

## IEEE Winnipeg Section Meeting Minutes – October 10, 2019

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

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**Attendance:** Ian Jeffrey (IJ), Trevor Brown (TB), Chai Narendra (CN), Keeley Edwards (KE), Chris Smith (CS), Matthew Bissessar (MB), Dean Weiten (DW), Jake Parr (JP), Hannah Fogel (HF), Phil Ferguson (PF), Isuru Jayawardana, Harshani Konara (HK), +4 other members

**Regrets:** Stephany Thach, Radwa Abdalaal, Jolene Kozak

### CALLED TO ORDER at 17:34

1. Agenda approved with the below additions to new business (DW/CN) passed
  - a. Add ICF Endowment discussion
  - b. UMIEEE informal request for computing resources
  - c. IEEE WIE Leadership Summit delegate
  - d. Presentation by IJ on “how the section ‘makes’ money”
  - e. Budget sheet review and approval
  - f. Student membership sponsorship tabled until next meeting
2. Approval of the minutes of the previous meeting (PF/KE) Carried
3. Chair Report (IJ)
  - a. New executive for the Communications Chapter
    - i. Chair: Pradeepa Yahampath
    - ii. Vice-Chair: Faouzi Bellili
    - iii. Treasurer: Amine Mezgani
    - iv. Secretary: Taniya Shafique
  - b. Keeley made a “Getting Started” guide for new Chapter volunteers
    - i. Will be posted on the IEEE Winnipeg website, updated as necessary
  - c. Website has been updated with current volunteers
    - i. Still need photos for some people – if your photo is missing please send one to the webmaster directly
  - d. IJ placed another order for promotional materials
    - i. Question: Can student branches order their own merchandise? JP will try again, if successful he will inform other student branches of the process.
  - e. IEEE Day was a huge success
    - i. Thank you to Payam, WIE, IAS, Dario Schor, UMIEEE, Lakehead Student branch, and all the volunteers who helped out
  - f. Newsletter editor position is now vacant
  - g. The Section invested in a conference speakerphone to improve the audio quality for those attending meetings remotely
4. Vice Chair Report (DW)
  - a. DW will be attending the IEEE Canada Fall Board Meeting in Halifax
  - b. Will make a one-slide summary to present at the meeting
5. Treasurer Report (CN)
  - a. Receiving, organizing, reviewing budgets

- b. Still moving funds form TD to concentration banking
  - c. Looking into a quicker way to transfer funds (for reimbursement) instead of cheques
6. Secretary Report (TB)
- a. Website has been updated with current volunteers
  - b. Roster for all Winnipeg Section groups is up-to-date in vTools
  - c. Still missing budget forms from Waves and PES
7. IEEE Canada Past-President Update (Not in attendance)
8. IEEE Canadian Foundation Report (Not in attendance)
9. Membership Development Update (Not in attendance)
- a. Dario will not be able to continue in this position
  - b. Looking for a new volunteer
10. Chapter and Affinity Group Reports
- a. Communications
    - i. New group of volunteers, see Chair's report above
  - b. Computer and Computational Intelligence (IJ)
    - i. IEEEExtreme info session was well attended, actual competition is on Oct. 19
    - ii. Co-sponsored a talk on topology optimization, very well received
    - iii. New treasurer
  - c. EMBS (VACANT)
  - d. PES (Not in attendance)
  - e. Waves (CN)
    - i. Mario Phaneuf is the new Vice-Chair
    - ii. Held a talk on automotive radar, ~40 attendees
  - f. RobConIM (Not in attendance)
  - g. GRSS-AES (PF)
    - i. Working on bringing in a DL for Nov. 22 or 29
    - ii. Week of Nov. 4 is Aerospace week
      - I. Tours are free, but require advance registration
    - iii. UMSATS rocketry team presentation was well attended
  - h. YP (KE)
    - i. Held a git workshop on Oct. 8 with UMIEEE, ~50 people attended
    - ii. Can stream to Lakehead, RRC through WebEx
    - iii. Trying to increase YP membership and recruit two more volunteers
  - i. Life Members (Not in attendance)
  - j. WIE (HK)
    - i. Still planning an arduino workshop for high school students in November, currently applying for external funding
  - k. TISP (Not in attendance)
  - l. Newsletter (VACANT)
  - m. Webmaster (Not in attendance)
11. Reports from student branch chairs
- a. University of Manitoba (JK sent regrets)
    - i. Hosting a local programming competition (2<sup>nd</sup> annual)
    - ii. Working with IAS to set up a Collabratec group for student branches

