

Report on Region 10 Meeting Singapore 6 – 7 April 2001

Trevor Bird, Chairman NSW Section

General

A new format was adopted for this year's meeting. The full Region 10 (R10) Committee met only on the first morning and reconvened for the afternoon on the second day. The remainder of the meeting consisted of Training Workshops held in two streams, namely New Section Leaders and Professional Enhancement Workshop. I attended the sessions in the first stream. The sessions were as follows:

- Section and Chapter Leaders: Roles & responsibilities – Teck Seng Low
- Finding your way around the IEEE – Cecelia Jankowski
- Effective section management – Lawrence Wong
- Financial management of Chapters and Sections – Tom Lynch
- Newsletters and other ways to communicate with IEEE members – Harry McDonald
- IEEE Section – Student Branch – GOLD Liaison cooperation and retention – Ted Hissey
- Educational activities for career enhancement – Arthur Winston
- Running effective conferences – Janina Mazieska
- Continue: Financial management of Chapters and Sections – Tom Lynch
- TAB/Tapping Society resources – Toshio Fukuda
- Ethics for engineers – Gerry Engel
- Awards – Y. W. Liu
- Membership development – Hiromasa Haneda.

The IEEE Region 10 web site has been updated with the following:

- Reports from the recent R10 meeting
- Documents from Training Workshops (except for Gerry Engel's)
- Photos from recent R10 meeting
- Latest R10 newsletter.

The web site is at www.ewh.ieee.org/reg/10.

Notes From the Meeting and the Training Workshop

R10 Plan for 2001

* Membership

R10 has the following Membership goals for 2001:

1. 15% membership growth (in Dec. 2000 it was 8%) with an emphasis on student membership.
2. 15 Senior member upgrades.
3. Convert all Affiliates to Members.
4. 5 new GOLD committees in Sections (see below).

* Report on student activities in R10.

Provide report to Tim Hesketh that list awards and grants for Student Branches. Information given at www.cairo.utm.my/ieee/R10Student.htm

Tim H. to check that the NSW Student Branches have email addresses.

Check number of students in each branch. In R10 30 branches have 0 to < 12 members.

* Educational Activities

IEEE has developed several new programs for continuing education and pre-college education (K to 12). Provide Arthur Winston's presentation to Zak.

Pilot programme with Marconi where qualified staff can become IEEE members.

Singapore Section has a "smart minds" project for pre-college students.

Finding Your Way Around the IEEE – Cecelia Jankowski

Suggest using GOLD members to communicate with students.

Annual section reporting:

- Officer, meeting and financial reports must be received and approved by HQ
- Deadline is third week of February
- If reporting is on time and complete by deadline then Section will receive 10% rebate
- Reports required from Sections, Subsections, Chapters, and Affinity Groups. Student Branches report separately and copy to Sections. (Have we received last year's reports from Student Branches?)
- Officer reports: report all names, member numbers and contact information immediately after election
- Meeting reports: Sections require at least 5 meetings/year can include Chapters meetings; Chapters and Affinity Groups require at least 2 meetings/year.
- Financial reports: Section is responsible for full report. Use pro-forma Excel spreadsheet obtainable through RAB web site.

Affinity Groups

- Non-technical activity eg Life Member, GOLD, Women in Engineering
- Local unit established by petition from at least 6 interested IEEE Section members

Web renewals deadline 24 April 2001

Free email service with virus scanning through @ieee.org

SAMIEEE provides Section member data via the web

Effective Section Management – Lawrence Wong

Provided a personal reflection on being a volunteer and how to bring out the best in volunteer organizations. In particular:

- volunteers are different from employees
- must work harder on team building
- must find common ground and interest
- establish transparent guidelines and procedures
- students are a great resource.

Critical success factors in a volunteer organization are:

- Directed enthusiasm
- Adequate resources
- Autonomy with accountability
- Recognition from peers
- Recognition from IEEE – friendly employers
- Documented procedures and best practice
- Sustainability (of a volunteer and new blood)

Financial Management – Tom Lynch

See PowerPoint presentation on R10 web site for details.

Income

- Section rebate
- \$1,800 flat fee plus \$3/member
- \$180/active Chapter and Affinity Group
- 10% bonus for reporting on time

Other forms of income

- Region assistance
- Section support via Region (SSVR) through funds set aside by RAB.
- Society assistance for Chapters -see Society Chapter funding guide.
- Conference Income
- Donations - accepted for activities of scientific or technical nature.

Expenses

Money must be used for IEEE recognized activities.

Accounts

- Unit bank accounts
- Custody accounts
- In R10 there are approx. 130 bank accounts (10 with IEEE signature) of which 7 are custody accounts.

To comply with IEEE policy, signature of Tom Lynch is needed on all accounts. However, HQ is willing to compromise and fit in with local laws. To start this process the Section needs to provide the IEEE with documentation on Australia's banking policy. Each Section will need to do this.

Question: What is the Section's legal standing under Australian law? Need to check.

What do we need to report to IEEE?

