

# IEEE Montréal Meeting Minutes

<b><u>Activity:</u></b>	ExCom Meeting #1
<b><u>Date:</u></b>	Jan.16.2013 (Wed.)
<b><u>Time:</u></b>	6:30pm – 8:55pm
<b><u>Location:</u></b>	McGill U., McConnell Eng. Bldg., Room#603
<b><u>Attendance (8):</u></b>	Roni, Abas, Kaveh, Mouhamed, Anader, Ke, Manijeh, Salam.
<b><u>Approval of Last Minutes:</u></b>	Last minutes prepared by Kian were very thorough; some of committee members did not have the time to read it because it was sent on Jan.16.2013; but overall it was approved.
<b><u>Approval of Current Agenda:</u></b>	<ol style="list-style-type: none"> <li>1) Creating an IEEE MTL Endowed Award</li> <li>2) Identifying Priorities for 2013</li> <li>3) Budget for 2013</li> <li>4) Annual Reporting for 2012</li> <li>5) Setup the Upcoming Board Meeting</li> </ol>

## **1) Creating an IEEE MTL Endowed Award:** (lead by Anader)

-The new high profile award was agreed to be called "IEEE Montreal Section Achievement Medal (IMSAM)".

-Roni suggested that the criteria for selecting the candidate to the award can in part be based on the IEEE McNaughton Award. Ke added that the nomination process set by the FQRNT could also be used as another interesting model for replication.

-But in general, the winner must be an IEEE member and must have a connection to the city of Montréal, but may not necessarily be living in it. Also, the winner could be from industry or academia, and must be ready to attend the AGM event in November (travel allowance not included, except a 1-night hotel).

-The IMSAM award will be composed of a high quality engraved medal and a certificate or plaque, both containing the name of the distinguished winner. The cost to produce this award is estimated to be in the range of \$1K.

-The IEEE MTL ExCom unanimously voted to invest approximately \$25K of endowment with IEEE Canadian Foundation (ICF).

-From this investment, the obtained gain (ROI=5%) can be used to fund the necessary cost of the IMSAM award every year from now onward (i.e. a gain of \$1,250.00/year)

-Roni asked Kaveh if it is possible to write a bank cheque to the ICF by the end of February 2013; and Kaveh said that it is indeed possible.

-Anader will communicate with ICF's Bob Alden to inform them of our serious interest to create this award so that we can officially formulate the criteria and a call to this award by the end of February.2013.

## **2) Identifying Priorities for 2013:**

### IEEE MTL Logo:

-As noted by Manijeh, the logo has to be redone so that it is conform to the standard set by IEEE. It was recommended that later on, a call for a competition may be set in place to invite new ideas for the logo from IEEE MTL members.

### IEEE MTL Website:

-As noted by Abas and others that IEEE MTL website requires major improvement.

-Manijeh noted that in the past Tan Nguyen was helpful during the development of the website, and although he is no longer the webmaster,

we should consult him for support. It was also remarked that Kian has agreed to currently maintain the website.

-Roni asked that I email Nazih and ask him to provide the Login/Password to both Kian and Tan so that they can start their webmaster activity.

#### Social Events:

-Given that AGM is the only main event organized by IEEE MTL, it was suggested by Ke to create other non-technical but general interest social events; perhaps twice a year, in the winter and fall seasons. The idea was welcomed by all, but more on it will be discussed later on.

#### Other Ideas:

-Encourage members to become Senior Members (SM), where the IEEE MTL Section can nominate them to this grade. (FYI: only 10% of MTL members are SM)

-Strengthen collaboration of local Industries with IEEE MTL.

-Ensure outreach to the next generation: TISP, undergrad, grad, etc.

### **3) Budget for 2013:**

-Kaveh said that the RBC account will be closed, and only the CB account will remain active.

-Based on Roni and Kaveh's inputs, it was recommended that each IEEE MTL Chapter should create an account for itself so that the management of the usage per chapter become less complicated and more effective.

-It was also decided that Roni and Kaveh will at a later time meet together to go over the details of the upcoming budget for 2013.

### **4) Annual Reporting for 2012: (L31 Meeting Report)**

-Although Laurent was absent at this meeting he sent via email a first draft of the report on Jan.16.2013 to IEEE MTL Leadership.

-As noted by Roni some Chapter or Affinity groups had “zero meetings” in 2012 (e.g. GOLD, VT, etc). This requires major amelioration for 2013.

### **5) Setup the Upcoming Board Meeting:**

-The first Board meeting for 2013 was set for Feb.06.2013 from 6:30 to 8:30pm at Concordia’s EV Bldg.

-Roni asked if I could communicate with Amir to see if he could reserve the 2<sup>nd</sup> floor room of the EV Bldg for approximately 30 attendees.

-Roni also asked that I email Board Members and notify them about this gathering.

### **Other Topics/Suggestions:**

-Ke raised the idea that for future ExCom meetings, it may be practical due to mobility to take advantage of conference calls. But, Roni suggested that face-to-face interactions remain important at least every 2-months or so.

-It was also recommended to ask Guy Olivier if he is interested to join ExCom.

**Adjournment at 8:55pm**