

**MINUTES OF THE 2ND EXECUTIVE COMMITTEE (EXCOM) MEETING OF IEEE-GHANA
HELD AT ZOOM CONFERENCE PLATFORM ON 14TH FEBRUARY, 2021**

AGENDA

1. Review of Previous Minutes
2. Matters Arising
3. Review of Workshops Training Content
4. 2021 IEEE Programmes
5. ICAST Conference
6. Other Matters

ATTENDANCE

Ten (10) members of the Executive Committee (Ex-Com) were present at the meeting. Intermittently, a few got disconnected midstream from the meeting due to some technical glitches with the zoom conference application but rejoined the meeting till closure.

OPENING

The meeting commenced at 5:15 pm with an opening prayer by **Mrs. Catherine Asirifi**. **Dr. George Eduful** who chaired the meeting then warmly welcomed members and tabled the agenda for discussion by members.

REVIEW OF PREVIOUS MINUTES

Minutes for the previous meeting were reviewed and the necessary corrections were effected to reflect the true account of proceedings of the last meeting. **Mrs. Catherine Asirifi** moved for the acceptance of the reviewed minutes and was seconded by **Mr. Maxwell Addison**.

MATTERS ARISING

Chairman requested **Mr. Maxwell Addison** to brief the committee on the preparations made so far towards the upcoming ICAST Conference. **Mr Maxwell Addison** intimated that the programme outline for the ICAST Conference had been prepared and submitted to members for inputs and finalization of conference theme or title. He also indicated that another outstanding task is to get the selected workshop topics finalized. **Chairman** also asked the proposers of topics for the workshop to make brief presentations to help the committee make informed decision regarding their suitability or otherwise. **Dr Joseph Essandoh-Yeddu** made a presentation on the topic ‘**Electrical Wiring for Certified Practitioners**’ where he proposed that there is the need to settle on a competent Speaker

for the workshop and issues relating to workshop fees. He also proposed that the workshop fee build-up should be finalized to cover either transportation or accommodation or both. **Dr Essandoh-Yeddu** also proposed that sponsorships could be sought from Energy Commission and other industries but IEEE should be ready to sponsor the workshop if the sponsorship parties fail to support.

Chairman indicated that the one week duration proposed for the workshop is long so it should be reduced. **Dr Essandoh-Yeddu** responded that the workshop could be held for 2 to 3 days and a local speaker will be convenient for the workshop because of Covid-19 travel restrictions. **Chairman** also raised the point that the wording of the workshop topic as proposed by **Dr Essandoh-Yeddu** means that the target group would be only Energy Commission certified persons and may not satisfy the purpose of the workshop by reaching a larger audience and rake in the expected revenue. **Mrs. Catherine Asirifi** intervened that at the invitation of a certain agency she once attended a similar workshop which was open to all and was free. **Chairman** then requested the committee to critique the topic and come out with a final version that would be more appropriate. He also asked the committee to vet the content of the workshop as presented by **Dr Essandoh-Yeddu** and make useful inputs.

Ing. Franklin Kumassah was asked by the **Chairman** to take his turn to do the presentation of his proposed topics. **Ing. Kumassah** intimated that he is unable to make the presentations with a well-prepared PPT because when he proposed those topics on the Ex-Com WhatsApp platform members could not scale them down to the best three topics as suggested by the **Chairman**. Nevertheless, he went ahead and made a brief presentation on three topics namely: **CubeSat Design and Implementation (launch), Fluorescent Imaging for Agriculture and Galamsey Monitoring, and Traffic Light Systems**. **Chairman** then indicated that the topics presented by **Ing. Kumassah** would be more suitable for 'Tech-Talks' instead of workshops. **Ing. Isaac Boakye** affirmed **Chairman's** position that these topics will be apt for 'Tech-Talks' and intimated that **All Nations University** has successfully launched Ghana's first satellite. He further indicated that **Mr. Mensah Sitti** would have affirmed his assertion if he was here. **Dr Essandoh-Yeddu** suggested that Ghana Space Center should be involved in the Satellite Tech-Talk and possibly pay a working visit to the centre. He believes this will help the students who will participate in this Tech-Talk get first-hand information. **Chairman** then asked **Mr Maxwell Addison** to take note of the topics so that he incorporates them into the programme outline.

