



Minutes – EMBS Student Chapter Monday, Feb. 23, 2004

Attending: Michael Potter, January Gnitecki

The meeting began at 5:40pm in the IEEE McNaughton Centre.

1. EMB Week Wrap-Up

a. EMBS Report

- i. Piscataway (EMBS HQ) requires a final DL report. Michael distributed the package. It was approved for sending. Once the report is received, EMBS HQ should reimburse the Student Chapter with a cheque.

b. EEF Report

- i. The EEF report has been turned in with an application to receive the remaining \$69.02 left from the budget. This money should arrive in March.

c. IEEE Winnipeg Report

- i. The Winnipeg section does not require a formal report. They have delivered all funds. However, an event summary and note of appreciation will be sent to the next Executive meeting.

d. Alumni Fund Report

- i. The Alumni fund has not notified the Student Chapter of their support. We acknowledged them anyway, in case they retroactively decide to, as they have done in the past. An event summary and expense report will be kept on hand, for filing to the Alumni Assoc. upon notification of acceptance.

e. Finances

- i. Michael presented the expense spreadsheet. The IEEE Winnipeg had fulfilled its commitment. The EEF should still pay \$69.02. EMBS-HQ should be adding \$1320.
- ii. The EEF budget number paid the DL hotel and the seminar pizza bills directly.
- iii. Accounts receivable: \$1389.02. Accounts payable to Michael Potter: \$1356.33. Currently in Account: \$2109.35.
- iv. January reminded of a copying expense she incurred which would be added to the expense spreadsheet.

f. CancerCare Tour Requests

- i. Michael reported that only one request for a repeat CancerCare Tour had been received.

g. Sign-in Sheets

- i. The sign-in sheets were passed to January. 17 people signed in for EMBWeek-Monday; 45 for EMBWeek-Friday(DL). No sign-in sheet was presented at the Wednesday event.
- ii. Michael would forward the tour attendance to January by email.

h. Pictures

- i. Michael had received some digital pictures of the DL event. He will forward them to Dawn.

i. Surveys