- Annual financial report (L-50)
- Section reports on all units
- All financial activity
- Include all activity both local and custody accounts
- No investment accounts are allowed other than the IEEE Investment Fund
- Don't forget a copy of the bank statement
- L-50 report can be hard copy or Excel spreadsheet

Contract administration

- All contracts > US\$250k should be reviewed by IEEE HQ.
- Contracts > US\$25k should be copied to IEEE.
- For details see www.ieee.org/contractsonline

Insurance

- Commercial general liability US\$1M
- Umbrella liability US\$25M
- Fidelity bonding US\$1M

Volunteer travel accident/medical plan

- Available to all IEEE volunteers
- Applies outside your normal country of residence
- Starts and ends when you leave/arrive in your own country
- Provides transportation insurance including remains
- See www.ieee.org/organizations/vols

Contacts

- L-50: Rob. Danco
- Rebates: Vicki Waldron
- Courtesy accounts: Kathy Baretta
- Insurance: Tom Lynch

Newsletters – Harry McDonald

Paper copies can cost 25% of rebates! Send only to those who want a hard copy.

Title – make sure you trademark the Newsletter name (Is CIRCUIT trademarked?)

Editorial committee

- Not just an editor. The Committee supports the editor.
- The editor should have flair, be relentless and able to use modern media

Frequency/size – 4 to 6 per year is recommended

SAMIEEE database will give email addresses

Consider the audience. The Newsletter

- Should lack controversy
- Should reinforce IEEE messages
- Include meeting reports
- Could consider prizes or gimmies
- Make technical announcements
- Sponsorship and advertising are good ways to defray costs/earn revenue

Student Branch – GOLD Liaison cooperation and retention – Ted Hissey

See presentation.

Suggestions for greater involvement of younger IEEE members

- Include a student representative on Section Committee
- Invite student leaders to attend Section Committee meetings
- Meet with student branch leaders twice a year

IEEE student exchange program

- Provides information that is searchable
- Provides internships
- On the web

- Information is not limited to IEEE members
- 4 lists
 - urls of university programs
 - industries ~300 where students could apply
 - other job opportunities
 - universities with identified student programs

Educational Activities Board (EAB) – Arthur Winston

See presentation on R10 web site.

Mission of the EAB

- Recommend education policy
- Plan IEEE wide activities
- Develop continuing education
- Develop pre-college programs
- Accreditation

Educational activities

- See web site www.ieee.org/eab/

Professional development

- Professional development institute web site www.ieee.org/pdi
- Career navigation
- Continuing education units program

Pre-college education

TLC – technical literacy counts. See www.ieee.org/organizations/eab/precollege

PEERS – pre-college education/engineers resources web site to be established soon.

A Dean's summit to be held in Baltimore. Meeting of 50 pairs of engineering and education deans from US universities under IEEE auspices to discuss pre-college education.

Career resources

- See www.ieee.org/eab/education.htm
- Career enhancement programs
- Career cornerstone series
- Career asset manager
 - Career self guidance tool
 - Track all education, jobs, projects
 - Perform a self analysis of skills
 - On the web later this year as part of career navigator

Career navigator will be the IEEE portal for all career programs. It will include

- Skills inventory
- Gap analysis
- Resume builder
- Job search
- Career books
- Links to other web sites

Educational activities in Region/Section

- SA IEE Edutech 2001
- Open learning – Vienna
- ICEECEEE – Davos
- Eurocon
- FIRST
- Project RESEEd – retirees enhancing science and engineering education. The Swedish Academy of science and engineering is creating something similar.

How to Organize a Successful Conference – Janina Mazierska

See booklet "Conference Practices Manual".

Mary-Ann de Wald is the IEEE HQ contact for conferences.

TAB Activities – Toshio Fukuda

See presentation on R10 web site.

Ethics – Gerry Engel

See presentation on R10 web site.

R10 Awards – Y.W. Liu

Outstanding Volunteer Award (started in 1995)

Distinguished Section Award (started in 1999)

Friend of IEEE Regional Activities Award (proposed)

Student Awards

GOLD Awards

Fellowship, scholarships and educational awards

Other IEEE Award programs, details given at

www.ieee.org/about/awards

www.ieee.org/organizations/rab/rab/Awards/RABAWARDS.htm

Membership Development – Hiro Haneda

Keep an overview of membership development (MD) status

MD progress reports

Can get dynamic status at www.ieee.org/organizations/rab/md/mdprogrpt.html

MD roster

SAMIEEE www.ieee.org/organizations/rab/md

Bring in new student members

- Source of energy
- US\$1 subsidy

Reduced fee for recent graduates (GOLD)

Year after graduation	Rebate
1	65%
2	50%
3	35%
4	20%

Create new student branches in Section

- Receive US\$100 subsidy per new Student branch

Retain GOLD members, they are

- Future leaders
- Source of vitality

Establish a GOLD Committee in your Section

US\$200 to Section for new GOLD committee

Details given in www.ieee.org/organizations/rab/gold/programs.html

Form a GOLD Affinity Group

- US\$180 annual rebate
- Minimum activity is 2 meetings per year

Promote Senior Member Upgrade

- Section receives US\$10 per SM upgrade
- Member receives SM plaque
- Member receives US\$25 coupon for IEEE merchandise
- 3 references only needed. Note, if you nominate a person only 2 references needed
- Advertise these benefits in next CIRCUIT.

