

IEEE Montréal Meeting Minutes

<u>Activity:</u>	Board Meeting #1
<u>Date:</u>	Feb.20.2013 (Wed.)
<u>Time:</u>	6:30pm – 9:00pm
<u>Location:</u>	Concordia U., EV Bldg., Room No. EV002.184
<u>Attendance (16):</u>	Roni, Abas, Kaveh, Mouhamed, Amir, Kian, Anader, Frank, Amy, Malika, Walid, Akhileshwar, Fabrice, Raphael, Lambert, Mojtaba.
<u>Approval of Last Minutes:</u>	Last "Board Meeting Minutes" prepared by Kian were approved.
<u>Approval of Current Agenda:</u>	<ol style="list-style-type: none"> 1) Section Logo 2) New IEEE MTL Endowed Award (IMSAM) 3) IEEE MTL AGM/Banquet 2013 4) Website/Newsletter 5) Announcements for Talks (enotice, listserve, ...) 6) Distinguished Lecturers' Program (DLP) Tours 7) Progress Reports for 2013 – Plans/Announcements 8) Scheduling next Board Meeting 9) Other Topics

1) Section Logo:

- The logo has to be adjusted to be compliant with IEEE regulations.
- Roni, Amir, and Fabrice suggested that we keep it simple, and thus only need to add the "diamond" to make it compliant.

2) New IEEE MTL Endowment Award (IMSAM):

-The main idea of the IMSAM award was summarized by Anader (more on it is available in the ExCom minutes of Jan.16.2013).

-In general, the process is as follows:

- 1) Decide on the format/logistics for the medal/plaque.
- 2) Prepare a call for nomination.
- 3) Set the rules/criteria for the selection process.

-Roni noted that this award is in fact possible due to the surplus from CCECE'12 because of Amir's management.

-Fabrice asked if it is a service award. Roni noted that it could be a service award, but more precisely it is an "achievement award".

-Abas added that it is important to have "Montreal" engraved on the medal so as to emphasize its purpose and origin.

-It was also asked if the award should be registered by IEEE. Amir replied that this process is managed by ICF, and so they will notify us accordingly.

3) IEEE MTL AGM/Banquet 2013:

-Abas will organize the AGM this year.

-Fabrice suggested that the high-profile keynote speaker at the AGM could in fact be the IMSAM award winner.

-Amir suggested that we should consult with "Tourism Montreal" in order to have their presence at the event, and their financial support.

-Roni asked members to send Abas their feedback from past AGM events.

-Abas, added that he definitively will need all the support he can get from Kaveh and Kian due to their past experience in organizing this event.

4) Website/Newsletter:

-Kian said that each chapter can have their own website requiring a specific username/password.

-He also said that he will eventually create a technical kit for: L31, and for creating websites.

-Amir added that we could ask someone from IEEE HQ to offer a training session to section chapters about: vtools, L31, websites, conferences, etc.

-Meanwhile, Roni asked if I would be willing to oversee the editorial of IEEE MTL Newsletter. The newsletter is expected to be published twice a year.

-I then orally invited all technical chapters, affinity groups, and students branches to provide me information about their events in 2013 so that I include it in the newsletter. More elaboration on this will be given later on.

5) Announcements for Talks:

-Advertisement of events should be emailed to Kian, so that he can add it to the web-calendar.

-Also, Kian noted that there are in general two methods to email technical advertisements:

Method#1: "e-notice": This approach is governed by IEEE HQ and it takes up to 5 business days to process. In general, this is the best choice for announcements.

Method#2: "listserv": Will immediately send an email to all, but the mailing list is not necessarily up to date.

-Roni added that we should attempt to advertise technical talks via a limited number of emails so as to avoid overwhelming members.

