

IEEE GOLD Meeting Minutes

Date: December 4, 2003 @ 19:00
Location: Dawn Nedohin-Macek's residence
Attendees: Andrea Leslie (AL, Committee Member)
Dawn Nedohin-Macek (DNM, Chair)
Jennifer Jessop (JJ, Vice-Chair)
Kevin Ostash (KO, Secretary)
Owen Preston (OP, Treasurer)
Stephen Dueck (SD, Committee Member)
Julian Nedohin-Macek (JNM, Committee Member)

1. Call to order (DNM, 19:15)
 - a. The review of minutes from the last meeting. (OP motion to carry, JNM seconded, motion carried.)
 - b. Approved Meeting Agenda with amendments as requested by JJ.
 - c. Welcome Kevin Ostash and Andrea Leslie to the GOLD committee.
2. Officer's Reports
 - a. Vice Chair (JJ)
 - i. Has new business to be discussed later in meeting.
 - ii. Passed out latest copy of Manitoba Technologist for viewing of her article on GOLD.
 - b. Webmaster Report (DNM)
 - i. Pictures need to be taken of committee members.
 - ii. DNM read the report, see Appendix A.
 - c. Treasurer (OP)
 - i. Passed out financial report.
 - ii. Discussed funds remaining.
3. Old Business
 - a. Bill Kennedy's 50th Anniversary Presentation (DNM)
 - i. Situation is the same as reported in last meeting. The presentation is not available to non-IEEE members. DNM will obtain a copy of the presentation before the next meeting.
 - b. "How to be Competitive" Brochure (JJ)
 - i. Requested copies from Veronica Wong:
 1. No copies left ...
 2. How much would it cost to have brochures printed?
 - ii. SD suggested handing out business cards with link to website and brochure. He commented that it would be more cost efficient and easier to maintain.
 - iii. DNM suggested printing up our own brochure with link to website. This will be discussed at the next meeting.
 - c. CTTAM and IEEE (JJ)
 - i. Goal to work together on our events in the near future. JJ to follow up.
 - d. PowerPoint presentation available on website
 - i. Topic deferred until next meeting.
 - e. XML Seminar (DNM)
 - i. Rob Day not available for presentation. This will be postponed until further notice.

- ii. DNM will look into this.
 - f. Christmas Party with Life Members
 - i. The proposed Christmas party plan was good, but there isn't enough notice for conducting one this year. Lindsay Ingram (Life Member's Chair) also felt that this would be a great idea.
 - g. DNM collected committee member information of IEEE GOLD members in preparation for submission of year-end report.
4. New Business
- a. Review of November 25th, 2003 event; "Put yourself on the Web" (DNM)
 - i. Reviewed the event's survey results.
 - ii. Some people seemed to have a lack of understanding regarding the presentation topic ... people thought that this event was to be about discussing web design. Why? Was this misunderstanding due to our advertising?
 - iii. Comments in the survey were mostly positive (with some constructive criticism).
 - iv. Check for a phone at the building ...
 - b. Planning Future Events for 2004 (ALL)
 - i. Suggestions were made regarding events including:
 1. Jan: Web site design (AL to look for speaker)
 2. Feb: AGM is Jan 29th, 2004. Do we want event as well?
 3. Mar: National Engineering Week
 - c. Manitoba Robot Games (JJ)
 - i. JJ discussed what the games were about and passed out informational flyers
 - ii. JJ to look after signing up volunteers for GOLD's effort in this
 - iii. CTTAM is sponsor of the games (contributed \$500)
 - iv. JJ attended the Robot Games Meeting on December 3, 2003
 1. volunteers are needed for the games in 2004 on March 13th/14th
 2. mentors are needed to help children to build robots on an individual basis
 3. volunteer RC circuit design for wireless robots in future games
 - v. Open Discussion
 1. All agree that this is a great idea to participate in
 2. Discuss with Eric Haapamaki to obtain student volunteers
 3. Present Robot Games info at our events to attract children and volunteers
 4. JJ would like Winnipeg section to pledge money, but that we (GOLD) would look after IEEE participation.
 5. JJ will request Winnipeg Section participation and pledge, but she'll send out an informational email to the GOLD committee first. If Winnipeg Section does not pledge money, JJ suggested that we pledge money/volunteers to meet CTTAM contribution.
 - d. GOLD Official Emailing List – *winnipeggold* (DNM)
 - i. Currently have 24 signed up members. A link is available from http://www.ewh.ieee.org/reg/7/www_winnipeg/gold/links.html to sign up.
 - ii. DNM asked all to sign up that haven't yet.
 - e. Women in Engineering Affinity Group (JJ)
 - i. JJ would like to start an Affinity Group (Women in Engineering) – Winnipeg section to be run in conjunction with GOLD.
 - ii. JJ proposes that this be a shared group able to combine efforts on all events with emphasis on the ability to attract female engineers to events.

