

IEEE Winnipeg Section Meeting Minutes – February 13, 2018

University of Manitoba Engineering and Information Technology Complex – E2-351, Winnipeg, Manitoba, Canada, 5:30 PM

Attendance: Trevor Brown (TB), Kevin Brown (KB), Ian Jeffrey (IJ), Puyan Mojabi (PM), Nuwan Perera (NP), Jillian Seniuk-Cicek (JSC), Keeley Edwards (KE), Chris Henry (CH), Petros Demasas, Randima Hettiarachchi (RH)

Regrets: Dave Kemp, Sampath Liyanage, Witold Kinsner, Blake Podaima,

CALLED TO ORDER at 17:34

1. Approval of the agenda (KB/CH) Carried
2. Approval of the minutes of the October meeting (KB/CH) Carried
3. Chair Report (Not in attendance)
4. Vice-Chair Report (IJ)
 - a. Will talk with Steven Howell to discuss plans for the year
 - b. L31 forms are due by Friday Feb. 16
 - L31 forms can be submitted easily through vTools
5. Treasurer Report (NP)
 - Financial reports have been submitted to IEEE (9 accounts)
 - Received rebates for GRSS-AES and Communications Chapters, as well as the U of M Student Branch
 - NP wants to focus this year on consolidating accounts to simplify the reporting process in future years
 - i. PM suggests merging the Waves account with the Section
 - PM has been receiving IEEE mail (mostly from TD Bank)
 - i. NP will make sure to remove Puyan from the accounts
6. Secretary Report (TB)
 - Contacted Chapter Chairs to submit missing L31 forms
 - Section and Chapter officers have been updated ahead of the Feb. 16 reporting deadline
 - YP Chair is still vacant, will keep looking for interested individuals
7. IEEE Canada President Update (WK sent regrets)
8. IEEE Canadian Foundation Report (Dave Kemp sent regrets)
 - a. No update
9. Membership Development Update (Not in attendance)
10. Chapter and Affinity Group Reports
 - a. Communications (Not in attendance)

- b. Computer and Computational Intelligence (IJ)
 - 20 people attended a talk held on Jan.4
 - Involved with a radio science course organized by Dr. Kinsner
 - CH will be the new Chair, IJ will become the Vice-Chair
 - c. EMBS (Not in attendance)
 - Not very active last year, we will need to find volunteers to help
 - d. EduManCom (Not in attendance)
 - e. PES (Not in attendance)
 - f. Waves (PM)
 - Andrea Alù is coming to give a DL talk in October or September
 - Waiting to hear back from other DLs
 - g. RobConIM (Not in attendance)
 - h. GRSS-AES (Not in attendance)
 - i. YP (Not in attendance)
 - TB will check if graduate students can volunteer with YP
 - j. Life Members (Not in attendance)
 - k. WIE (RH)
 - Reporting has been completed
 - Robotics workshop for high school students will be held on Feb. 24
 - Planning a panel discussion for WIE Day
 - IJ: We should make a set of documents to help new IEEE volunteers with event planning
 - l. TISP (JSC)
 - Will be involved with the radio science course
 - m. Newsletter (Not in attendance)
 - TB will contact Brent for an update
 - n. Webmaster (KB)
 - No updates
11. Reports from student branch chairs
- a. University of Manitoba (KE)
 - Involved with the Feb. 24 robotics workshop with WIE
 - AMA was held in January (speakers from Magellan and Iders)
 - IJ recommends asking the ECE Department for funding if needed
 - b. Lakehead University (Not in attendance)
 - c. Assiniboine College (Not in attendance)
 - d. Red River College (Not in attendance)
12. New business
- a. PM reiterated his suggestions for holding a Section-wide event in 2018

ADJOURNED (PM) at 18:09