- iii. Will be helping out with IEEEExtreme on Oct. 19 (9 teams from UofM registered, 3 from Lakehead, 1 from UofW)
    - b. Lakehead University (JP)
      - i. Lakehead University is helping with IEEEExtreme funding
      - ii. IEEE Day went well – arcade, cake, IEEEExtreme advertising
      - iii. Will work on a McNaughton Learning Centre application (due in Nov.)
    - c. Assiniboine College (Not in attendance)
    - d. Red River College (CS)
      - i. Held a social event (tour of Little Brown Jug Brewery), 35 people attended
      - ii. Brochures ordered by IJ will be sent to RRC (or picked up at the next meeting)
      - iii. Microcontroller workshop pushed back, no longer applicable to RRC course
        - I. May still host a workshop and open registration to students from other schools
      - iv. North Forge, Navigation Canada tours begin planned
    - e. IAS (Isuru Jayawardana)
      - i. Held a technical seminar on EV fast charging
      - ii. Preparing for a soldering workshop in Nov., some funding provided by ECE
      - iii. Collaborating with PES for a DL talk on Nov. 24
12. New business
- a. ICF Endowment Fund
    - i. Considering an investment of 30-40k
    - ii. Will cover capstone awards and one new award
    - iii. Will be on the agenda for next meeting
  - b. UMIEEE has made an informal request for new computing resources
    - i. KE: The branch requested funds from ICF/MLC upgrade in the past, we need to find out what this money was used for
    - ii. DW: we should be supporting student branches as much as possible
    - iii. PF: We can put stickers on equipment funded by IEEE Winnipeg
  - c. IEEE WIE Leadership Conference
    - i. PF is sending a student to this conference, they are willing to be the delegate for the IEEE Winnipeg WIE Chapter
    - ii. Motion: To support the WIE delegate for the registration cost (\$450), PF will cover the remaining expenses (PF/MB) Passed
  - d. “How the Section ‘makes’ money”
    - i. Breakdown of Section rebate presented
      - I. Fixed rebate per member (depends on membership level)
      - II. Each group needs to hold at least 2 technical events per year to receive the base amount of 200 USD
      - III. Student branch rebates are separate – CN will send a link to SB Chairs with relevant information
      - IV. 2019 rebate: 5568.05 USD
  - e. Budget review and approval
    - i. What is a reasonable amount for food/refreshments at a technical seminar?
      - I. \$65-75 seems reasonable, enough for coffee/donuts for 30-40 people
    - ii. What is a reasonable amount for Chapter meetings/planning?
      - I. IJ suggests \$0 – funding for food at administrative meetings should only be at the Section level
    - iii. We want to prioritize student branch funding
    - iv. YP Budget

- I. Need to request an increase for the git workshop, can collaborate with other groups
- II. Other branches who want to collaborate with YP can access YP funding resources
- III. Total requested amount: \$600, unrequested amount: \$1650
- v. WIE Budget
  - I. Total requested amount: \$850, unrequested amount: \$400
- vi. RRC Student Branch Budget
  - I. Try to look for matching funding for student branch equipment
  - II. Some funding may not be sustainable in the long term
  - III. Try to align a meet-and-greet event with a technical seminar
  - IV. Total requested amount: \$845
- vii. IAS Student Branch Budget
  - I. Can ECE provide more funding for the soldering stations?
  - II. Field trip will be to a wind turbine farm or a Hydro generating station – should increase the registration cost (\$5/pp is too low)
  - III. Total requested amount: \$750, unrequested amount: \$250
- viii. Lakehead Student Branch Budget
  - I. Food for attending Section meeting will come from the Winnipeg Section’s budget
  - II. IEEEExtreme funding from Faculty is \$400, but must go through university catering
  - III. One time “slush fund” of \$1000
  - IV. Total requested amount: \$1795, unrequested amount: \$400
- ix. Life Members Budget
  - I. Need to follow up on reason for \$1000 request (IJ will contact Dave Kemp)
  - II. Total requested amount: \$1000
- x. GRSS-AESS Budget
  - I. IJ proposes supporting 2 DL talks instead of 4, reducing DL meal budget, PF agrees
  - II. The Section cannot support an award specific to the Chapter, but the Section can fund an award for Women in Engineering (~\$500) from the planned ICF Endowment Fund investment, maybe the Dean’s office or ECE could match
  - III. Total (adjusted) requested amount: \$1575
- xi. RobConIM Budget
  - I. Requesting \$125 for each of 10 technical seminars for food, amount is higher than expected
  - II. IJ will follow up with Nariman about reducing the amount, ensuring events are reported
  - III. Total requested amount: \$1250
- xii. CCI Budget
  - I. Total requested amount: \$650
- xiii. Motion: To allow IJ to make changes to the submitted budgets as discussed (overall total will be reduced), including budgets to be received (PF/Isuru) Passed

**ADJOURNED at 19:10 pm**