

## IEEE Winnipeg Section Meeting Minutes – January 16, 2020

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

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**Attendance:** Trevor Brown (TB), Chai Narendra (CN), Dean Weiten (DW), Keeley Edwards (KE), Adam Brown (AB), Hannah Fogel (HF), Jackson Kirby (JK), Ian Jeffrey (IJ), Phil Ferguson (PF), Ziqi Liu (ZL), Sara Mantach (SM), Blake Podaima, Shabab Iqbal

**Regrets:** Jake Parr

### CALLED TO ORDER at 17:30

1. Approval of the agenda (PF/KE) Carried
2. Approval of the minutes of the previous meeting (CN/PF) Carried
3. Chair Report (IJ)
  - a. Preparing the IEEE Canada board meeting report (due Jan. 17)
    - i. Let IJ know of any successes or challenges after the meeting
    - ii. Dean Weiten will be attending the board meeting at the end of Feb.
    - iii. We could possibly send a second delegate if someone is interested
  - b. We will have to find nominees for Treasurer, Secretary, and Vice-Chair for the next year
  - c. IJ will approve MOU for conference that we are financially supporting (2022 IEEE International Conference on Wireless for Space and Extreme Environments)
4. Vice Chair Report (DW)
  - a. DW will be attending the IEEE Canada spring board meeting in Mississauga
5. Treasurer Report (CN)
  - a. Reported awards given out in 2019, Nuwan helped with the process
  - b. Financial reporting due by Feb. 21 for 10% rebate bonus
    - i. L31 reports will be due in advance of the deadline
  - c. Has a meeting to move funds from TD to concentration banking
    - i. A portion of funds will be moved to ICF Endowment Fund after (up to \$40k approved at a previous meeting)
6. Secretary Report (TB)
  - a. No updates
7. IEEE Vice-President of Education Update (Not in attendance)
8. IEEE Canadian Foundation Report (Not in attendance)
9. Membership Development Update (VACANT)
10. Chapter and Affinity Group Reports
  - a. Communications (Not in attendance)
  - b. Computer and Computational Intelligence (IJ)
    - i. Will submit L31 forms for past events

- c. EMBS (VACANT)
  - d. PES (Not in attendance)
  - e. Waves (CN)
    - i. Nothing to report
  - f. RobConIM (Not in attendance)
  - g. GRSS-AES (PF)
    - i. Nothing to report
  - h. YP (KE)
    - i. Planning an Arduino workshop for Feb. 1, registration will be open soon
    - ii. Will help out with WIE P.Eng. event
    - iii. Currently holding elections, KE will no longer be an executive member but will remain involved
  - i. Life Members (Not in attendance)
  - j. WIE (HF)
    - i. Planning a “How to become a P.Eng.” information session, still waiting to hear back from EGM
    - ii. Planning an industry networking event (likely March)
      - I. Asking MB Hydro for sponsorship
      - II. Food, speakers, etc.
  - k. TISP (Not in attendance)
  - l. Newsletter (VACANT)
  - m. Webmaster (Not in attendance)
11. Reports from student branch chairs
- a. University of Manitoba (Not in attendance)
    - i. Sean Geary submitted a formal proposal for the funding request from the Dec. 12 meeting for \$2000 to purchase MLC computer hardware
      - I. They did receive \$4000 from UofM Endowment Fund and \$1500 from ICF
      - II. Action: IJ and TB need to discuss file storage/sharing for internal IEEE documents
  - b. Lakehead University (Jake Parr sent regrets)
    - i. No updates
  - c. Assiniboine College (Not in attendance)
  - d. Red River College (JK)
    - i. Hosting an information session, RRC sponsoring
    - ii. Few planned workshops, study sessions
    - iii. Brewery tour for instrumentation students
    - iv. Trying to find new volunteers (Stephany and Jackson will continue, other members graduating)
    - v. TB and/or IJ will help with vTools access
    - vi. IJ and CN will discuss budget timing (how often budget forms should be submitted, carryover, etc.)
  - e. IAS Student Branch (SM)
    - i. Joint IAS-PES student branch has been approved
    - ii. TB will update agenda and send to Kevin (officers and branch title)
12. New business
- a. 2020 AGM Planning
    - i. Would like to move the AGM to April
      - I. Pros: better weather, easier for members to travel to

- a. Better timing, old executives can finish reporting for previous year
  - b. New executives can learn the ropes before doing reporting the next year
  - c. Better timing considering the academic year finishes in mid April (even for other groups)
- II. Cons:
  - a. The board meeting offers training for new volunteers
  - b. IEEE membership renewals follow the calendar year
  - c. KE: December works better for YP
- ii. Do elections have to coincide with the AGM? Can we vote electronically instead?
- iii. Motion: Grant the IEEE Winnipeg executive committee the authority to hold AGM at a different time (likely April) at their discretion (KE/PF) Passed unanimously
  - I. Will look at venue options (potentially the Rec Room, or TCB)

**ADJOURNED (HF) at 18:13 pm**