There was the question of how to make IEEE attractive to members and prospective or interested persons. **Mr Maxwell Addison** indicated that he had something on paper to share with members. He proposed that there is the need to create a local database of active and non-active members to help map a strategy for reaching out to them. He also indicated that IEEE-Ghana should do periodic visitations to companies and universities to do presentations on IEEE and the benefits one can enjoy as a member. He also said student branches across the various universities are dormant because of unhealthy politics and there is the need to visit and place periodic calls to encourage them to renew their membership and remain active. Welcoming freshers (newcomers) on campuses is another way **Mr Maxwell Addison** proposed we could use to make IEEE vibrant in the universities. **Chairman**

suggested that Vtool would be easier in reaching out to members and carrying out outreach advocacies. Mr Maxwell Addison responded that using Vtool in contacting members will look like it is a communication from the IEEE system and it can only be used to communicate with active members. Inactive members will need a local database for contacting. **Mr Maxwell Addison** also intimated that some do not know IEEE and there is the need to do advocacy and encourage them to join the largest professional organization in the world. **Chairman** indicated that universities have branches and sought why they have been inactive. **Mr Maxwell Addison** responded that these student branches are dormant because of unhealthy politics on university campuses. **Chairman** proposed that WhatsApp platform should be used to reach out to members. **Ing Isaac Boakye** commended **Mr Maxwell Addison** for the yeoman's job done so far and suggested that emails should be used to reach out to members. He also recommended that IEEE-Ghana should lobby for a slash in membership subscription fee for students.

2021 IEEE PROGRAMMES

Chairman reminded the committee that **Mr. Maxwell Addison** and **Dr. Essandoh-Yeddu** are only tasked to coordinate the preparation of IEEE programmes for the year and members are to provide inputs for its finalization. He therefore proposed that the committee assist in coming out with the annual programme outline with an action-plan. **Mr. Maxwell Addison** indicated that he had sent a programme outline onto the Ex-Com WhatsApp page to help us develop a detailed programme. **Chairman** then requested that we have a general programme outline with details and a master plan. To this, Mr Maxwell Addison responded that what he sent onto the Ex-Com WhatsApp page captures what Chairman is requesting. **Ing. Felix Akpaglo** intervened that we should give ourselves a week to put all the necessary information together to have a complete annual programme with the necessary details. **Chairman** therefore asked **Mr Maxwell Addison** to contact the proposers of the topics for the content details to incorporate them into the programme outline.

On the question of assisting interested persons who wish to register with IEEE, the **Chairman** suggested that IEEE members do so as part of their education. **Ing. Isaac Boakye** responded by indicating that people are always skeptical about using their bank visa cards to pay for their membership subscription fee. He reminded the committee of an old practice that IEEE-Ghana used to pay for the subscription for members who could not do the payment themselves. He said this method involves one paying into the treasurer's account and calls the treasurer with proof of payment to activate their membership subscription by completing the payment process. He also indicated that the subscription used to be hedged using a certain formula so that any new applicant is given the cedi equivalent to pay into the treasurer's account. **Chairman** intimated that payment of membership subscription fee is simple and easier but he was quick to admit that there are challenges members face when making payments for their membership fees. That is, sometimes the payment transactions do not go through. **Mr Maxwell Addison** supported the position or stance **Ing Isaac Boakye** took on how to help members register using the old practice or method. **Ing. Felix Akpaglo** then asked whether those facing challenges with the payment of their subscription fees are in the majority. **Mr Maxwell Addison** responded that there a lot of people facing this payment challenge and he has had cause to use his visa card for payment for others. **Chairman** indicated that a bank debit card can be

used for the payment of subscription fee but **Mr Maxwell Addison** averred that IEEE system does not accept debit cards as it is not enlisted as one of the payment choice.

