IEEE Meeting Agenda - 11 Jan, 2012

Meeting Time: 2:00 - 3:00 PM
Meeting Location: EME 1252

members in attendance
Andre Naomi Emily Devyn Brandon

1. Happy New Year!
   agreed
2. Astronomy Series by Dr. Rosolowsky
   Guest lectures wednesday afternoons 3-4:30
   Poster on learning centre window.
   Advertise it!
       -Naomi will enter the speakers and dates into the MLRC calendar
       -we already have posters printed, and will distribute them ourselves rather
       than going through campus life.
3.   IEEE Wings Night Wednesday
   -good turn-out for the first night (14 people)
   -we may try different venues, packing house, dave's etc
4. PAF Lab Monitors Grant - scheduling and training of lab monitors.
   - all exec members are encouraged to put in 1 hour a week to earn their IEEE
   membership paid for.
   -members wishing their membership fee to be paid for are encouraged to sign up
   as a lab monitor and enter their time commitment in the Google Calendar.

5. Electrical Engineering Presentation IEEE Booth info and prep:
   i. Membership promotion and sign-up mechanism
       -sandwich board in the lobby during meetings, or on meeting days to
       promote casual involvement
   ii. Promotion of IEEE (put telescope and quad-copter on display, handouts, can
we
       -emily will generate a newsletter with individual help from the rest of us for
       other sections
get some IEEE t-shirts made in time?)
       - Andre, brandon, mechatronics members, emily will attend.
       -mailing lists for MARS and IEEE
       -print newsletters in COLOUR through campus life
       -idea solicitation from the students. What projects/seminars they want to
       see.

        -members in attendance agree that tee-shirts are good for MARS, at a
        later date, but something more business-like for the IEEE in general
        (pens, business cards)
    iii. Who can come?
    iv. Slides to include in presentation

6. Review of calendar for rest of term
    -Dr. johnson's simulink seminar has been rescheduled, but the calender has not yet
    been updated yet. Andre is on it.
    -promote the upcoming competitions at the 2nd year showcase
    i. Event algorithm and timing
        -devyn will look into automating an algorithm
    ii. Plans and events for E week, liaise with EUS
        -DRAO tour
        -innertubing (big white, with astronomy after)
        -toy sale
        -soldering race
        -workshop craft table style

7. Inner-tubing and astronomy night
    -solicit to 1st and second year students as well as grad students
    -will the temperature affect the telescope
    -emily will propose a date
    -devyn will check with Big White and Topher about group rates and dates
    -Naomi will contact RASC to see about coordinating cold-weather telescopes and
    astronomer volunteers to attend.

8. Support of Mechatronics club
    - clarify realities and objectives
    - help with member recruitment

9. Assessment of goals by position will be due at next meeting
    - goals are listed in the fall minutes, check what goals you made and report on how
    you did.

10. Find interim treasurer or reassign responsibility
    -miguel has agreed to pass the reigns to a suitable volunteer should we find one
    -we have lots of volunteer positions available with varying degrees to
responsibility
        -keep an eye out for interested parties and encourage them to join us
    -devyn should have signing authority, andre will attempt to collect treasurer
responsabilities from miguel.

11. Getting the Learning Centre off the ground:
    i. Window and door signage

    ii. Accessibility of monitor and tutor information

    iii. Cards and other promo for dissemination

    iv. Trophy designs

        -competiton for trophy design for our events as well as E-week

        -we have machine shop money to pay for the trophy

    v. Scheduling of volunteer tutors and activities

        -maria may be able to highlight free blocks by year for us.

Meeting adjourned 2:55 will continue discussion informally at wings.

12. Prioritizing activating members and recruiting volunteers

    i. Begin planning/grooming exec for next year.

        a. Transition Documentation / Position Manuals

    ii. Leveraging the HUGE first year class for involvement.

        -advice from another student branch might be in order do we know any?

13. Shorten Website URL, passwords, and other misc IT house keeping