

IEEE Winnipeg Section

Minutes of the Executive Committee Meeting of the IEEE Winnipeg Section Held
on 15 February 2006 at 5.30 PM, Room E2-361, University of Manitoba.

Attendees:

D.Nedohin-Macek (Chair), J.Nedohin-Macek (Secretary), O.Preston (Treasurer), S.Dueck (GOLD Past Chair), J. Jessop, E. Hussain, A. Gole (Past Chair), B. Dueck (RRC Student advisor), J. Kuyp (MAL), A. Parker, ??, W. Fung, K. Zelickson, Z. Zheng

Regrets:

J. Chand, S.Ingram, W.Kinsner, L. Ingram, A. Tayebi, S. Ingram, H. Turanli

1. Approval of Agenda

Added part 6c GOLD/WIE Kory, APEGM/CTTAM.

Added 10a Roll of Members at large.

Owen Preston/Jason Kuyp - Carried

2. Approval of minutes of the meeting held on November 14, 2005

Owen Preston/Stephen Dueck - Carried

Ani Gole indicated that W. Kinsner was accidentally omitted from recognition at the AGM.

3. Introduction of new members of executive committee

Introductions of persons at the meeting took place.

4. Goals for 2006 were outlined:

Have each chapter and affinity group have a web site

Have at least 2 section events

Make use of the e-notice to keep the membership informed of upcoming events, awards and achievements of the membership

a. Promote knowledge transfer between members

b. This Winnipeg Section executive has a very young average age and could benefit from the knowledge of past executive.

c. ManCOM and WIE could provide learning functions/demos on SAMIEEE and e-list tools for the new executive.

Encourage student membership through mentoring and participation.

5. Matters for Information

a. Changes to web site to include IEEE Canada logo and other updates.

i. Two people have volunteered to be website assistants (Jason Kuyp is one) to aid the webmaster in updating the website.

ii. Our logo does not conform to the IEEE standards for the IEEE brand.

b. Changes to banking procedures to conform with IEEE international requirements.

i. Sarbanes-Oxley (SOX) has affected accounting for the IEEE and the Winnipeg section must conform to these new rules and guidelines. These include dual signatures on the cheques, and other such operational requirements.

ii. Student branches are independent of the Winnipeg Section, but it is HIGHLY recommended that the student branches follow the same rules.

c. Mailing List

i. An Executive Committee email list was created last year and could be used to conduct executive communications (winnipegexec@ieee.org).

ii. Use this email address to communicate to the rest of the ExCom (Executive Committee)

6. Request for Funding:

a. Manitoba Robot Games

a. MOTION: The Winnipeg section sponsor the Manitoba Robot Games in the amount of \$200. (J. Jessop, S. Dueck) – carried unanimously

- i. We need to be careful not to use up our funds for Section operating purposes. We must ensure we have sufficient funds to operate the section primarily.
- ii. WPG put aside \$1000 last year to give to these types of requests and we have not used it all.
- iii. MRG is at TecVoc High School. WIE has pledged \$150, GOLD has pledged \$150, and last year WPG Sect gave \$200. This has been supported by volunteers and funds and is in line with the goals of the IEEE. The event is put on by the Science Council of Manitoba. (www.scmb.mb.ca)
- iv. Funds go to expenses of the games such as rental of equipment and venues. IEEE had branding in the form of banners at the games and on the website of the event.
- v. WPG Sect may want to develop a policy on funding outside events such as these, which could be investigated separately.
- vi. Welcome other groups in IEEE pledge support as well.

b. MANCOM

a. MOTION: Winnipeg section provide \$350 to MANCOM in additional funding. (A. Parker, S. Dueck)

- i. Have printed copies of what we are proposing (see attached sheet 1)
- ii. Wanted to be involved in MANCOM conference on technology and people as the first chapter activity.
- iii. Also wanted to have a technical talk on a product called OTTO as second activity.
- iv. A fall tour of RRC Princess street campus as third activity.
- v. Professional Communications Society prizes are awarded to two people at RRC (one first year, and one second year) as fourth activity.
- vi. Need more funds than ManCOM got from the IEEE Rebate (\$240.54).
- vii. Self-funding noted and a technical talk could be charged for. Hosting instead of charging has been the strategy to draw more attendance and membership in the society.
- viii. ManCOM is committed to the conference.
- ix. PCS prizes are good for RRC. The tour event could potentially be self-funded. A co-sponsoring avenue could be explored with RRC.
- x. From a financial point of view, \$350 is significant, but could be money well spent.
- xi. Several society could be involved in the technical talk to split the costs.
- xii. Trying to plan what ManCOM was going to do this year and it was suggested that ManCOM get funding to be able to do these events.
- xiii. Planning a year in advance is an excellent idea.
- xiv. The first event is coming up soon. The timeline for the other events varies. The second event is also approaching the critical stages for funding. The event could be hosted at SmartPark. Having attendance drop \$1 on the event tends to cover confections costs.
- xv. With proper advertising, this event could self fund.
- xvi. Instead of giving \$350 at once, it could be advantageous to give funds for the technical talk event, then see what funds have been raised and go from there. The motion would have to be amended. The money should not be tied to a particular event though.
- xvii. Amended to \$200 for additional funding.