IEEE ACCOUNTS

Ing. Isaac Boakye indicated that transfers are done from one account into the other to prevent them from going dormant. He said one of the accounts attracts a lesser charge when receivables or transfers are done than the other but he is unable to distinguish or differentiate the accounts. **Dr Essandoh-Yeddu** said that it is safe to keep or lodge funds in forex accounts based in United States. **Ing. Kumassah** asked about what it entails when an account is said to be dormant. He further asked whether that meant there is no money lodged in that account. **Chairman** answered in the negative. **Dr Essandoh-Yeddu** indicated that accounts are rendered dormant when there are not transactions on that account for some time to check if the account holder is alive. **Mr Maxwell Addison** told the committee that current accounts attract periodic deductions and even if these accounts are not operationalized for a certain threshold period the deductions will still continue and the accounts may run into deficits. The treasurer, **Mr Ebenezer Minkah**, briefed the committee that the said account is not dormant per banking terms because we have some monies therein except that there have not been transactions on the account for a while. He therefore promised to provide members with the bank statements of accounts. He also indicated that it is imperative to write to IEEE Headquarters on the said account before any transactions can be made into the account.

ICAST CONFERENCE

Chairman suggested that we defer discussion on the ICAST Conference because a key member working on the conference details is not in attendance.

OTHER MATTERS

Ing. Kumassah proposed that IEEE-Ghana section should partner with the **National Science and Maths quiz** by sponsoring this flagship programme. This partnership or sponsorship will offer us the leverage to give much publicity to IEEE-Ghana section. This publicity will also help introduce IEEE to SHS leavers early enough before they enroll into the universities. **Chairman** agreed that this is a worthy enterprise to pursue and suggested that we should do publications or adverts in the dailies for the needed publicity. He also intimated that in South Africa for instance all university students are members of IEEE because they value research and know that IEEE can assist them in their research pursuits. **Dr Essandoh-Yeddu** suggested the need for an IEEE newsletter to advocate the benefits of joining IEEE and share testimonies from members to encourage others to join IEEE. **Chairman**, then gave each member the opportunity to give their concluding remarks or comments. Mrs. Madina S, Adams said he agreed largely to the issues discussed so far in spite of the intermittent disconnect she suffered with the zoom platform. **Ing. Felix Akpaglo** indicated that there is a science gap in solving our problems as a country because students of today are not interested in IEEE unlike South African students. **Chairman** indicated that in South Africa you are paid about 500 dollars when you publish an article. **Mr Precious Asante** also proposed that students subscription fees should be reconsidered for a reduction.

CONCLUSION

In the absence of further discussion, **Ing. Isaac Boakye** moved for the close of the meeting and was seconded by **Dr Joseph Essandoh-Yeddu**. The meeting ended at 5:54 pm with a closing prayer from **Mr Ebenezer Minkah**.

Ing. Franklin Kumassah
Secretary

Dr George Eduful
Chairman

Attendance

1. Dr George Eduful
2. Ing. Felix Akpaglo
3. Ing. Franklin Kumassah
4. Mr Ebenezer Minkah
5. Ing. Isaac Boakye
6. Mr Maxwell Addison
7. Dr Joseph Essandoh-Yeddu
8. Mr Precious Asante
9. Mrs Miriam Eduful
10. Mrs Madina S. Adams

