

Meeting Minutes  
IEEE UBCO Student Branch: May 25 2011  
Members in attendance

Emily Andre Miguel Devyn

Miguel #2507684660

Send Miguel Mr Denard Lynch Vancouver Western IEEE Student Activities Committee email address

Role of the secretary,

Read the bylaws. Caretaker of policy and bylaw.

Know them, remind people of them.

Policy Manual will require work, to be worked on this year.

- last year it was pushed through in a hurry with a caveat to repair spelling errors at a later date.

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Annual report:

- sent to the IEEE for the first time ever
- IEEE vancouver website now contains contact information for our branch

\$206.24 CASH IN THE BANK

Last transaction was a cheque written out for the IEEE barbeque \$25

\$13 discrepancy in the books

Emily has \$50 to add the the bank account from Dr. Andrew Labun

### **Goals for the year:**

- Establish open communication with IEEE headquarters will probably be our biggest challenge this year.
- Pay off the loan!
- Build up a financial balance in the branch
- Building up infrastructure and programs
  - newsletter/ mailing list
  - more workshops and competitions
- MEMBERSHIP
  - develop a PLAN for gathering members (see IEEE paperwork for recruitment)
  - affiliation with the Academic Resource Center (ARC) to gain exposure with 1 and 2 year students
  - outings? Field trips? Hikes? Industry tours.
- McNaughton learning center
  - equipment purchasing
  - all members to tender advice and opinions to Emily on what is needed
- Volunteer tutoring service for electrical engineering topics
  - EUS and CSCE are being propositioned to run similar programs
  - relevant up-to-date textbook bank
- Astronomy outings

IEEE Computer programming competition

- NEED TO LOOK UP DETAILS
- how are such things run on other campuses?

McNaughton Learning center needs a boss.

- we need to decide on leadership structure
  - committee?
  - Appointed leader?
  - Roll into an executive's responsibilities?
- investigate other campus methods of organization on similar projects.

Generate an over all plan for the year

- which workshops we want to host
- when to have them (not exact dates, but timeframes)
- The idea being that volunteers and committee chairs will be easier to recruit if an event they are suited for is partially defined and ready to hand off.
  - Let them handle the details

Erin needs to have micro-controllers at the club day booth to attract people!

Student paper competition!

- there have been no submissions to date.
- The deadline is this friday May 25

Miguel to pass on the bank card to Andre before he leaves.

Miguel has agreed to start looking into planning a recruitment program

- gather benefits of IEEE membership
- how to market the branch
- put together an information package we can all use to promote the club
- Ask branch chair for guidance