R10 Newsletter – Loreen O.

Available on the R10 web site

Operations manual for R10 is being produced

R10 Budget

Strategic project proposals are requested. Up to US\$16k available for projects. Applications must be accompanied by a business plan. Please send proposals to R10 Director by 30 June 2001.

TAB Colloquia Outreach

Held in Australia and NZ in 1995

In 2001, the Colloquia will visit R10 again, this time Taiwan, Singapore and Malaysia.

Sections Congress 2002

To be held at
JW Marriott Hotel
Washington DC
18 – 21 October 2002

What is it?

- Network with other Section leaders
- Attend training programs
- Develop recommendations to guide the future of IEEE

Attendance

- Primary delegate (usually Section Chairman) will have all expenses paid by RAB and R10
- Registration is waived for primary delegate
- Other member can attend but must pay own expenses including US\$260 registration

Discuss in Section what we would like raised at Sections Congress

Information on IEEE web site

Report on TENCON

TENCON 2001 to be held on a liner. Cost is S\$600 including all accommodation, food and registration.

TENCON 2002 to be held in Beijing. Proposed dates clash with the Sections Congress! The program consists of 4 tracks (A: Computers, B: Comms., C: Control, D: Electrical power) and promises to be bigger than Ben Hur! The separate tracks seem to contradict the aim of TENCON, which is to bring specialists from all areas together.

Proposals for TENCON 2003 need to be in by 30 June 2001. Bangalore gave a presentation and seems well organized. Karachi intends submitting a proposal for 2002 or 2004.

Should the NSW Section put in bid for a future TENCON, possibly in 2004?

Next R10 Meeting

Bangkok, Thailand, possibly end of March early April 2002.



NEW SOUTH WALES SECTION, AUSTRALIA

THE INSTITUTE OF ELECTRICAL & ELECTRONICS ENGINEERS INC

ARBN 078 576 495 ABN 34 078 576 495
Web page: <http://ewh.ieee.org/r10/nsw>

**IEEE
NEW SOUTH WALES SECTION
ANNUAL REPORT**

IEEE REGION 10 MEETING

Grand Hyatt Erawan Bangkok
494 Rajdamri Road
Bangkok 10330, Thailand
5 – 6 April 2002

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OFFICERS OF THE IEEE NEW SOUTH WALES SECTION 2002

2002 SECTION COMMITTEE

<i>Chairman:</i>	Trevor BIRD
<i>Vice-Chairman:</i>	Graeme GWILLIAM
<i>Secretary:</i>	Andrew PARFITT
<i>Treasurer:</i>	David BURGER
<i>Past-Chairman:</i>	John ROBINSON
<i>Membership Development:</i>	Bruce POON
<i>Awards Chair:</i>	Jim VASSELEU
<i>Fellow Search</i>	Walter LACHS
<i>Newsletter Editor:</i>	Trevor BIRD
<i>Student Activities:</i>	David TIEN
<i>Professional Activities:</i>	Demetrios (Jim) LOGOTHETIS
<i>Educational Activities:</i>	Karu ESSELLE
<i>Member Communications:</i>	Kate CARRUTHERS
<i>Nominations Committee</i>	Jim VASSELEU (Chair), Ramutis (Zak) ZAKAREVICIUS, Bruce POON
<i>Committee Members:</i>	Tim HESKETH, Stefan MOZAR, Sam REISENFELD, Ramutis (Zak) ZAKAREVICIUS, All Chapter Chairmen (<i>ex-officio</i>)
<i>Section Webmaster</i>	Jon AGNEW

2002 CHAPTER COMMITTEES

Computer Chapter

Chairman: Kate CARRUTHERS

Communications/Signal Processing Joint Chapter

Chairman: Philip OGUNBONA

Microwave Theory Techniques/Antennas Propagation Joint Chapter

Chairman: Karu ESSELLE
Vice-Chairman: Andrew PARFITT
Secretary: Alan McPHAIL
Treasurer: Graham TOWN
Committee Members: Trevor BIRD

Power Engineering Chapter

Chairman: Graeme GWILLIAM
Vice-Chairman: Mark EDMUNDS
Secretary: Antony ZAGLAS
Treasurer: Dan CANDOTTI
Committee Members: Walter LACHS, Jim LOGOTHETIS, Vic MORGAN, John ROBINSON, S. SATHIAKUMAR, Jim VASSELEU, Joseph ZHU

Industrial Applications/Power Electronics/Industrial Electronics Joint Chapter

Chairman: Faz RAHMAN

Circuits & Systems/Solid-State Circuits Joint Chapter

Chairman: Steven DUVALL

2002 CHAPTER SUB-SECTIONS

Hunter Region

Chairman: Rick MIDDLETON

2002 AFFINITY GROUPS

Life Member

Chairman: Jim VASSELEU



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PART A – SECTION SUMMARY

A.1 Executive Summary

Highlights of the year 2001 were:

- A successful PICA 2001 was held from 20 to 24 May 2001 that attracted 255 participants from over 26 countries.
- A Webmaster was appointed and a new Section website is being developed.
- A GOLD Affinity Group is being formed.
- Section membership numbers increased marginally.
- Seed funding was received from Region 10 for a project aimed at producing material suitable for promotion of Electrical Engineering and IEEE.