MINUTES OF THE 3RD EXECUTIVE COMMITTEE (EXCOM) MEETING OF IEEE-GHANA HELD AT ZOOM CONFERENCE PLATFORM ON 30TH MAY, 2021

ATTENDANCE - MEMBERS PRESENT

DR GEORGE EDUFUL	-	CHAIRMAN
ING. FELIX AKPAGLOH	-	VICE-CHAIRMAN
ING. FRANKLIN KUMASSAH	-	SECRETARY
ING. ISAAC BOAKYE	-	INDUSTRIAL RELATIONS COORDINATOR
MR MENSAH SITTI	-	WEBMASTER
DR JOSEPH ESSANDOH-YEDDU	-	PROFESSIONAL ACTIVITY CHAIR
MR MAXWELL D. ADDISON	-	MEMBERSHIP COORDINATOR
MRS CATHERINE ASIRIFI	-	STUDENT ADVISORY CHAIR
MADINA SEIDU ADAMO	-	AWARDS AND RECOGNITION CHAIR
MR PRECIOUS O. ASANTE	-	STUDENT ACTIVITIES COORDINATOR

APOLOGIES- MEMBERS ABSENT

ENGR. MRS MIRIAM EDUFUL	-	CHAPTER COORDINATOR
MR EBENEZER MINKAH	-	TREASURER

DISCUSSION

AGENDA

ICAST Conference
Any Other Business (AOB)

CALL TO ORDER

The meeting was called to order at 6:00 PM with prayers.

ICAST Conference

The Chair presided over the meeting and welcomed members.

There has been preliminary (informal) discussion with the Deputy-Director General Technical of Ghana civil Aviation Authority to request for ICAST Conference venue.

An auditorium, conference room and four (4) breakout rooms would be requested.

The Chair indicated that conference flyers should have been out by now but the delay is due to the fact that the conference venue and dates have not been finalized.

The flyers should be out by 25-29th June, 2021.

PROMOTION

The Chair indicated that there is the need for an aggressive promotion to engender participation in the Conference since Africon is happening around the same time

In addition to the flyers there is the need to constitute a team for conference publicity in the media (TV, radio and Write to local companies like Vodafone for support in terms of data connectivity and dedicated fibre for more reli Technical Universities should be roped in to increase participation for the conference since the market is in academi The Conference website is under development and IEEE template will be adopted.

Mr Mensa Sitti hinted that Technical Universities are not running MSCs & PhDs at the moment but we still need to The traditional universities have promised to participate in the conference.

Dr Joseph Essandoh-Yeddu proposed that we encourage joint publications to increase participation and allow Aside paper presentation we can have other presentations.

There should be separate publication for the students cohort which should be different from the professional one Ing. Boakye proposed that students should undergo the Research Seminar Conference series before they are allowed to present at the ICAST Conference.

PUBLICITY COMMITTEE

The Chair intimated that we should get the Publicity Committee to work and Ing. Isaac Boakye is the Chairman of the Publicity Committee. Ing. Isaac Boakye was tasked to get us an implementation strategy for the Publicity Committee and document all its activities. Some members of the earlier Publicity Committee have opted out of the committee after consultations with them.

INVITATION TO PARTIES

The conference would be virtual and there is the need to have distinguished speakers. Their invitation should go a long way. Ing. Franklin Kumassah proposed Dr Thomas Mensah and Ing. Prof Elsie Kauffman as distinguished speakers to be invited. Invitation letters should be toned well and convincing. Invitees should know the benefit they stand to gain by attending. Eg the essence of the platform being offered them.

A number of companies would be invited and their directors/CEOs implored to sponsor or nominate two representatives. These companies should be given the opportunity to advertise their company logo on the conference poster. These companies would be requested for sponsorships. These include but not limited to: Ghana Civil Aviation Authority (GCAA), National Communication Authority (NCA)

Energy Commission, Ghana Chamber of Telecoms, MTN, Vodafone.

Direct invitation to industry players will be adopted as well as invitations through regulators or 'mother' companies.

Any Other Business (AOB)

Ing. Franklin Kumassah was appointed as Conference Secretary.

