

IEEE Meeting Minutes - 15 Feb 2012  
EME 1252

Members in attendance:

Naomi, Emily, Jonathan, André, Brandon, Devyn, Mitch Westlake

Status Updates:

0. Acknowledgement of activities.

**We should be proud of our accomplishments! We do a lot of work and reach a lot of people with our effort.**

1. Regarding Treasurer: **We will enlist Jon to do our accounting and help find someone for the next year, and he will become a signatory on the accounts. Devyn doesn't have to bother with getting signing authority right now and neither does Andre. The bank was called, we are awaiting a reply to make an appointment.**

2. MARS recap: **The event was a success although there was no star-gazing due to weather. About 25 people attended. Car-pooling worked well. Alternate activities were well planned which saved the event (skating, tubing, etc).**

Actions remaining to do:

a. Create a checklist for future events (I/P).

**Naomi has prepared a checklist to fabricate an event such as the big white event in the future. Naomi and Brandon will boil the list down for better clarity and detail where required.**

**Hojat (sp?) and omar (from the first event) have both expressed interest in helping with MARS event planning and general involvement. Naomi, will contact them today and thank them for involvement and notify them of our plans for the next event(s). Naomi will not be able to plan many more events this semester so these contacts are important.**

b. Send follow up letter and add emails into MARS mailing list.

**Naomi will send the followup emails thanking people for their involvement at big white and asking them if they are interested in the DRAO tour, state our speculative dates?**

**DRAO Tour!!**

**Brandon will talk to Tim and see if he's willing to do a tour next week. It is short notice, but worth trying for. Attend today's astronomy seminar to talk to Sean about giving a tour! Woo blitzkreig!**

3. Matlab workshop is today. Are there any preps left?

**-its all ready to go.**

4. Astronomy talk at 3pm.

5. Bank Update: Jonathan.

**\$187.71**

6. IT update: Andre. Any IT issues that need resolution?

**Andre and montana are still working on the domain ubcoieeee.org**

7. MLRC Sign needs to be finished and ordered.

**All logos were gotten, final edits need to be made.**

**Print the sponsor logos on clear vinyl to preserve the details of the logos. Sandblast or cut-black vinyl for the MLRC name.**

a. Idea: Sell electrical lab kits.

**We will pursue to see if its a possibility.**

b. Lab monitors almost done.

c. Mail delivery is now coming to the MLRC. Need to buy a basket. Is everyone okay with this purchase?

**Magazine rack which is also used for mail might be more useful, since we don't have a lot of space on the tables or shelves.**

8. MPG attendance.

**Suggestions?**

**Emily will start attending regularly to make more constructive suggestions.**

**Its all theoretical and on paper and NO FUN.**

**We need to suggest applicable modifications to Erin's workshops to engage more of the students and keep them coming back.**

9. Paper competition status update: Andre. Ideas?

**Due date March 16th. Has been moved to March 30 to accomodate capstone and Technical Communication.**

**André will send devyn a pointer to the details and devyn will produce a low key poster this week.**

**Emphasize prizes, and accolades. \$500 and \$250 prizes. Not a lot of competitors.**

**André will talk to Dr. Eberle and Dr. Taheri about capstone involvement in the competiton. Naomi also thinks its worthwhile to contact the Technical Communication course (Carolyn Labun) professor as their students will be writing papers this year anyway.**

**Contact student societies from physics, computer science and science**

10. Other business.