- iii. Separate events will be held for Women in Engineering and GOLD to meet IEEE requirements
 - iv. Carrie Lowe to get back to JJ with more information.
 - v. All agreed that this was a great idea to look into. Discuss at next meeting.
 - f. IEEE Web Ads
 - i. JJ suggested we post web ads from IEEE on our web site, to enhance our professional look. The maximum one member can download is 3, so the suggestion is for each member to access 3 and send them to the webmaster for posting. JJ to follow up with TD on trying the first 3.
 - g. Networking with Red River and University of Manitoba (JJ)
 - i. An effort will be made to encourage GOLD and student groups to network through future events, and specific student-industry networking. DNM and JJ will contact RR and U of M student group leaders to pursue.
 - h. Review of 2003 (ALL)
 - i. Postponed until next meeting
 - i. Awards (DNM)
 - i. The GOLD group has won "Outstanding GOLD Program Award". This is a very prestigious *world-wide* competition. Congratulations to everyone for their hard work, enthusiasm and dedication to making GOLD a success. The text of the award is in Appendix B.
 - ii. Dawn Nedohin-Macek was the recipient of "RAB GOLD Leadership Award". The text of the award is in Appendix C. RAB = Regional Activities Board.
 - j. Next Meeting (DNM)
 - i. January 7, 7:00pm
5. Motion to Adjourn OP/JNM

Appendix A: Webmaster's Report (Troy Dolyniuk)

- Over 950 visitors
- The new www.ieee.org/winnipeggold redirect has been very reliable and well received
- I'm doing more updates again since I've fallen rather behind on posting information
- I encourage the new members to check out the website and if there are any matters of style, formatting, graphics, or content that they would like to see updated, please click on the Email Webmaster link at the top of the page.
- Digital pictures of the committee members are still MIA. Are we still going to do this, or is it just a low priority item. I know that certain members of the committee (ahem...) need ample notice of the picture taking event to prepare themselves. I would like to see this warning given before the next meeting so that I can bring my camera and take pictures of everybody.

In Absentia,
-Troy

Appendix B: Outstanding GOLD Program Award

Via Email Correspondence
Nedohin-macek@ieee.org

20 November 2003

To: Ms. Dawn Nedohin-Macek, GOLD Coordinator
IEEE Winnipeg Section:

On behalf of the IEEE Regional Activities Board I am pleased to formally advise you that the GOLD Committee for the IEEE Winnipeg Section has been selected as the 2003 recipient of the RAB Outstanding GOLD Program Award. The Committee was placed in nomination by Robert Dueck. The selection was made by the RAB Awards & Recognition Committee and approved by the IEEE Regional Activities Board during its 14 November 2003 meeting.

This is a very prestigious Award, and the IEEE Regional Activities Board is pleased to honor the Committee for the outstanding contributions made to numerous IEEE activities and the example it set in carrying forward the goals and objectives of the IEEE Regional Activities Board.

This Award consists of a cash prize of \$500 and a plaque, which carries the following citation:

2003

Outstanding GOLD Committee for the IEEE Winnipeg Section

"For outstanding contributions to the advancement of IEEE by planning and promoting GOLD activities."

We will be contacting William Kennedy, 2004 Region 7 Director, to coordinate an appropriate event to present the award to you. In the past, RAB award presentations have occurred at Section/Region meetings or similar local events. We will contact you after consultation with Director Kennedy.

I would appreciate your notifying Ethel Godonoo to obtain the necessary forms to receive your cash prize, and provide your preference regarding the award presentation. Ethel may be reached by email at: e.godonoo@ieee.org, phone: +1 732 562 5525 or fax: +1 732 463 3657.

Please accept our congratulations on being recognized for this most deserving honor.

Sincerely,

W. Cleon Anderson
Vice President, Regional Activities

cc: Mohamed El-Hawary, 2003 Region 7 Director
William Kennedy, 2004 Region 7 Director
A. Sebak, Region 7 Awards Committee
Robert Dueck, Nominator
Cecelia Jankowski, Managing Director, IEEE Regional Activities

Appendix C: RAB GOLD Leadership Award

Date: Wed, 3 Dec 2003 11:17:21 -0500

Dear Dawn,

Congratulations!

On behalf of the IEEE Regional Activities Board I am pleased to notify you that you have been selected as a 2003 recipient of the RAB Section GOLD Leadership Recognition Award. Your recognition for this award was requested by Robert Dueck, IEEE Winnipeg Section WIE, Red River College.

The IEEE Regional Activities Board is pleased to honor you for your outstanding leadership and contributions you have made to numerous IEEE Winnipeg Section GOLD Affinity group activities and the example you set in carrying forward the goals and objectives of the IEEE Regional Activities Board.

The certificate will be mailed directly to you, and you will be contacted by your Section Officials if an opportunity for a formal presentation is possible.

This Award consists of a certificate which carries the following citation:

Dawn Nedohin-Macek

"For Outstanding Leadership of the IEEE Winnipeg Section GOLD Affinity group in coordinating GOLD and Student Branch contributions to the Section's 50th Anniversary Celebrations."

Sincerely,
Ethel