6) Distinguished Lecturers Program (DLP) Tours:

- Each society has its own rules regarding DLP talks.
- Societies usually pay the airfare of DLP tours.
- In the meantime, ExCom supported the AES Chapter lead by Luis Rodrigues by \$500 for a DLP speaker in April. (the request was made by email before this meeting)

7) Progress Report for 2013 – Plans/Announcements:

ComSoc Chapter (Anader):

- IEEE MTL ComSoc Chapter was selected by IEEE Global as the best chapter in North America. As a result, Anader and Manijeh were invited to GLOBECOM 2012 in Anaheim, CA where they were presented the distinguished recognition by a plaque.
- Over the past year they organized 15 technical talks. They also had 3~4 DLP tours with other sections in Quebec, Ottawa, and Kingston. Some of the talks were in collaboration with additional chapters, such as Control.
- For this year, they have several talks scheduled.
- Anader is interested in opening a bank account for the ComSoc chapter.

Signal Processing Chapter (Fabrice):

- Last year they had 3 DLP talks with chapters in Quebec and Ottawa.
- This year they have other technical talks scheduled.
- At this moment, they are not asking for any funding from IEEE MTL ExCom.

Antenna/Microwave Chapter (Abas):

- Last year they had 6 DLP tours; and 2 technical talks.
- On Jan.30, they already had 2 talks by a scholar from Kingston.

EM Chapter (Amy):

- Last year they had 3 talks from MTT symposium.
- This year they have 3 planned talks; and are also organizing a workshop at Poly.
- The chapter has already opened a bank account. For the budget, they generally need \$500 to organize the talks.

Eng. Biology Chapter (Kian):

- They have an event planned for May.23. There will be 3 talks from Harvard, UPenn, and Seattle U. Overall, they need \$1.5k for this event.
- As a result, Kian asked ExCom for a financial support of \$500; and ExCom unanimously approved the request. The EMBS society will double this support (i.e. they will get \$1,000). In total, they will achieve the desired amount of \$1.5k.
- They also have another event schedule for Sep.13.

Robotics Chapter (Malika):

- They had 2 DL talks.
- They also got a bid for a robotics conference in 2019.
- Amir congratulated Malika for her great work in the RA chapter.
- Due to their active work, Roni encouraged the Chair to see if they can perhaps be recognized by a distinguished award similar to the one obtained by the ComSoc Chapter.

Control Chapter (Walid):

- Walid is attending the board meeting for the first time.
- He and his colleagues will eventually try to plan events for this chapter,

Technology Management Council (Raphael):

- In general, each chapter is asked to do 2 activities per year; however, last year they had no events.
- This year, Raphael will attempt to activate the chapter.
- He has plans for a technical talk from Bell Canada.

Concordia Student Branch (Lambert):

- In the past year, they organized various social events and competitions.
- Last year they went to our sister-section in Boston, which was sponsored by ECA (Concordia's Engineering & Computer Science Association). They also visited MIT, Harvard, Boston U., and some companies.
- This year, they have another Boston trip planned (4-days/3-nights) specifically aimed for undergraduate students. Up to 52 students are expected to participate.

McGill Student Branch (Mojtaba):

- McGill is the largest student branch in Canada.
- They applied for ICF grant, and they eventually got it.
- In Feb. they had a 2-day trip to Ottawa.
- In Mar. they will visit Ericsson.
- In Apr. they will have election for a new IEEE student committee.
- In May. they plan a trip to NY and visit: Princeton, Colombia, Bell Labs, and the UN. The budget for this trip will be \$12,000.

Life Members Affinity Group (Frank):

- Amir and Anader thank Frank for providing a valuable history of IEEE at CCECE'12.

-IEEE Canada is organizing a LM tour, and these members will be coming to Montreal.

-Also, Frank will participate in the organization of a luncheon with local LF members.

8) Scheduling next Board Meeting:

-Roni suggested that our next board meeting be scheduled for April.17.2013 at 6:30pm.

9) Other Topics:

-Anand was not present, but he emailed Roni and me about his request to step-down as Chair of IEEE GOLD. His resignation was accepted, and a new chair is in the search process.

Adjournment at 9:00pm