Mouhamed Abdulla, Ph.D., MIEEE
Secretary, IEEE Montréal Section
Tel: +1 514 592 4873
Email: ma14@ieee.org
Website: http://drmoe.org

IEEE Montréal Meeting Minutes

Activity:	ExCom Meeting #4
Date:	Aug.12.2013 (Mon.)
Time:	6:30pm – 9:00pm
Location:	Concordia U., EV Bldg., Room No. EV005.251
Attendance (8):	Roni, Abas, Amir, Anader, Ke, Kian, Laurent, Nazih.
Approval of Last Minutes:	Last "ExCom Meeting Minutes" for Jul.18.2013 were approved. Although lately detected, the minutes of "Sep.19.2012" (prepared by Kian) had a minor mistake. The seed fund for "CCECE'12" was actually $5K, not $500.
Approval of Current Agenda:	1) AGM Logistics 2) IEEE GHTC 2014 Conference 3) IEEE Senior Member Update 4) IEEE MTL Elections 5) Other Business

1) AGM Logistics:

-Several venues for the AGM were verified, and the outcome is as follows:

o Hotel Maritime Plaza: Roni tried contacting them, but they were closed.

o Montreal Biosphere: Abas said that it is not available.

o Hélène de Champlain Restaurant: Ke suggested this restaurant, which is next to the biosphere. They have big rooms for parties and receptions. Roni verified this location, and they are currently closed for renovations.

-After some discussion, ExCom decided to focus on the following venues:

- o "McGill University Faculty Club" (recommended by Roni)

- o "McGill University New Residence Hall" (recommended by Kian)

- o "Hotel Omni Mont-Royal" (As per Roni, we already have a quote from them)

- o "Le Nouvel Hotel" (Amir contacted them, and they confirmed the availability of multiple banquet rooms. But as per Roni, they are not available on Sat. Nov.30.2013.)

-The action taken was to call these four locations to verify their availability for "Saturday Nov.30.2013". If this date is not possible, we should be flexible to schedule the AGM on "Friday Nov.29.2013".

-Ke noted that "Friday" is generally better than "Saturday" because all major galas are typically held during the weekdays.

-Nazih added that last year the AGM was on a "Saturday", and so this time around, we could try it on a "Friday".

-In regard to the food, Amir mentioned that Omni has a "Four Course Meal", whereas Le Nouvel Hotel has a "Five Course Meal".

-Regarding the Keynote Speaker, Roni reported that Geza Joos will try to contact "Lorne Trottier".

-As for the registration fees, it was decided to be as follows:

- o Members: $25

- o Guest of the Members: $25 (only one guest is permitted per member)

- o Lifetime Members: $15

- o Students: $15

- o Non-Members: $70

-Roni said that ideally we want all Board Members to register early. A likely cutoff date will be around "Oct.15.2013". After the deadline, there will be an extra charge of $5 only to "Members" and "Students" (non-members should not be affected).

-Roni added that this year the election should not take place during the AGM, it should be conducted online using "vTools".

2) IEEE GHTC 2014 Conference:

-"Ferial El-Hawary" is interested to bring "IEEE Global Humanitarian Technology Conference (GHTC)" to MTL in 2014. www.r7ieeeghtc.org

-It is expected to attract roughly 200 attendees.

-Roni noted that the IEEE Memorandum of Understanding (MOU) for sponsoring this conference is currently under review with IEEE Canada.

-Roni and Amir remarked that IEEE MTL Section will sponsor half of the expenses in the form of "Seed Fund", which should be several thousand dollars. The rest of the expenses are expected from IEEE Canada.

-Amir added that so far, the seed fund was approved, but other issues as still under review.

3) IEEE Senior Member Update:

-Roni said that 4 to 5 IEEE members upgraded to SM. He added that we should invite these new IEEE SMs to the AGM banquet.

-Amir noted that we should also contact all new IEEE Fellows individually and congratulate them on their achievement.

-So far, Roni contacted some 200 IEEE members, encouraging them to upgrade to the SM grade. He is expecting to see 20 new IEEE SMs soon.

4) IEEE MTL Elections:

-Roni noted that usually the "Past Section Chair" should be in charge of the nomination process. He then suggested the creation of a nomination committee.

-Anader remarked that we should have started 6-months prior to the election.

-Roni said that potential candidates can be identified by the nomination committee, or via self nomination.

-Ke replied that "IEEE Member and Geographic Activities (MGA)" have comprehensive guidelines in their "Operations Manual". Ke added that we can consult this document and see if we need a modification to the guidelines.

MGA Operations Manual:
http://www.ieee.org/societies_communities/geo_activities/mga_operations_manual.html

-Roni then said that we should have "bylaws" and approve it during the AGM.

-Amir noted that we must make sure that IEEE Canada approves of our section bylaws.

-Roni suggested the following election committee:

- o **Laurent**, Chair of the Election Committee

- o **Amir**, President-Elect of IEEE Canada

- o **Nazih**, Past Section Chair

- o **Anader**, Chair of the Awards Committee

-More discussion will be made on the election procedure in the days that follow.

5) Other Business:

-Ke suggested that we should publish an announcement for the "IEEE Montreal Gold Medal Award" (IMGMA) in the IEEE Canadian Review (ISSN: 1481-2002). (Wahab is the current EiC: http://ieee.ca/canrev)

Adjournment at 9:00pm