

IEEE Winnipeg Section Meeting Minutes – December 12, 2019

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

Attendance: Trevor Brown (TB), Chai Narendra (CN), Dean Weiten (DW), Witold Kinsner (WK), Keeley Edwards (KE), Hannah Fogel (HF), Radwa Abdalaal (RA), Jolene Kozak (JK), Ian Jeffrey (IJ), Dustin Isleifson (DI), Sean Geary (SG), Phil Ferguson (PF), Harshani Konara (HK), Phiona, Frank, Blake Podaima, +2 other members

Regrets: Stephany Thach, Jake Parr

CALLED TO ORDER at 17:30

1. Approval of the agenda (WK/DW) Carried
2. Approval of the minutes of the previous meeting (CN/PF) Carried
 - a. Fix previous minutes with Dean's report
3. Chair Report (IJ)
 - a. Will focus on ensuring reporting is done in advance of the deadline
 - b. IEEEExtreme was a success, had a local competition as well
4. Vice Chair Report (DW)
 - a. Nothing to report
5. Treasurer Report (CN)
 - a. Please include budget number/line item (from pre-approved budget form) when requesting reimbursement
 - b. If funding is approved AFTER budget form submitted, submit a budget amendment
6. Secretary Report (TB)
 - a. Kevin checked the website, there is already a link to EIC
7. IEEE Canada Past-President Update (WK)
 - a. Term as Past-President is coming to an end at the end of 2019 (served for 6 years in total)
 - b. Now Vice-President of Education for IEEE global
 - c. Winnipeg Section is very active, not often recognized – can apply for IEEE volunteer awards
 - d. Education system is outdated, was not a priority of IEEE previously
 - i. Several projects planned to improve this
 - e. Planning on expanding “McNaughton Learning Centre” program to Brazil and Mexico
 - f. Can apply for substantial funding for rockets/satellite programs
8. IEEE Canadian Foundation Report (Not in attendance)
9. Membership Development Update (VACANT)
 - a. PF - Naeimeh might be interested

10. Chapter and Affinity Group Reports
 - a. Communications (Not in attendance)
 - i. New group of volunteers in place
 - b. Computer and Computational Intelligence (IJ)
 - i. No updates
 - c. EMBS (VACANT)
 - d. PES (Not in attendance)
 - e. Waves (CN)
 - i. Dr. Nader Engheta has agreed to come to Winnipeg to give a talk
 - f. RobConIM (Not in attendance)
 - i. Held a seminar today, well attended (30 people)
 - ii. Potential collaboration between Northern Saskatchewan Section and winnipeg
 - g. GRSS-AES (DI)
 - i. Successful guest lecture, 50+ people attended, toured the campus
 - ii. PF: Do we have a central location for sharing slides?
 - I. IJ: Not currently, could maybe use Collabratec (will look into it)
 - h. YP (KE)
 - i. Held a meeting last week
 - ii. Planning a networking event with UMIEEEE, possibly at a brewery (will advertise within IAS, RRC, UMIEEEE)
 - I. Need to think about how to attract industry members
 - II. Likely early next year
 - iii. Arduino workshop early next year
 - I. Could provide the opportunity for attendees to purchase the hardware after the workshop
 - iv. Fiona: Looking to host seminars on AWS, Azure, needs a group to help host
 - v. WK will look into discounts for hardware
 - i. Life Members (Not in attendance)
 - j. WIE (HK)
 - i. Held an Arduino workshop (high school students)
 - I. 18 attendees
 - ii. IJ: Would there be interest in a "level 2" workshop a few weeks after?
 - I. HF: Yes, probably
 - II. Could charge the teachers if they want to keep the hardware
 - iii. PF: Any contacts at Elementary Schools? Hosting a naming contest for a satellite for elementary students and having trouble reaching students.
 - I. Radwa: Manitoba Teachers Society has a website with contacts
 - II. WK: Could try advertising through WISE
 - iv. Volunteering appreciation event on Dec. 18
 - v. HK stepping down as Chair, HF will be new Chair
 - k. TISP (WK)
 - i. Verna Kirkness Discovery Week for indigenous students
 - I. 4 students 10 years ago, now up to 144 students, 60 people helping out
 - II. Next year's event will happen at the end of May, expecting 160 participants
 - ii. Amateur HAM Radio course coming up in January (by WK)
 - I. Can get a lifetime license by passing the exam in the course
 - l. Newsletter (VACANT)
 - m. Webmaster (Not in attendance)

