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IEEE Montréal Meeting Minutes

Activity:	ExCom Meeting #2
Date:	May.08.2013 (Wed.)
Time:	6:30pm – 9:00pm
Location:	Concordia U., EV Bldg., Room No. EV002.184
Attendance (8):	Roni, Abas, Kaveh, Amir, Anader, Ke, Laurent, Eric.
Approval of Last Minutes:	Last "ExCom Meeting Minutes" for Jan.16.2013 were approved. A minor clarification to the $25K investment with ICF should be made as follows: $22K (endowment) + $3K (fees).
Approval of Current Agenda:	1) New Audit Committee 2) New Chair Appointments 3) Vacant Positions 4) Various Membership Initiatives 5) AGM 2013 6) Upcoming "Board Meeting #2" 7) IEEE MTL Speaker's Gift 8) Section Announcements 9) Other Business

1) New Audit Committee:

-ExCom asked "Eric Holdrinet" to Chair the Audit Committee.

-Eric will report and sit on ExCom/Board Meetings.

-Laurent will be a member of the audit committee.

-The audit committee will oversee: the finances, decisions and election procedures of the IEEE MTL Section.

-The Minutes of ExCom/Board Meetings will be sent to Eric by the end of Feb.2013. (Archive of 2013 minutes: http://drmoe.org/research.htm#ieee_excom)

-In the meantime, Eric will attempt to prepare some procedures for the audit committee, and will report it to the upcoming Board Meeting #2.

2) New Chair Appointments:

-Eric noted that new appointments to chapter chairs must be conducted my election from members of the technical committee.

-Eric added that other appointments, such as professional development chair, can be decided by ExCom.

-Roni said that voting can actually be applied using "vTools".

-The current new appointments are as follows:

- VTC Chapter Chair: New faculty member at McGill U., "Haibo Zeng" was appointed for this post.

- Professional Development Chair: "Wahab Hamou-Lhadj" from Concordia U. was appointed for this post.

3) Vacant Positions:

-Membership Development Chair:

- Roni explained the duties of this post.

- Ke noted that "membership development" could be coupled with "professional development".

- Anader added that we need an active member to take this position, and suggestions could be obtained by asking the board.

-<u>TISP, GOLD, Student Coordinator</u>:

- o These positions are also vacant.

- o Ke noted that "IEEE GOLD" should be a good fit for a new faculty member.

- o Kaveh recommended advertising these vacancies online.

- o Amir remarked the need to approach some members that might be interested in leading these positions.

- o Roni said we could perhaps prepare a call for volunteers.

- o Anader added that the past chair should be the person to oversee the nomination committee for these positions.

4) Various Membership Initiatives:

-<u>IEEE Senior Members</u>:

- o Roni said that he contacted around 100 members encouraging them to apply for senior membership.

- o Eric added that the "membership development chair" can actually be the person to contact members regarding this matter.

-<u>IEEE Fellows</u>:

- o Roni mentioned that so far we have 52 Fellows, which is a high percentage in Canada.

- o Ke added that interested members for this grade should contact the section. Then, the section can introduce them to a local fellow related to their technical society. And that fellow can eventually nominate the interested member.

- o Roni suggested the creation of a new IEEE Fellow committee, where its members are all composed of "IEEE Fellows" (such as: "Ke Wu").

- New IEEE Members:

  o Roni noted that so far we have approximately 200 undergraduate students, and 500 graduate students.

  o He added that around August graduating students will ultimately rise to the "member grade".

  o Roni suggested that we could perhaps crate a "welcome party" for these new members.

  o Ke noted that during such an event we should invite industrial partners, and eventually prepare an IEEE job fair.

  o Amir remarked that the "professional development chair" should take the lead on such an event.

5) AGM 2013:

- Amir said that he will try to invite "Ibrahim Gedeon" (Telus CTO).

- Ke notated that we should ask the opinion of chapter chairs regarding the date of the AGM.

- As for the attendance cost, Roni suggested the following scheme:

  o "Low-Cost" for a member with a guest.

  o "High-Cost" for a non-member.

- Ke remarked that ultimately, we must have a very nice program, and must appropriately advertise this event.

- Roni asked Abas to make a list of all likely locations for the AGM.

6) Upcoming "Board Meeting #2":

- The upcoming Board Meeting #2 is scheduled for May.15.2013.

- Roni noted that Kaveh should report the budget of the year to Board Members.

- Anader added that we should also ask for volunteers regarding the AGM.

7) IEEE MTL Speaker's Gift:

-Roni said that we need to have a standard gift for all speakers.

-Ke noted that the value of each gift should be around $20.

-Roni replied that last year we had roughly 100 speakers, therefore a budget of $2K for these gifts will be needed.

-No decision was taken; more on this topic will be decided later on.

8) Section Announcements:

-Roni said that we need to sit with the webmaster and create a systematic procedure for broadcasting announcements of upcoming events sponsored by our section to IEEE members.

-More on this will be discussed in future meetings.

9) Other Business:

-Candidate for IEEE President: "Tariq Durrani" will be visiting from Scotland/UK on May.31.2013, and will give a talk on IEEE and its future.

Adjournment at 9:00pm