A.2 Financial Summary

The Section is in a very sound financial position as the result of surpluses from GLOBECOM'98, APMC 2000, PICA 2001 and several Workshops. Significantly reduced spending and interest on our investment income have allowed our finances to reach record levels. This will enable us to undertake more projects in the future for the benefit of our members. In 2001, the Committee agreed to allocate an annual seed fund to Chapters to run activities such as local meetings and short workshops.

PART B – ORGANISATION ACTIVITIES

B.1 Membership & Membership Development

At the end of 2001 the membership statistics for the New South Wales Section show 2542 Active Members. This number consists of 14 Fellows, 116 Senior Members, 37 Life Members, 331 Students and 257 Affiliates. While the total number of Members is about the same as last year, Senior Member numbers are up 3% and Student numbers are down 10%. A major effort to recruit more Students Members will be made by the Section in 2002.

An application to form a GOLD Affinity group will be made early in 2002. The Coordinator of this group is Ms Filita Barker.

B.2 Professional and Continuing Education Activities

The 2000 Asia-Pacific Microwave Conference (APMC 2000), which was held in Sydney from 3 to 6 December 2000, was organized and sponsored by the IEEE New South Wales and South Australia Sections, the IEEE Microwave Theory and Techniques Society and CSIRO Telecommunications and Industrial Physics. A special issue of the Microwave Theory & Techniques Transactions containing selected papers from the conference was published in November 2001 under the guest editorship of Dr Andrew Parfitt.

The 39th IEEE Control & Decision Conference was held at Darling Harbour, Sydney, from 13 to 16. December and attracted over 700 attendees. The Section was a Technical Co-sponsor of this event.

The IEEE International Symposium on Circuits & Systems (ISCAS) was held at Darling Harbour from 7 to 11 May 2001 under the chairmanship of Prof. David Skellern. The number of attendees was approximately 1100. The Section was a Technical Co-sponsor of this event.

PICA 2001, sponsored by the Power Engineering Society IEAust and IEE, the first Conference under the Tripartite agreement, was held from 20 to 24 May 2001, at the Masonic Centre in Sydney. Over 26 countries were represented by the 255 participants. The core of the Conference was 5 Panel Sessions and 15 Paper Sessions, at which 75 papers were presented. In addition, there was an Exhibition with 18 stands, four tutorials were given and a technical tour was arranged to NEMMCO's Control Centre at Carlingford. Social activities included a Welcome Reception, a Students lunch and a harbour cruise on the final evening. Thanks are extended to the hard working PICA organizing committee and especially to Dr Walter Lachs, Jim Logothetis and John Robinson who were involved in the conference organization from the very beginning.

The Section continues to work closely with kindred professional societies, the IEAust. and IEE. Joint technical meetings with these institutions contribute to the promotion of professional and continuing education activities. In 2000, there was an overall increase in attendance at these joint meetings, this trend has continued into the year 2001. The Section traditionally takes an active role in the development and implementation of the lecture program and in 2001 the Section contributed seven of the eighteen lecturers. Once again this year we were represented on the Professional Engineers Promotion (PEP) committee, for which the major event is "*10 Days of Engineering*", which was held September 3 to 13 – coinciding with National Engineering Week. The Section is helping to sponsor this event in 2002.

B.3 Recognized Educational Programs

The New South Wales universities that offer electrical engineering, electronics, applied science and computer science have been asked to provide details of courses for continuing accreditation by IEEE. To date only a limited response has been received.

The Section Committee is developing an information package on Electrical Engineering as a career for distribution to school and university students in New South Wales. Some of the material in the package will be obtained locally but the majority will be obtained from the IEEE and Societies. A successful application was made to Region 10 for seed funding which will go towards obtaining source material and producing a CDROM.

B.4 Students Activities

There is a need for increased activity in this area. All universities with electrical engineering departments, with the exception of Newcastle University, have student branches. However, at the moment only New South Wales and Wollongong Universities have member numbers in excess of 20.

The Section continued its support of educational activities at universities and technical and further education colleges in the Sydney area. In particular, for some years the Section has sponsored an award for the best student studying for the Advanced Certificate in Electrical Engineering at the TAFE North Sydney Institute. Although in 2001 we did not present an award because TAFE could not identify a suitable awardee, the Section Chairman was a guest at the awards dinner. The Section Committee has resolved that the funds for an award be carried forward to 2002 and that the IEEE offer two awards in the IT/Electronics areas.

The Section offers the Max Symons award for the best student paper submitted from New South Wales to the Region 10 Best Paper competition.

Bruce Poon once again attended the Marist Brothers, Parramatta, Careers Day on 5 September for promoting the profession and representing IEEE.

