

Minutes of the IEEE South Saskatchewan Section ExCom Meeting

Date: Tuesday, April 27th, 2021 at 5:00pm

Venue: Zoom 910 9663 3637

Attendance:

Voting Members

Irfan Al-Anbagi	Chairman
Kin-Choong Yow	Secretary
Moeed Shamim	Treasurer, and eNotice Coordinator, and vTools Coordinator
Shahedur Rahman	Membership Development Chair
Jason Whitelaw	YP Affinity Group Chair (Ex-officio)
Usman Munawar	PES/IAS Joint Chapter Chair (Ex-officio)
Reagan Ong	WIE Affinity Group Protem Chair (Ex-officio)

Non-Voting Members

Doug Wagner	Student Branch Advisor
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Guest

Mayer Javed	UofR Solar Car Project Team Leader
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Regrets

Raman Paranjape	Vice-Chairman, and Immediate Past Chairman (Ex-officio)
Brent Maksymiw	Membership Development Co-Chair
Zhanle Wang	Professional Activities Chair
Tessa Herzberger	Educational Activities Chair, and Assistant (Grad Student Rep)
Aditya Pathak	Student Activities Chair
Victor Edoho	Coordinator (TISP)
Adam Tilson	Computer Chapter Chair (Ex-officio), and Regina Engineering Society (RES) Rep, and Webmaster
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. UofR Solar Car Project Presentation

Mayer gave a presentation about the Solar Car Project. After the presentation, Kin-Choong asked for the team's business plan such as the budget as well as the timeline of their implementation. Doug asked for information such as whether the team will graduate by 2023, whether they are a club and whether they have an advisor, whether their solar car has street credit such as an SGI licence plate. Irfan asked Mayer to send us a full proposal before we consider their request for funding.

Jason added later that he saw holes in the proposal. He feels that the team is just buying kit pieces and assembling them together. He also shared that the team was asking for \$8,000.

3. Acceptance of the meeting agenda

Motion – To accept the agenda as circulated.

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

4. Acceptance of the previous minutes

Motion – To accept the previous minutes as circulated.

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

5. Section Update (Irfan Al-Anbagi)

Irfan shared that the Women in Engineering Affinity Group (WIE AG) is approved. Irfan also shared that there is a 2nd Board of Director's (BoD) Caucus Spring meeting in May. He asked if anyone wants to attend. Irfan also shared that the North Sask Section would like to form a joint Life Members Affinity Group with us. They have 17 Life members. Shahed reported that we have 9 Life members and 3 Life Senior members.

6. Financial Update (Moeed Shamim)

Moeed reported that he hasn't gone to the bank yet. He also reported that he had contacted the concentration banking to use credit card. It is all set up.

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

Moeed reported that no other methods can be used for Concur. He suggested that we can set up an online bank account with no fees (such as Tangerine) and then use Concur. Irfan strongly suggest that all of us use Concur. Reagan recommends using Tangerine as it is tied to Scotiabank. Irfan asked Moeed to send everyone an email to explain the process of bank accounts on Concur.

8. 2020 Annual Report (Kin-Choong Yow)

Motion – To accept the circulated report as the final version of our 2020 Annual Report and distribute to members.

[Kin-Choong/Moeed]. There was a suggestion to remove the placeholders for the positions that are vacant. There was another suggestion to put the text “Positions Available” for these vacant positions.

All in favor. Motion carried.

9. 2021 Elections (Kin-Choong Yow)

Kin-Choong updated everyone that the Call for Nominations for the 2021 elections should be sent out 6 months before the election. Since our AGM and elections are usual held in November, the Call for Nominations should be sent out in May.

Kin-Choong asked everyone what should be the term of office? Should it be 1 year or 2 years? It is important to include this information in the Call for Nomination. Jason points that since the default is 2 years, we should stick to it. Shahedur suggested to overlap the terms of office so that we do not get everybody leaving the ExCom at the same time. Kin-Choong then asked whether we want an election every 2 years, or do we want an election every year for half of the positions. Jason agree that we should have elections every year for the positions that are available. Reagan will send us a draft of the Call for Nominations before actually sending it out.

10. WIE Affinity Group Update (Reagan Ong)

Reagan updated that there is an event for WIE AG, and the eNotice should be sent soon. Reagan also updated that she is setting up a website at <http://r7.ieee.org/sosask-wie/about-us/>. Irfan asked Reagan to send the link to everyone, and he will also recommend some female leaders in the UofR to participate in the WIE AG. Reagan also asked everyone to send some personal photos of Regina so that she can add them to the website.

11. CCECE 2023 Update (Raman Paranjape)

Irfan shared that in order to get a conference number for Conference Approval Committee (CONAC), we need a website. Unfortunately, Raman was unable to attend this meeting to give us an update.

The meeting adjourned at 6.25pm [Reagan].