved with the Section.

-Began making Wine and Cheese arrangements at RRC in end of April or May. The idea is to have more involvement in the IEEE by RRC and to attract more industrial members and college members. To be billed as a student industry networking event. It was noted that HQ may send promotional material for the event.

3.3) Secretary

-All L31s are submitted to date.

3.4) Treasurer

MOTION to accept the report as presented subject to answering the three questions raised. (Stephen Dueck, Ekram Hossain) carried.

-TABLED report from 11 March 2008 meeting.

-The signing authority is up in the air right now. All signatories need to attend the bank to change signatures. Signatory papers cannot leave the bank as they are witnessed by bank personnel.

-What are the withdrawals for the Vancouver EMS chapter and the Winnipeg EMBS group for? It was postulated that this was part of the Distinguished Lecturer Program and that there was underestimating of costs associated with the event.

-Incoming Award money for the WESCoNNEX/CCECE

-What is the \$12k additional transfer of funds from from US Funds? Treasurer does not know about it as books were handed over in January 2008 and will have to check with Owen Preston to find out. It appears that the \$12k is moving out of US Funds to support the budget.

-Anne Parker noted that there may be an overcommitment on behalf of MANCOM in the order of \$150 and there is \$91 in the account. It was noted that some chapters have not gotten their 2007 rebate yet and this may cover it. The \$150 is for an STC event. The remaining \$60 must be paid for by the section and requires a motion to give MANCOM the money. It was noted that the Section should clarify the budgeting process for the chapters so that this can be avoided. Chapters occasionally get ambitious in their plans but get in to trouble when they hit the cap in thier money available. Add this item to the Agenda as Item 5.5.

-Are all budget items clear and well described so that future treasurers know what is going on with the finances of the section? There is a discussion item to have a financial audit. The section presently has a Financial Review and it is not a Financial Audit.

-The budget items are assumed to be based on historical data. Rebates are given to the Section and the Chapters are provided to by the Section. The Estimated rebate for 2007 is noted on the budget.

-It was noted that more discussion on the budget is needed and that the committee should approve the report subject to answering of the three questions raised.

### 3.5) Chapter Chairs and Affinity Groups

-Communications Society:

--Had an IEEE Distinguished lecturer event with 20 people attending which was a sucess.

--Another event is upcomming and has been sent to the Secretay to post on IEEE E-Notice.

--Another event is planned for July.

-Computer Society:

--Had one presentation in March and another seminar is comming in April 22nd and May the 16th.

--Other speakers are in September, October and November with a Radio Course ending after 7 sections in the end of the 2008/2009 academic year.

--Witold Kinsner will be seeking endorsment to begin an IEEE Computational Intelligence Society from the Section.

### 3.6) Webmaster

-A copy of Dreamweaver was purchased for \$286, the other price quoted was for educational institutions.

-Will try to get the new website up by th end of the week.

### 3.7) Newsletter

- A newsletter is aiming to come out by the 28th April with a submission deadline of the 23rd of April.
- An invoice will be sent out for the software.
- The membership should know what is going on from a financial perspective. Need answers to the budget questions as soon as possible to allow this to be published in the newsletter.
- For the newsletter, the membership wants to see activities and budget may not need to see heavy budget information.
- Membership may like to see the planning for the upcoming year in the form of a budget segment in the newsletter.
- A plan for the year would be a good addition to the newsletter.
- It was noted that instructions on how chapters can operate their finances would be a good item to send out by email periodically as a helping hand.

#### 4) Matters of Information

4.1) Rasit Attended the Manitoba Robot Games on the Saturday Section. It was a very good event although the Section should provide a table and have PR material there for the IEEE.

4.2) WIE chair and treasurer resigned and Rasit approached the WISE offices about getting involved in WIE to fill the spaces.

-An engineer is interested in chairing WIE. Rasit gave information on the commitments of the WIE Chair. WISE focuses on Kindergarten to grade 12 and university while the IEEE focuses on university and post academic pursuits so it is a good fit.

-WIE status is maintained by only two events a year that can be joint events with other chapters and organizations.

#### 5) Current Business

5.1) Change of Meeting locations and times.

-It was noted that some are unable to attend Section meetings due to their time and location. Manitoba Hydro and MTS have both provided meeting space in the past and they could be used again.

-Security is significantly increased at many private businesses and it may not be possible to hold meetings at these locations.

-Many members do not have the luxury of a regular lengthy lunch hour to attend monthly meetings.

-The aim is to increase attendance at the meetings.

5.2) Expansion of Thesis awards.

-A division of awards was proposed to include more institutions in the Winnipeg Section geographical area such as Lakehead, University College of the North, Brandon University (Computer Science), etc.

-We are committed to up to \$300 per institution to provide for IEEE Awards within each institution.

-Just over \$2000 was provided to awards previously.

- It should be much more specific on the qualifying programs in each institution and not necessarily a department.
- It was noted that some institutions will not accept the Section award terms.
- Concerned that an existing award program should be tied together with this expansion.
- Each Institution puts up money for the award and it should perhaps be an IEEE only funded to simplify the award process an administration of the award.
- The Section should select the readers/evaluators of the IEEE award to have the award evaluated by the IEEE and not the institution.
- The institution evaluators could be used to have the IEEE award tagged on to the existing institution awards. The financial part could be separated from the selection process.
- If the IEEE name is on the award, there should be some technical involvement on behalf of the IEEE to ensure that the award is for achievement that is within the scope of the IEEE.
- This award has been given for several years as a way to attract institution and industry members to the IEEE. This was a decision of IEEE judges and not external judges only.
- There is an awards committee and that the chair position is vacant. It is a lot of work for the Executive Committee to take on the commitments of the award.
- The larger issue of a lack of available volunteers was touched upon as a weakness of implementing a larger awards program.
- The capstone project is done for the University of Manitoba for this year so changing the rules of the awards should not be done at this time.
- It was noted that for this year certain Section members should be contacted to ask if they would sit on the committee to judge papers. Rasit and Julian volunteered in addition to three senior members mentioned.
- It was noted that Ted Glass is based on community service as well as technical content and that a piece for the newsletter should be a requirement of the award.

MOTION: The potential recipient of hte Ted Glass award shall provide a description of the work and IEEE related activities to the IEEE Winnipeg Section Newsletter. (Stephen Dueck, Witold Kinsner). Carried.

### 5.3) MGA Awards.

- There are several awards comming up for the MGA Awards that Dawn would be able to help with completing the paperwork in time for the award deadlines.

TABLED: Financial Audit, Mailing address, Chapter/Group financing.

### 6) Future Business:

6.1) MOTION: The computer chapter wishes to join with the Computational Intelligence Society members and the Winnipeg Section is asked to endorse the request to the IEEE. (Witold Kinsner, Dave Kemp). Carried.

- The name would change to Computer and Computational Intelligence Society.

NOTE: CCECE will be conflict with the next meeting date. May 13th is suggested as an alternate date with all agreed

Next Meeting: Tuesday 13 May 2008 18:30 (6:30 PM) at 135 Innovation Drive (TRLabs).

Ajourned: 20:24