B.5 E-mail and Newsletter Activities, Home Page

Three newsletters ("Circuit") were mailed to all Section members in 2001. The newsletters were also posted on the Section Web page and Committee Member Ms Kate Carruthers is congratulated for establishing an email mailing list that will enable us to reduce printing costs and expedite more frequent newsletters to our membership next year.

Jon P. Agnew was appointed the honorary NSW Section Webmaster in September. The Section web site (<http://ewh.ieee.org/r10/nsw>) has now been given a complete face-lift. We decided to use a standard IEEE template and host the site on www.ieee.org. A new layout was installed in December and new content was added in January. With this face lift the web site now has the look of other IEEE web sites. The latest contact details of the Section Committee and the Chapters can be obtained from the web site and upcoming lectures, meetings, workshops and other activities are listed as they are announced. The latest and past issues of CIRCUIT can be downloaded as well. The Section web page has a direct link to all Chapter web pages.

For the remainder of this year, CIRCUIT will be mailed to members and will also be available from the website. Next year, CIRCUIT will be mailed to only those members requesting a printed copy.

B.6 IEEE Awards to Members

2001 IEEE/PES Award for Excellence in Power Distribution Engineering to Dr Ron Stillman (Senior M.) The award will be presented at the Power Engineering Society Summer Power Meeting on July 17, 2001 at Vancouver, British Columbia, Canada.

2001 IEEE/APS H.A. Wheeler Applications Prize Paper Award to Drs Christophe Granet, Trevor Bird (Fellow) and Graeme James (Fellow). The prize was awarded at the Antennas & Propagation Society International Symposium on July 11, 2001, at Boston, MA.

B.7 Chapter Activities

Most Chapters were active during the year, holding activities such as lectures, seminars and workshops, and utilising IEEE Distinguished Lecturers on some occasions.

The future of the NSW Chapter for Circuits & Systems / Solid State Circuits was in doubt until recently as no meeting has been held since its formation in early 2000. A new Committee is being formed in 2002 under the new Chairman, Steven Duvall.

Preparation is well advanced for submitting an application for the formation of a Chapter of the Engineering Management Society.

B.8 Organization

In 2001, the NSW Section Committee met on the first Monday of each month from February through to November, with the exception of September and October when we met on the second Monday.

During last year the Section Committee made a number of decisions to help promote activities. Chapters now have at their disposal a small annual fund to run activities such as local meetings and small workshops. More generally we are developing a plan to work more closely with universities and promotion of the profession. In 2002, the Education Committee has been tasked to complete and implement this plan.

A Communications Committee (Chair Kate Carruthers) was established for the purpose of improving the information flow to Section members. The website has been a cause for concern in the past and as has been reported above the appointment of a Webmaster has removed this concern.

In looking to the future, the Section Committee decided to establish a GOLD Affinity group and expressions of interest were obtained through the newsletter. With the selection of the Coordinator, Ms Barker, we expect activities to begin in 2002.

The Section Committee has continued to receive support from many non-IEEE members. In particular, we are grateful to the staff at the Australian Professional Centre, under the leadership of Mrs Ruth Inall, for their general assistance and especially in preparing and mailing-out of Circuit. We thank Mrs Dallas Rolph also for her work in preparing Circuit for publication.

PART C – GOALS & PLANS FOR 2002

C.1 Goals

- **Major Conferences** – Plan to hold at least one major International Conference in Sydney every year.
- **Seminars & Workshops** - Attract more IEEE Distinguished Lecturers to Sydney.
- **Affinity Groups** – Establish a GOLD affinity group and have at least two successful meetings.
- **Education and Professional Activities** – Prepare a CDROM promoting the profession and IEEE for distribution to schools and universities.
- **Students' Activities** – Revitalise the activities of our existing Student branches and recruit 100 new Student Members.
- **Senior Grade Membership** - Upgrade ten Members to Senior grade in 2002.
- **Engineering Management Society** - Submit a petition to establish this new chapter.
- **Chapter Activities** - Encourage greater Chapter activity through a range of new initiatives.
- **E-mail and Newsletter Activities, Home Page** – Work towards placing all member communications on the Section website.
- **Long Range Planning and Finances** - Develop a long-term strategy for the Section for providing better member activities and services.

C.2 Detailed Implementation Plans

The Section Committee worked on three main goals in 2001. The first was to revitalise the Chapter activities of the Section. The Chapter is where most IEEE technical activities occur and it is important that they receive the priority that is needed for healthy stimulus and growth of the profession. The second goal was to improve communications to Section members. As mentioned earlier, a committee headed by Kate Carruthers was established to oversee member communications, such as the newsletter and the web site, and to recommend new approaches. The third goal was to develop a long-term strategy for the Section. While some progress towards this goal has been made, there is still much to be done. However, parts of a strategy are in place as evidenced by the goals listed above.