11. Reports from student branch chairs

- a. University of Manitoba (JK)
 - i. Endowment application accepted
 - ii. McNaughton Learning Centre upgrade – SA, computer (see item in new business)
 - I. Workshop planned for Feb.
 - II. Networking event planned with YP
 - iii. IJ: Reach out to other student branches about joining Collabratec
- b. Lakehead University (Jake Parr sent regrets)
 - i. No updates
- c. Assiniboine College (Not in attendance)
- d. Red River College (Stephany Thach sent regrets)
- e. IAS Student Branch (RA)
 - i. PCB design workshop in November
 - I. Very high demand, sold out in 2 hours, increased registration in response to demand
 - II. Planning on breaking workshop into multiple parts
 - ii. End of year party at the HUB, event is on vTools
 - I. \$5 admission fee
 - iii. IJ: We don't have a PCB course, could fill this gap with multiple workshops
 - I. Could require IEEE student membership instead of an admission fee
 - II. Could offer course to industry personnel as a "continuing education" course, provide certificates
 - III. Charge industry participants more to cover costs
 - iv. PF: Trying to arrange a talk from Magellan employees on space flight standards (soldering, PCB, etc.)
 - I. Welcome to opening this to IEEE members
 - II. IJ: Create a vTools event, hosted by GRSS-AESS
 - v. PES will be joining the branch, in approval process, RA will follow up

12. New business

- a. Student member sponsorship for volunteers
 - i. Some students may not be able to afford the membership cost, would like to incentivize
 - ii. Can we subsidize membership costs for 1 student executive volunteer per Chapter/Section/Group
 - iii. PF: Would Faculty members support student membership?
 - I. IJ: If we can show value, we can ask faculty to cover costs
 - II. PF already pays for memberships due to IEEE conference registration
 - iv. WK: We cannot pay for all student members, but supporting a limited number of **involved** individuals is possible
 - v. IJ: We could frame this as an "award"
 - vi. Action: IJ make a proposal with a detailed plan
- b. 2020 AGM
 - i. Planning to move AGM to April 2020
 - ii. WK might conflict with IEEE Canada board meeting
- c. ANTEM 2021 Conference Support (DI)
 - i. Conference on Antennas and Electromagnetics, started in Winnipeg
 - ii. Requesting support for financial sponsorship and volunteer support to host the conference in Winnipeg in 2021
 - iii. Oral presentations, poster sessions, distinguished lectures

- iv. Papers will be published in IEEEExplore
 - v. Typically attracts around 200 participants
 - vi. ANTEM has recently become an IEEE Conference
 - vii. Strong EM presence in Winnipeg, can showcase our research and labs
 - viii. Need 12-18 months to plan (looking at May or June 2021)
 - I. IEEE APS is being held in Singapore in 2021, opportunity to be an attractive North American conference alternative for that summer
 - ix. DI has 10+ years of conference organization/administrative experience
 - I. ANTEM, ANOF 2018, IEEE APS, International Glaciological Symposium
 - x. Many professors are willing to help organize
 - xi. Requesting financial seed funds of \$20,000, will leverage funding with IEEE Canada
 - I. Initial capital + proportion of conference profits will be returned (losses/profits will be distributed proportionally)
 - xii. WK: Supports proposal, will be associated with URSI as well
 - I. CONAC will vet specifics
 - II. ANTEM has never lost money
 - xiii. DI: Would like to see many Chapters/Groups involved with the conference (student volunteers)
 - xiv. Motion: To support ANTEM 2021 with \$20,000 seed funding (KE/PF) Passed Unanimously
- d. Sean Geary funding request for UMIEEE hardware
- i. UMIEEE wants to purchase a new computer for MLC (high-end desktop)
 - ii. IJ: What will it be used for?
 - I. Students can use it to learn and use CAD tools
 - II. UMSAE will provide a license for SolidWorks
 - III. Capstone teams (and other students) can learn and try high-performance computing
 - IV. IJ: Mount-First Ng will help decide on an appropriate machine
 - a. Two separate machines is preferred to dual-booting
 - iii. Already secured \$4,000 from Endowment fund
 - iv. Applied to ICF for \$1,500
 - v. WK: Could publish an article on IEEE Canadian Review to share ideas with other branches
 - I. WK: Some new products from Intel might be of interest
 - II. WK: Need to keep accurate inventory of equipment of MLC
 - vi. Motion: To provide the UMIEEE MLC with \$2,000 towards the purchase of a one or more desktops, provided documentation be created (DW/KE) Passed unanimously
 - vii. Action item: Make a template for proposals

ADJOURNED (DI) at 19:04 pm