Sponsorship Committee composition: Ing. Isaac Boakye proposed Ing. Felix Akpaglo, Conference Secretary,

Best practices of previous conferences can be adopted.

Because conference date has changed IEEE should be prompted.

The minutes will help us know which company to invite and a weekly meeting to discuss issues pertaining to the conference.

CONCLUSION

Ing. Isaac Boakye moved for the closure of the meeting and was seconded by Mrs Catherine Asirifi.

The meeting ended at 7:55 pm with a prayer by Mr Precious Asante.

Minutes recorded by: Ing. Franklin Kumassah

MINUTES OF THE 4TH EXECUTIVE COMMITTEE (EXCOM) MEETING OF IEEE-GHANA HELD AT ZOOM CONFERENCE PLATFORM ON 4TH JULY, 2021

ATTENDANCE - MEMBERS PRESENT

DR GEORGE EDUFUL	-	CHAIRMAN
ING. FELIX AKPAGLOH	-	VICE-CHAIRMAN
ING. FRANKLIN KUMASSAH	-	SECRETARY
ING. ISAAC BOAKYE	-	INDUSTRIAL RELATIONS COORDINATOR
MR MENSAH SITTI	-	WEBMASTER
DR JOSEPH ESSANDOH-YEDDU	-	PROFESSIONAL ACTIVITY CHAIR
MR MAXWELL D. ADDISON	-	MEMBERSHIP COORDINATOR
MR PRECIOUS O. ASANTE	-	STUDENT ACTIVITIES COORDINATOR

APOLOGIES- MEMBERS ABSENT

ENGR. MRS MIRIAM EDUFUL	-	CHAPTER COORDINATOR
MR EBENEZER MINKAH	-	TREASURER
MRS CATHERINE ASIRIFI	-	STUDENT ADVISORY CHAIR
MADINA SEIDU ADAMO	-	AWARDS AND RECOGNITION CHAIR

DISCUSSION

AGENDA

Africa IoT & AI Challenge Documents Review

ICAST Conference

Any Other Business (AOB)

CALL TO ORDER

The meeting was called to order at 6:00 PM with prayers.

Africa IoT & AI Challenge Documents Review

The Chair presided over the meeting and welcomed members.

Mr. Maxwell D. Addison and Mr. Precious O. Asante were selected to be representatives for the Africa IoT and AI. The Chair indicated that those selected should expect emails from him introducing them to the IoT Management. Mr Maxwell D. Addison hinted that Young Professionals would be hosting the event and IEEE will provide the platform for the participants brought together for the discourse.

The Chair intimated that we should get members outside Ex-com to participate in this event.

Members got a brief from the Chair that Ing. Isaac Boakye would be featuring on a Technical discussion (virtual programme) with UMAT & GCAA on the 19th of July, 2021.

ICAST Conference

Mr Maxwell D. Addison indicated that a virtual IEEE event he had attended recommend that 3 people should review the papers and asked that Prof Akakpovi be added to the list of reviewers. Mr Mensah Sitti briefed the committee that 6 papers had been submitted and four had been withdrawn; others were withdrawn. Mr Mensah Sitti informed the committee that apart from V-Tool used in publicizing the conference he uses a number of platforms he belongs to that cut across India, Russia, USA, etc.

Mr mensah Sitti hinted also that 8 reviewers have given their acceptance while 2 had declined. The reviewers are from KNUST, UMAT, KSTU, GIMPA, etc.

Mr Maxwell D. Addison proposed that we send letters around like we did for Africon to ginger participation.

The Chair indicated that Africon was largely successful because of participation from South Africa and he also proposed that we add South Africa because they have more masters students.

Dr Joseph Essando-Yeddu indicated that in the event that we do not get the required papers we can use panel discussions.

On the issue of early bird registration the Chair advised that we leave the fees as it is without any increment.

Mr Maxwell D. Addison indicated that paper submission number should match their payment records for easy sch
Any Other Business (AOB)

The Chair briefed the Committee that chapter reports submitted to IEEE had some challenges and tasked the Secretary to take minutes and submit them through V-tool.