The ultimate objective is to provide value to NSW Section members and this is fundamental to the long range plan. To give value, we need a continuous supply of enthusiastic volunteers willing to serve on the Section Committee. Many dedicated individuals work behind the scenes and sometimes things do not get done because people's time is limited. Also, after prolonged effort on a major project, such as a conference, some people suffer 'burn out' and are not able to contribute effectively as they had in the past. To ensure the IEEE continues to grow and prosper in New South Wales the Section is encouraging new people to take a leadership role. In this regard, the GOLD and Student activities are important and these encourage the next generation of engineers to participate in IEEE. The long range plan for the Section will address these and other issues. It must also allow for change and greater interaction of members through non-traditional methods, such as video conferencing or video master classes.

C.3 Budget

A summary budget for 2002 is given below.

Coding	Australian \$
Income:	
1.00 Contributions	250
2.00 Program Revenue	33,000
3.00 Other Receipts	47,000
Total	80,250
Expenditure:	
4.00 Program Expenses	22,000
5.00 Management & General Expenses	15,000
6.00 Fundraising Expenses	500
Total	37,500

PART D – OTHERS

D.1 Relationship with National Societies

The Joint Membership Agreement, which was signed in August 1998 between The Institution of Engineers, Australia (IEAust), the Institute of Electrical Engineers UK (IEE) and IEEE is ensuring good relations and fostering activities. This Agreement was extended for another year in 2001 and negotiation of a new agreement is currently underway. A Joint Committee, called the Australian Electrical Engineers Co-ordination Board (AE ECB), ensures that the goals set out in the tripartite agreement will be realised.

The IEAust and IEE were involved in the financing of the PICA 2001 Conference and they endorsed the APMC 2000 under the joint agreement.

D.2 Special Events

None

D.3 Problems to be Anticipated

None

**IEEE New South Wales Section
Minutes of the Executive Committee Meeting, 5 February 2001
North Sydney Institute of TAFE, Gore Hill, Room CG15**

The chairman opened the meeting at 7:05 pm

1. Attendance and Apologies

Attendance: Andrew Parfitt, Jim Logothetis, Jim Vasseleu, Kate Carruthers, Trevor Bird, Philip Ogunbona, Karu Esselle, David Burger, Graeme Gwilliam, Stefan Mozar, Bruce Poon, Zak Zakarevicius, Claude Lecomte (visitor)

Apologies: John Robinson, Walter Lachs, Lance Phipps, Sam Reisenfeld, Faz Rahman

2. Minutes of the Previous Meeting

Confirmation of Minutes

The minutes of the previous meeting were approved without amendment (Jim Vasseleu, Graeme Gwilliam – Carried).

Business Arising from the Minutes

Action 17/2000: The mechanism for establishing credit card facilities for the Section is still being pursued. Continuing.

Action 23/2000: Walter Lachs and Kate Carruthers are still determining how the Computer Chapter can assist in advertising PICA. Continuing.

Action 45/2000: Forms for establishing the Engineering Management Chapter will be sent to the secretary. Continuing.

It was found to be unfeasible with present numbers to form a Consumer Electronics Chapter jointly with Communications/Signal Processing. More advertising was needed. Continuing. Graeme Gwilliam advised that he would provide information on other management societies (outside IEEE) for information.

(Action 1/2001: Graeme Gwilliam)

Action 48/2000: As web page management will be handled under a new portfolio, this action item was closed.

For information, Graeme Gwilliam advised that some Societies may offer support to Chapters who keep up-to-date web pages.

Action 49/2000: Past Section-Chair pins were obtained and presented. Complete.

Action 50/2000: The Secretary has advised the Australian Professional Centre to remove references to IEEE Standards when our white-pages entry is renewed in 2001. Complete.

Action 51/2000: The appointment of a web master will be handled under the new Member Communications portfolio. Action closed.

3. Correspondence

The Secretary advised that the meetings and committee reports still required information from the Chapter Chairs and requested that the information be forwarded to him immediately.

A question arose regarding the Region 10 student contest and the status of one submission. The chair was to follow up with John Robinson (to whom the correspondence was addressed). **(Action 2/2001: Trevor Bird)**

In response to a request regarding nomination to a Standard's Australia working group, it was recommended that we were not in a position to support the nomination as we are not affiliated with Standard's Australia, nor are we handling IEEE Standards as a Section. This information be forwarded to the applicant. **(Action 3/2001: Andrew Parfitt)**

4. Treasurer's Report

The Treasurer reported that the accounts for 2000 have been finalized and are with the auditor. The annual financial report for IEEE was prepared and awaiting John Robinson's signature as past chair.

The total of all holdings of the IEEE NSW Section were reported as \$88,074.52 as at 31 December 2000. It was noted that the Section also expected the PICA 2001 accounts to return approximately \$29,000 owing from advances made by the Section.

The Treasurer advised that he had drafted a budget, but that this matter required discussion with the Chair.

Accounts for payment were: Australian Professional Centre (\$446.28) and Bruce Poon (\$86.56).

A request for payment was received from Anna Liu of the Computer Chapter with regard to an approved workshop. It was agreed that she be reimbursed approximately \$440, the amount being less than the \$1000 originally approved by the Section for the activity.

