

IEEE Meeting Agenda - 29 Feb 2012  
EME 2245

Members Invited:

Naomi Fredeen, Emily Landry, Jonathan Lo, André Johnson, Devyn Farr, Erin Johnston

*Brief Status Updates*

-1. moved from(6.) MPG: What are some ideas on how to end off the course with a bang and entice delinquents back?

**ch10 PWM this week. use of the buzzer and LCD screen.**

a. Decide on final project

**-Use the last couple weeks to build something real.**

**-Want students to choose a project so they will have interest.**

**-Not worried about making it too similar to 359**

**-The final presentation of the student projects will be incorporated into the AGM**

**which will be held in late march most likely. TBD**

b. Can/should the Branch buy back student boards?

**-members in attendance agree that board buyback at ~%50 of original cost is a good idea, but the branch budget doesn't have room for it this year.**

c. Decide what prize will be offered to students for the best project

**-trophy designed by Emily. Suggested to change the bridge to an Omega.**

7. AGM and transition:

a. Should we put in a special grant request to fund the AGM party?

**- ICF special grant for the AGM food and**

b. What are some possible locations?

**Tasha's House is an option. Emily's house is a backup plan or weather.**

c. When will it be?

**-0.5. AGM is now slated for March 30, with a location TBD**

d. Start encouraging potential replacements to think about running

**-Encouraging replacements. We need people to take on our positions!**

e. What are some possible thank you gifts to volunteers and supporters

f. Start preparing transition documents for each position

**-ask friends and colleagues if they're interested in getting involved.**

**-resume building**

**-scholarships**

**-job opportunities, companies look for membership**

**-grad students can receive funding and professional support for their research**

0. *Emily*: Finances:

**Jonathan Lo was added as a signatory to the account with the Bank of Montreal, replacing Miguel Murran as Treasurer. Our bank account manager is holding our file until our elections are completed, after which all new signatories and all old signatories will**

need to sign off (including Miguel). Jonathan will now proceed to set up an accounting spreadsheet and log book, as well as policy to help the branch put the accounts in order and facilitate the next person to take the position.

1. *Emily*: Award Nominations:

**Dr. Holzman's Outstanding Branch Counsellor Award nomination was submitted digitally before the deadline (Feb 28th). Devyn Farr has been nominated for the IEEE Canadian Foundation Scholarship for his work in the MLRC.**

2. *Andre*: IT update:

**Email aliases [@ubcoieee.org](mailto:@ubcoieee.org) were created.**

- Get every ones new e-mail set up during the meeting**
- website transfer to new domain will be done, eventually**
- use new domains preferentially as the old domains will be discontinued next year.**

3. *Andre*: Paper competition:

**E-mails to other course unions, faculty, and EE professors done**

- medical, physics, computer science contacted independently since they don't have course unions yet.**

4. *Brandon*: MARS recap:

**The trip to DRAO was attended by 19 people. Tour was excellent although cold. Everyone went for dinner at a pub after which was a nice way to end the event. Could easily repeat and get more people with more advance notice. Minimal organization involved other than organizing car-pooling. Could probably get Tim Robishaw or Tom Landecker as a tour guide on relatively short notice.**

5. *Devyn*: Matlab workshop recap:

*Discussion*

- g. Any policy and/or bylaw updates to be submitted before the AGM?
- h. What will our membership goals be?

8. What other events will be run before the end of the year?

- a. Simulink tutorial by Dr. Johnson?
- b. E-week?

9. Other business.

- a. Astronomy Seminar: Roland Kothes - Now