

IEEE Montréal Meeting Minutes

<u>Activity:</u>	ExCom Meeting #3
<u>Date:</u>	Jul.18.2013 (Thu.)
<u>Time:</u>	6:30pm – 10:00pm
<u>Location:</u>	Concordia U., EV Bldg., Room No. EV005.251
<u>Attendance (10):</u>	Roni, Abas, Kaveh, Mouhamed, Amir, Anader, Ke, Kian, Laurent, Nazih.
<u>Approval of Last Minutes:</u>	I was absent last ExCom meeting held on May.08.2013, and so the minutes were recorded by Abas. He did provide me a rough handwritten version of the minutes; however, they are still not converted to a formal PDF document.
<u>Approval of Current Agenda:</u>	<p>1) Chair's Comments</p> <p>2) Kian's Conference Proposal: http://www.bmed.mcgill.ca/bmess/symposium13</p> <p>3) AVIC 2013 Conference: http://avic2013.org</p> <p>4) AGM Location and Other Preparation</p> <p>5) Awards Committee</p> <p>6) Other Topics added to Agenda:</p> <ul style="list-style-type: none"> ○ <u>Ke</u>: Tourism Montreal on ICUWB Conference ○ <u>Amir</u>: French Translator for IEEE Canada ○ <u>Laurent</u>: Lifetime Members Visit to MTL <p>7) Schedule Next ExCom/Board Meetings</p>

1) Chair's Comments: (Roni)

-Roni and others present at this meeting welcomed Nazih, who is currently visiting us from Al Ain, UAE. Then, Roni on behalf of IEEE MTL Section thanked Nazih for his service and dedication to our section during previous years. Nazih was appreciative of the comments. He in turn informed us about some of the IEEE initiatives in UAE, such as the creation of new student branches and various technical chapters.

-Then, Roni noted that ExCom should attempt to meet more frequently in order to better manage the many activities of our MTL section.

-Roni also added that we are currently running a SM drive. 12 individuals have already applied, and others have expressed their interest. In total, we expect somewhere between 30 to 35 new SMs in 2013.

2) Kian's Conference Proposal: (Kian)

-Kian provided a primer about the "BioMedical Engineering Symposium". He noted that back in 2011 they had 3 local speakers; 29 abstracts; and in total the event attracted 106 attendees from students and faculty. The objective in 2013 is to make this event bigger and better.

-So far, they have 64 abstracts, and they expect more than 120 attendees. Amir indicated that the event seems successful because the number of abstracts has doubled.

-This year, they will have 4 keynote speakers from: MIT, Harvard, Cornell, and U. of Toronto.

-In a previous email communiqué with Kian, the EMBS Chapter of IEEE MTL requested a sponsorship of \$1K, which was approved by ExCom.

-At this point, they have obtained the following financial support:

- IEEE MTL: \$1,000.
- IEEE EMBS: \$1,000.
- IEEE Canadian Foundation: \$500.
- Globvision (industry): \$1,000.

- McGill Biomedical Engineering Department: \$1,000.
- McGill U.: \$1,000.

-Roni recommended that perhaps student branches could get involved in this event. Also for greater participation, it would be good to contact McGill's Engineering Faculty, Biomedical Engineering Department, and ReSMiQ members such as Mohamad Sawan (Poly), and Mounir Boukadoum (UQAM).

-Meanwhile, Kian had an inquiry about the L31 report. Amir and Anader replied that each invited keynote speaker should have a separate L31 form.

-Anader remarked that if the momentum of this event continues to evolved, it may eventually change from a seminar to an actual conference.

-Amir said that because the IEEE EMBS MTL Chapter is very active, it could perhaps be nominated for a service award at the IEEE HQ Level; i.e. similar to the prestigious "ComSoc Chapter of the Year Award" that Anader received in 2012 during GLOBECOM:<http://ewh.ieee.org/r7/montreal/chapters/COM/photo.html>

3) AVIC 2013 Conference: (Roni)

-Roni is the General Chair of the AVIC'13 International Conference that will be held during Oct.16-18 of relevance to Analog VLSI research.

-From past experiences, the minimum number of participants to this event is roughly 50 attendees. Therefore, the overall budget is estimated to be \$25K; where this 3-day event will cover coffee breaks, luncheon, and a banquet.

-Roni is asking for a seed of \$1K, where IEEE MTL will get the surplus. Roni is also expected to ask for financial support from ECE McGill and ReSMiQ.

-For registration, Roni is interested to use the vtools, and so he has asked Nazih to assist him with this application.

4) AGM Location and Other Preparation: (Abas)

-The date of the AGM has been fixed for Saturday Nov.30.2013 as per the doodle poll available here: <http://www.doodle.com/u5f6mbr8einecnah>

-This year, we aim to start an hour earlier. And so, it is proposed to have the AGM/Banquet from 5pm to 9pm so as to overcome transportation issues hindered due to weather.