A question arose regarding the particular arrangements between the APRS and IEEE for the pattern recognition workshop held in 2000. Philip Ogunbona advised that a surplus of \$1577 was made at the workshop, resulting an equal disbursement between APRS and IEEE.

The Treasurer identified the following Section investments: Macquarie Bank (\$19K), Commonwealth Bank CMT (\$60K), ACT Bonds (\$5K- maturing in April).

It was moved that the Treasurer's report be received and the expenditure approved.
(Graeme Gwilliam, David Burger – Carried).

5. Appointment of Standing Committee Chairs

Fellow Search

Trevor Bird agreed to act in this capacity.

Membership Development

Bruce Poon will continue in this role.

Professional Activities

It was agreed that this portfolio include the following

- IEEE involvement in Professional Engineers Week
- IEEE participation in Joint Technical Program

Jim Logothetis agreed to chair this committee, calling on others as required.

Student Activities

Trevor Bird undertook to discuss this with various University members off line.

(Secretary's Note: Tim Hesketh subsequently agreed to chair this committee.)

AEECB

It was agreed to abandon this portfolio, but to make a request to the Australia Council that each Section appoint a state delegate who should attend the AEECB meetings when they are held in the delegate's state, and report the outcomes and transactions of the meetings to the Australia Council Chair. This should be followed up by Trevor Bird.
(Action 4/2001: Trevor Bird).

Educational Activities

This portfolio involves advertising IEEE educational material such as courses and videos. Zak Zakarevicius agreed to continue to chair this committee.

Awards and Recognition

Jim Vasseleu agreed to continue to chair this committee.

Life Members Activities

Jim Vasseleu agreed to continue to chair this committee, reporting on behalf of the Life Members' Chapter Chair to the Section Committee.

Member Communications

It was agreed that this committee should have the objectives of

- Improving communication to IEEE NSW members
- Managing the IEEE NSW Section web page.

Kate Carruthers agreed to chair this new committee, and advised that she would present an implementation plan to a future committee meeting.

Nominations

Jim Vasseleu agreed to convene this committee, which includes Bruce Poon and Zak Zakarevicius.

6. Chair's Forum

Trevor Bird introduced this new standing item on the agenda. The purpose of the forum is to discuss broad strategic and topical issues early in the meeting to avoid crowding of the agenda at the end. Each month a topic will be advised in the agenda, and will be introduced for discussion by the chair. A time allowance of 10 to 15 minutes is anticipated.

The Chair took the opportunity at this meeting to outline what he believes to be the key issues facing IEEE NSW at the present time:

- Revitalization of Chapter Activities
- Strategic and long range planning
- Improving member communications, especially web based and electronic communications.

Upon invitation, committee members ventured the following additional issues:

- Student activities, including subsidized membership
- Seeding activities, including financial planning and acceptance of some operating losses.

These issues will be considered at future meetings.

7. Circuit Report

The Chair will talk to Walter Lachs about continuing in the role of Editor.

Three issues of Circuit are planned for 2001: March (to advise the joint program meetings for the first half of the year), July (to advise the joint program meetings for the second half of the year and to announce nominations for the 2002 committee) and November (to announce the AGM).

The Chair requested that all items for the March issue of Circuit be sent to him.

8. Committee Reports

All reports except Membership Development were deferred until the next meeting. The Chair requested that all reports be provided in writing.

Membership Development

Bruce Poon reported via email that the Section membership at December was 2238 (excluding affiliates). This number includes 147 Senior Members or Fellows and 332 Student Members.

One request for a Senior Member upgrade kit was received.

9. Chapter Reports

9.1 Computer Chapter

Kate Carruthers advised that there was nothing to report.

9.2 Antennas & Propagation / Microwave Theory & Techniques

Karu Esselle advised advised a splitting of the secretary/treasurer position so that Allan McPhail of University of Western Sydney will be Secretary for 2001, with Trevor Bird treasurer since the accounts were managed through CSIRO.

9.3 Communications / Signal Processing

Philip Ogunbona advised that the 2001 committee has not yet met. A workshop in December attracted 39 attendees due its topical nature and well targeted audience.

9.4 Power Engineering

Graeme Gwilliam advised that the new officers for this Chapter are Graeme Gwilliam (chair), Jim Logothetis (vice-chair), Walter Lachs (secretary) and John Robinson (treasurer).

9.5 Industrial Electronics / Power Electronics / Industrial Applications

Faz Rahman advised that a new committee for 2001 was being sought. He will continue in the interim a chair.

9.6 Circuits and Systems / Solid State Circuits

There was no report. No activity for 2000 has been recorded. The Chair undertook to discuss the chapter with David Skellern (**Action 5/2001: Trevor Bird**).

10. Conference Reports

APMC 2000

Trevor Bird advised that he will distribute a written report summarizing the conference. He reported that the conference was very successful and that a satisfactory financial outcome was likely.

2000 IDC

There was no report. The Secretary will ask Tim Hesketh for a full report (**Action 6/2001: Andrew Parfitt**)

PICA 2001

While the conference organization is progressing, no delegate number are yet known. Some delays have been encountered, especially in relation to the exhibition. The USA based technical program committee have advised authors of the acceptance or otherwise of their papers.

