

# Minutes of the IEEE South Saskatchewan Section ExCom Meeting

**Date:** Thursday, October 28th, 2021 at 5:00pm

**Venue:** Zoom 921 1015 2181

## **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
Aditya Pathak	Student Activities Chair
Victor Edoho	Coordinator (TISP)
Adam Tilson	Computer Chapter Chair (Ex-officio), and Regina Engineering Society (RES) Rep, and Webmaster
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
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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)
Usman Munawar	PES/IAS Joint Chapter Chair (Ex-officio)
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

**Motion** – To accept the agenda as circulated.

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

3. Acceptance of the previous minutes

**Motion** – To accept the previous minutes as circulated.

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

4. Section Update (Irfan Al-Anbagi)

Irfan shared that at the Area West meeting, Don Robinson (Chair) and the incoming chair highlighted three issues that most of the Canada West sections are facing: (1) membership is low, it is going down; (2) Zoom fatigue; and (3) student membership is also low. Irfan also shared that there is a Board of Director's (BOD) meeting next Saturday and Sunday, and Irfan invites anybody interested to attend. Irfan also thank Moeed for sending the Food vouchers.

5. Financial Update (Moeed Shamim)

Moeed reported that our new balance is \$4,820.70. Moeed said that he is not receiving the bank statements so he and Jason will have to go to the bank for the statements. Also, Moeed will go and buy more food gift cards after the meeting.

Irfan said that Raman had raised the question of whether it is appropriate for us to be using so much of the budget for the food gift card. Irfan asked that historically, how much do we spend on food for the ExCom meeting? Jason replied that it is usually about \$250 to \$300 per meeting (i.e. about \$2,500 per year), and the AGM will cost about \$1,500. So the total is about \$4,000 per year + gifts to speakers, etc. Our annual budget is about \$5,000, so we are within budget. Irfan said that he will leave it to the next committee to decide for next year.

6. 2021 AGM (Irfan Al-Anbagi)

Irfan shared that he had invited the speaker for the AGM. The talk will be from 6pm – 7pm, followed by the AGM. Irfan also asked for suggestion for the agenda items for the AGM. There will be Chairman's Remarks, Financial Update, and introduction to the new Committee. Reagan said that she will prepare a Powerpoint presentation with photos, and she suggested that everyone just introduce themselves. Irfan said that he can introduce the new chair, and then the new chair can share his vision. Reagan pointed out that to be consistent, Irfan can introduce all of them.

Doug suggested that we can invite an outstanding student capstone team to give a presentation at the AGM, and it will draw other students in. The students he is suggesting

are students from the Mars airlock project, and two of them are Electronics students. It will also be good to hear from them that the IEEE section is helpful for initiatives like this. Irfan ask Doug to send him and Kin-Choong the information of the students.

Shahedur asked if we are giving out masks again this year? Doug suggested that we let people choose to receive a mask or not, and we can donate the cost of the gift to some charity if the participant chose not to receive the mask.

Reagan updated that we are still short of a nomination for the Secretary position in the coming election. She said that if anybody is interested or is willing to run, please send an email to the nom-com email.

## 7. Any Other Business

Shahedur brought up the issue about gifts for the ExCom members as an appreciation to their services.

**Motion** – To buy gifts of up to \$1,000 for ExCom members in appreciation of their services in 2021. It will be from a local company and be printed with the IEEE South Saskatchewan logo.

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

Moeed added that we may need to buy minimum order and then used in the future for advertising IEEE.

The meeting adjourned at 6.05pm [Moeed]