

Minutes of the IEEE South Saskatchewan Section ExCom Meeting

Date: Monday, March 29th, 2021 at 5:00pm

Venue: Zoom 945 9743 0987

Attendance:

Voting Members

Irfan Al-Anbagi	Chairman
Raman Paranjape	Vice-Chairman, and Immediate Past Chairman (Ex-officio)
Kin-Choong Yow	Secretary
Moeed Shamim	Treasurer, and eNotice Coordinator, and vTools Coordinator
Shahedur Rahman	Membership Development Chair
Zhanle Wang	Professional Activities Chair
Aditya Pathak	Student Activities Chair
Tessa Herzberger	Educational Activities Chair, and Assistant (Grad Student Rep)
Victor Edoho	Coordinator (TISP)
Adam Tilson	Webmaster, and Regina Engineering Society (RES) Rep, and Computer Chapter Chair (Ex-officio)
Usman Munawar	PES/IAS Joint Chapter Chair (Ex-officio)
Jason Whitelaw	YP Affinity Group Chair (Ex-officio)
Reagan Ong	WIE Affinity Group Protem Chair (Ex-officio)

Non-Voting Members

Doug Wagner	Student Branch Advisor
-------------	------------------------

Regrets

Brent Maksymiw	Membership Development Co-Chair
Kaylee Tumack	WIE Affinity Group Protem Vice-Chair
Mohamed Ahmed	YP Affinity Group Vice-Chair

1. Call to Order (Irfan Al-Anbagi)

The Chairman called the meeting to order at 5:00pm.

2. Acceptance of the meeting agenda

Irfan asked to make the following changes:

1. Move item 7 (Educational Activities Update) to item 4 as Tessa needs to leave early.

2. Add a motion to accept the Annual Report 2020 in item 6 (2020 Annual Report).

Motion – To accept the agenda with the above changes.

[Shahedur/Jason]. All in favor. Motion carried.

3. Acceptance of the previous minutes

Motion – To accept the previous minutes as circulated.

[Reagan/Moeed]. All in favor. Motion carried.

4. Section Update (Irfan Al-Anbagi)

Irfan shared that he attended the Board of Directors (BoD) Caucus meeting, and he shared that our YP affinity group has won the best YP affinity group award for 2020. Irfan also shared that we are still facing technical glitches for WIE, and that he had not received any emails regarding the application to form the WIE affinity group. Irfan thanked Kin-Choong for compiling the 2020 Annual Report, and he thanked Tessa for organizing the seminar which will be held tomorrow. Irfan asked everyone for suggestions for activities, and keep the momentum up.

5. Educational Activities update (Tessa Herzberger)

Tessa reported that she wants to give a small gift to the presenter Colleen Patterson. Jason said that we can send Starbucks or Tim Horton's gift card by email, and he suggested an amount of \$100. Reagan agreed that \$100 is reasonable, but she suggested that we also give her our IEEE mask. Jason thank Tessa for the awesome mask.

Tessa encouraged everybody to attend the talk tomorrow. Irfan said that Usman is the Vice-chair for Educational Activities and he will be helping Tessa to organize more activities in the future. Zhanle was the chairperson for Educational Activities last year and he suggested that Tessa organize one event per month. Jason, however, pointed out that we should hold multiple events per month as these events target specific audiences.

6. Student Mentor Pairing (Irfan Al-Anbagi)

Irfan shared that Raman is not able to attend the meeting but many members showed support. Doug says it is a good idea but the student branch is inactive at the moment, and it will be better in the Fall when more students come back to campus. Irfan also suggests to run a workshop on using vTools. Moeed said that he can run a workshop/tutorial but Adam pointed out that vTools restrict what you can do depending on roles.

7. Use of IEEE Concur online expense reimbursement platform (Moeed Shamim)

Motion – To make IEEE Concur the preferred platform for expenses reimbursement with immediate effect.

[Moeed/Jason]

Jason seconded the motion but he asked will other methods (e.g. cheques) be available? Reagan pointed out that she does not feel comfortable putting in her banking information into the system. Moeed said that to circumvent this, he could make the claim on a member's behalf. Moeed also said that he can suggest to IEEE to make other options available, such as e-transfer / paypal / credit cards. Jason suggests to table the motion till next month.

Motion tabled.

8. Financial Update (Moeed Shamim)

Moeed reported that he hasn't been to the bank yet. He also report that he has used the concentration banking account. On a separate note, Moeed reported that he had received an email that the YP affinity group will receive \$500 and a certificate and a plaque.

9. 2020 Annual Report (Kin-Choong Yow)

Kin-Choong circulated the 2020 Annual Report to all the ExCom members together with the Agenda. Irfan suggests to add in the YP award. Kin-Choong will wait for the information from Moeed and will update the Annual Report for approval at the next meeting.

10. One-Time Contribution to Saskatchewan Science Center (Jason Whitelaw)

Motion – The IEEE South Saskatchewan Section will support the Saskatchewan Science Centre for an amount of \$1,000.

[Jason/Raman]

Raman suggested to subsidize membership instead. Raman suggested that we could ask members to pay \$50 and we subsidize \$50. In this way, we can support 20 members. Kin-Choong pointed out that due to the pandemic, people are unlikely to want to purchase an annual membership this year.

Motion is withdrawn and amended to:

Motion – The IEEE South Saskatchewan Section will support the Saskatchewan Science Centre for an amount of \$1,000 through (A) support of membership purchase for an amount of \$50 per membership application, and (B) direct support of any unused amount from (A) as a donation.

[Jason/Raman]. All in favor. Motion carried.

The meeting adjourned at 6.05pm [Raman].