MOTION: Winnipeg section to provide \$200 to MANCOM in additional funding. (A. Parker, S. Dueck) – carried unanimously

- c. APEGM/CTTAM event:
 - a. **MOTION: for IEEE to donate \$150 for a joint event for IEEE GOLD and IEEE WIE along with APEGM and CTTAM. (K. Zelickson, J. Jessop) – carried unanimously**
 - i. Focus on professional registration as an engineer or engineering technician.
 - ii. GOLD is seeking out funds from the past sponsors of the event as well as other sources.

7. Reports

- a. Secretary
 - i. Past secretary is not available today and L31 status is unknown.
 - ii. All reports must be submitted by 24 February 2006.
 - iii. The Communications chapter is in danger of becoming dormant if no reports are filed. The Communications chapter is urged to submit their reports.
- b. Treasurer
 - MOTION: To accept the report as distributed (O. Preston, A. Gole) – carried unanimously.**
 - i. Treasurer report circulated (see attached sheet 2)
 - ii. The 2005 finances are available for viewing from the Treasurer.
 - iii. The 2006 fiscal year has begun.
- c. Chapter Chairs
 - i. ManCOM: Had 6 meeting from February to December (4 admin and 2 technical). One technical was with WIE. Hosted a luncheon fo the PCS awards. Been active and are still small, but co-operation with WIE has been promising. The website for ManCOM could be done by Tech COM students.
 - ii. RRC: Not a lot of activity. Have been hampered by two exec members withdrawing from the RRC program. Are engaged in a student lab kit program – sold the kits at a reasonable profit. The exec held a membership drive with coffee and donuts last week and handed out a survey to ask about what people knew of the IEEE.
 - iii. Communicaiotns: 2 technical meetings. Both speakers from UBC, with each event having about 10 persons. No social events were done and we plan to get more meetings done this year.
- d. Affinity Groups
 - i. WIE: in 2005 there were 9 admin meetings and 8 prof ed tech events and 3 social events. The premier event was a creativity in business event in April. Took part in Manitoba Robot Games, Introduce a girl to engineering, the year was a successful one for WIE. WIE won two prizes. Plan is to hold 9 admin, 8 technical, and 3 social events. A new website will be unveiled shortly. New members have joined the group.
 - ii. GOLD: Need to get more workshops that are interesting to recent grads. Have a full committee for this year. Had an effective meetings seminar attended by GOLD members. Next event is the APEGM/CTTAM event.

8. Review of reports required by IEEE Headquarters

- a. L50 Treasurer's report
 - i. A summary of the finances for 2005 was submitted.
- b. L31 Secretary's report
 - i. 24 February 2006 is the bonus 10% deadline for report submission.
 - ii. 31 March 2006 is the absolute report submission deadline.
- c. Change of Executive Report
 - i.

9. Activities

- a. Fuel Cell collaboration opportunity with SAE.
 - i. (See attached sheet 3)

10. Other Business

- i. At the AGM sound equipment was requested that was not needed. The volunteer who brought equipment was upset and has requested monies for efforts. The Section will be sending an apology letter and phone call to the party involved but will not be providing funds.
- ii. The party offended is quite a dedicated volunteer and was reportedly treated disrespectfully.
- iii. The money will not alleviate the issue and is not appropriate.

11. Next meeting

Tuesday 07 March 2006 at 17:30 (5:30 PM).
Location to be announced.

12. Adjournment

19:04 (O. Preston, K. Zelickson)

A. Gole requested from each Chapter/Affinity group, a short summary on past/present/future events

Reports by O Preston (treasurers report), S. Dueck (GOLD), S. Ingram (membership development), D. Nedohin-Macek, on behalf of S. Noghianian (Waves) and H. Turanli (APGEM events) on recent and planned activities

Follow-up item- Initiated by S. Dueck, some discussion on IEEE rules regarding the payment of invited speakers/courses. S Dueck to take leadership in _nding out more and to report in the next meeting.

5. Activities

IEEE Canada Award (A. Gole)- will focus on nominating the section this year, but do consider a_nity groups also in the next years nominations.

Subcommittee for 2006 AGM- Sandra/Dwan/Robyn volunteered, key-note speaker _nalized, budget of approx. \$1000.

6. Other Business -None

Next meeting-12. December 2005, 5.30 PM (canceled subsequently by email)

7. Adjournment- 6.30 PM

S. Dueck/O. Preston, Carried.