

UBCO IEEE Student Branch Meeting Minutes

Date: January 12, 2011 - 3:30 PM

Location: PBS Boardroom

Those Present: Emily Landry
Nima Farrokhsiar
Andre Johnson
Dr. Jonathan Holzman

Minutes:

- Action: Set Regular Meeting Times For the term
 - Recommend time for meetings: every other week, Wednesday 2 - 3 PM
 - Andre is good on Wednesday except for 1-2 PM
 - Dr. Holzman is generally good on Wednesday afternoon
 - Emily has senate some Wednesdays
 - Need to check Erin's Schedule
- Action: Decide on advertising strategy for workshops / website
 - Nima, will do class announcements this week
 - Dr. Holzman is head of publicity committee, offered to help publicize in campus newsletters
- Status update: (*Nima*) IEEE website account
 - Nima e-mailed IEEE, they responded to Jackie, we are trying to get everything strait in the IEEE database of who is in charge
 - Andre want to get the web site asap and advertise at the same time as the workshops
- Status update: (*Nima*) Access to Membership list
 - Going to use Emily's contact to try to to sort things out
- Status update: Bank Account and signatories
 - Andre to get a bunch of paper work to Nima to prove we are affiliated with IEEE
 - Andre will schedule a meeting with BMO in downtown Kelowna to set everything up
- Status update: Workshop Series
 - Matlab 1: Jan 19 - Thomas Johnson
 - Matlab 2: Jan 26 - Thomas Johnson
 - TI89 programing: Feb 2 - Gordon Ross
 - More details to be e-mails out soon
- Status update: McNaughton Learning Center grant (PAF application is still required)
 - No action
- McNaughton Learning Center
 - Emily will take lead on the center when it is opened
 - Should be added to the by-laws that either the Vice-Chair, or their delegate always be in charge of the center
- Status update: (*Nima*) How to book rooms through campus life?
 - Working on setting it up so it Emily and Andre can book rooms as well as Nima

- Discussion: Representation of IEEE UBCO at EUS Council Meetings
 - No action
- Discussion: MPG email from U of C
 - We would like to support this fully
 - It can use the same equipment in the McNaughton Learning Center, so no extra equipment is need
 - We need a person to spearhead and teach this project, Maybe Erin
- Discussion: Number of members with expired/expiring IEEE memberships
 - Executive need to renew if they haven't already
 - Nima will write an email to Dr. Cheng to ask if he would like to repeat his donation to help students pay for membership fee
- Creation of an astronomy club under the IEEE branch
 - Dr. Holzman is looking to start an astronomy club
 - Dr. Holzman plans to buy a small portable telescope
 - The club could be an auxiliary club to IEEE, kept at arms length
 - Since it is for all students, it can be registered with and receive funding from the student union
 - Work out the all the details, fill out paper work, find a good observation spot
 - Get the club up to full speed in September
- Field trip ideas
 - Field trip to DRAO
 - Andre will take lead on this
 - We should plan a trip to a power plan
- Request for input: Ways to entice new members:
 - Nima and Emily will create a power point presentation to bring to around to classes
- Request for input: ideas regarding additions to website
 - E-mail to come soon