Dr Joseph Essandoh-Yeddu briefed the committee on the sponsorship deal from IEEE.

Dr Joseph Essandoh-Yeddu intimated that 20% professional fee will go to IEEE-Ghana and 20,000 will go to IEEE
IEEE will come in as a training partner and in case we do not get local experts we can pouch from outside.

The Chair assured IEEE-Ghana's willingness to help in the training programme.

Ing. Felix Akpagloh suggested that we write to Energy Commission to indicate our readiness to support their programme.

CONCLUSION

Mr Mensah Sitti moved for the closure of the meeting and was seconded by Ing. Felix Akpaglo.

The meeting ended at 7:08 pm with a prayer by Mr Maxwell D. Addison.

Minutes recorded by: Ing. Franklin Kumassah



IEEE Ghana Section – Industry Engagement

TECHNICAL DISCUSSIONS WITH UMaT COMPUTER SCIENCE AND ENGINEERING STUDENTS

Date: Monday, July 19TH 2021

Moderator: Dr Nofong – CS & Eng. Departmental Training Officer

Schedule of Activities:

TIME	ACTIVITY	FACILITATOR
8:45 – 09:00 GMT	Opening Remarks	Dr William Agangiba Snr Lecturer, HOD CS & Eng., UMaT
9:00 – 11:00 GMT	Air Traffic Safety Engineering (ATSE) Operations – Ghana Civil Aviation Authority (GCAA)	Ing. Isaac Kweku Boakye Senior ATSE, GCAA, SMIEEE, MIET, PE-GhIE
11:00 – 11:30 GMT	Embedded Systems in Aviation: Theory	Eric Agyekum Engineer, GCAA
11:30 – 12:45 GMT	Research And Projects	Eric Agyekum Engineer, GCAA
12:45 – 13:30 GMT	BREAK	BREAK
13:30 – 14:00 GMT	Introduction to Embedded Systems: Theory	Patrick Ephraim TME Education
14:00 – 15:30 GMT	Practical's Session using Arduino	Patrick Ephraim TME Education
15:30 – 16:00 GMT	Questions Time / BREAK	Questions Time / BREAK
16:00 – 17:00 GMT	3D Printing	Gideon Mensah Ghana Tech Club
17:00 – 17:30 GMT	CCTV Installation	Frank Kwaku Osei Engineer, GCAA
Attendance: 84		
YouTube Link to portion of program: https://youtu.be/g9VrBl6Hef0		



IEEE Ghana Section – Industry Ambassador Engagement MEETING WITH IEEE GHANA EXECUTIVES ON INDUSTRY ENGAGEMENTS FOR YEAR ENDING 2021 AND TO PLAN ACTIVITIES TO EXECUTE IN 2022

Date: Monday, December 19TH 2021

Moderator: Ing. Isaac Kweku Boakye SMIEEEE, PE-GhIE, MIET

Location: Virtually on ZOOM Cloud Meetings

Time Meeting Started: 19:10 GMT

Activities Discussed Includes:

1. Year 2021 activities discussed and lessons learned to guide IA in 2022.
2. The IA, working with the section leadership would identify potential companies that would be approached for partnerships.
3. The IA together with the section leadership would identify opportunities for engagement (internships, mentorship, sponsorships etc)
4. Target to have 10 positions for internships by end of July 2022.
5. Another opportunity for engagement between industry members is to provide an opportunity for the seniors in our membership that are available and willing to mentor our student and young professional members. From experience, most seniors are usually willing to provide a few hours per month to mentor young professionals and students.
6. IA to work all executives to develop a list of mentors in our section. A call for mentors among your members to solicit interest by end of 1st quarter 2022. A simple email requesting interest, availability and their area of interest would suffice.

Time Meeting Ended: 19:50 GMT