-In general, we expect to have on average between 85 to 100 attendees. Therefore, the price for the event must be reasonable so that more members could come. We should also encourage their spouses/guests to attend so that it becomes an interesting social event for technical and nontechnical attendees. The price per person will typically be \$85 but more on it will be decided later on.

-Abas obtained a list of the best hotels in MTL and its surroundings. Interestingly, the most costly location per plate is at Chateau Vaudreuil.

-It was also remarked that we should attempt to have as many sponsors as possible so as to trim down the attendance cost. Likely sponsors are universities, local industries, and Tourism Montreal. In fact, last year Tourism Montreal offered a support of \$1.5K for beverages.

-Soon after this discussion, Ke noted that we must not only aim for the most glamorous location, but also one that is affordable so that other benefits could become possible; say giving noteworthy gifts to members. Therefore, a cost/benefit approach must be set in place for the AGM. Ke also added that the location for the AGM need not be a hotel, but could be an MTL landmark, such as: Jardin Botanique, The Biosphere, Historical Museums, and interesting locations of the like.

-Due to Ke's recommendations, it was then decided by ExCom to focus our attention on the "Biosphere" as a likely site for the AGM.

-Amir also noted that the annual awards gala of the Engineering Institute of Canada (EIC) held earlier this year was professionally organized. And so, for our AGM we should perhaps attempt to replicate some of their managerial style and procedures.

5) Awards Committee: (Anader)

-Anader gave an overview of the IMSAM award. (more on it has been extensively explained in previous minutes available here: http://drmoe.org/research.htm#ieee_excom)

-In brief, a \$22K endowment with IEEE Canadian Foundation (ICF) has been set in place with an ROI of 5% (i.e. gain \$1,100/year).

-I asked if the award winner will be the keynote of the AGM? The answer was no, but the winner will have the opportunity to give a short 5min talk during the AGM.

-Anader then shared with ExCom a hardcopy of the IMSAM application form. A French version will also be prepared soon. Once edited and ready, Kian will upload the forms to our IEEE MTL website, and several announcements will be email to members in order to grab their attention and entice applicants.

6) Other Topics added to Agenda:

-Ke: Tourism Montreal on ICUWB Conference

- Ke said that Tourism Montreal contacted him for bidding to host this flagship conference, which is expected to come to North America in 2015. Link: <http://www.nari.ee.ethz.ch/~icuwB/upcomingconf.html>
- In general this conference is relevant for ComSoc (communications) and MTT (antenna) Societies researching the UWB technology.
- Ke was informed that the bid application would end in Jul.2013.
- After some discussion, it was suggested that perhaps Abdel-Razik Sebak (Concordia) could be approached to see if he is interested to take the lead on this.

-Amir: French Translator for IEEE Canada

- Amir expressed the need for finding a proficient French editor for the next couple of years in order to translate the various documents and events of IEEE Canada.
- It was remarked that because the position is pro bono it may be difficult to find good candidates.
- Nonetheless, some suggestions were given, but no specific individual was considered to take the position. More on this topic will be discussed later on.

-Laurent: Lifetime Members visit to MTL

- During our 2nd Board Meeting held on May.15.2013 Frank Corbett and Lorne Keyes notified us that LMs will be congregating to MTL on Aug.29.2013.
- At that point, it was agreed to allocate \$2K for an evening meal as a gesture of hospitality from IEEE MTL to cover the expenses of 30 or so attendees.
- Amir added that a “welcome letter” should be prepared by IEEE MTL Chair (i.e. Roni), and a delegate should read it at the start of this event. Laurent has agreed to be the representative of IEEE MTL, and therefore he will be present the entire day as the participants visit the city.
- Laurent has also organized a visit to his work site IREQ (l’Institut de recherche d’Hydro-Québec) set in the afternoon before the dinner.
- There was also a discussion of trying to prepare a general easy to carry gift (\$10~20/item) that contains the logo of IEEE MTL to these LMs. However, no definitive decision on this has been made.

7) Schedule Next ExCom/Board Meetings:

-The 3rd Board Meeting is set for Sep.11.2013.

-The 4th ExCom Meeting is scheduled for Aug.02.2013. Action items regarding AGM (site/keynote) are as follows:

- Ke: Get information regarding “Montreal Biosphere” site.
- Anader: Contact Farhad Aghili (Canadian Space Agency) about getting in touch with “Chris Hadfield” or “Julie Payette” (Canadian Astronauts).
- Amir: Contact “Ibrahim Gedeon” (Telus CTO).
- Ke or Roni: Contact Geza Joos (McGill) about getting in touch with “Lorne Trottier” (philanthropist and founder of Matrox).

Adjournment at 10:00pm