Promotion of PICA will be partly via the PES, especially in their magazine.

Transgrid have sponsored PICA as a \$15K patron.

ISCAS 2001

There has been no report on this conference, which is to be held in May. However, the conference is being organized by the CAS Society in the USA with only a local organizing committee in Sydney. Trevor Bird indicated that on the basis of his attendance at a local committee meeting last year, the conference organizers, Tourhosts, were doing a capable job.

The Chair advised he would contact David Skellern for a report (**Action 7/2001: Trevor Bird**)

11. General Business

Engineering Management Chapter
See under Action 45/2000.

Webmaster
See under Section 5.9.

The Secretary advised that there was some concern over IEEE failing to promote ESAA activities on the web site as agreed, and Kate Carruthers agreed to facilitate this for the moment until the web situation was resolved.

6th International Symposium on DSP for Communication Systems

A request for support has been received by the organizer of this symposium. It is unclear what affiliation is being used for this conference, and what form of sponsorship is being sought.

The Secretary advised that the previous 2 symposia in this series were held in Western Australia, supported by the Western Australia Section. He had been advised that no financial support was provided for these; the primary sponsorship being in the form of advertising.

It “technical co-sponsorship” is being sought. Philip Ogunbona undertook to follow up and advise the committee whether or not to support the request. **(Action 8/2001: Philip Ogunbona).**

Organizational matters

It was agreed to review the services of the Australian Professional Centre (APC). In particular it was agreed that all correspondence should be directed to the APC (not the previously used PO box), and forwarded to the Secretary of Treasurer as appropriate.

The Chair will discuss procedures with the APC. **(Action 9/2001: Trevor Bird).**

GOLD

It was commented upon that the IEEE’s “Graduates of the Last Decade” (GOLD) programs were not being adopted by the section. It was agreed to consider this as part of the 2001 initiatives.

12. Next Meeting

The next meeting will be held at 7.00 pm on 5 March 2001 at the North Sydney Institute of TAFE in Room AG05.

The meeting concluded at 8:55 pm

**IEEE New South Wales Section
Minutes of the 152nd Committee Meeting, 5 March 2001
North Sydney Institute of TAFE, Gore Hill, Room AG05**

The Chairman (Trevor Bird) opened the meeting at 7:05 pm

1. Attendance and Apologies

Attendance: Jim Logothetis, Jim Vasseleu, Trevor Bird, Karu Esselle, David Burger
Graeme Gwilliam, Stefan Mozar, Bruce Poon, Zak Zakarevicius
John Robinson, Walter Lachs, Sam Reisenfeld, Tim Hesketh, David Skellern.

Apologies: Kate Carruthers, Andrew Parfitt, Philip Ogunbona, Faz Rahman.

2. Minutes of the Previous Meeting

Confirmation of Minutes - The minutes of the previous meeting were approved without amendment (Jim Vasseleu, Jim Logothetis – Carried).

Business Arising from the Minutes

- Action 17/2000: The mechanism for establishing credit card facilities for the Section is still being pursued. **(Action 1/2001: Graeme Gwilliam)** Continuing.
- Action 45/2000: Forms for establishing the Engineering Management Chapter will be sent to the secretary. Continuing.
It was found to be unfeasible with present numbers to form a Consumer Electronics Chapter jointly with Communications/ Signal Processing. Looking at an Australia wide chapter. Complete.
- Action 2/2001: Status of Student contest and submissions. JR/TB followed up. Action closed.
- Action 5/2001: The Chair undertook to discuss the Chapter future with David Skellern **(Action 5/2001: Trevor Bird)**. (However, later in the meeting, David reported on the Chapter later (see 9.6)). Complete.
- Action 9/2001: The Chair will discuss postal and organizational procedures with the APC. **(Action 9/2001: Trevor Bird)** Complete.

3. Correspondence in/out

- Regional Activity Board award nominations
- Info – financial return for last year
- Hunter subsection e-mail
- PE Society letter
- A&P Society Tsai award nominations
- Region 10 distinguished section award / volunteer award
- John Robinson, signed off 2000 financial L-50 report and submission accepted.
- Karachi – participation invite in split program – Section declined.
- Letter – Ruth Innal educational program mailout
- Student e-mail re engineering medicine biology enquiry. AP to respond.
- IEEE Global accident travel plan letter from HQ.
- PES submission by Jim for a high performance section upgrade.

(Move acceptance Walter, Jim V. – Carried).

4. Treasurer's Report

- Jim & John are current signatories of the Macquarie Bank investment account. AP to write to the Bank advising new signatories. **(Action 10/2001: Andrew Parfitt)**
- Graham produced a draft GST type invoice for the Section to use.
- Update to last months fund distribution of approx \$100 was made.
- \$1350 liquidity after payments this month.
- Expenses of \$1808.34 tabled this month.

- IEEE-HQ L50 form requests Thomas Lynch to be listed on all Section Bank Accounts. TSB to check other sections in Australia. Follow up Alan Alan & Hemsley re IEEE Inc registration and Power of attorney for Thomas Lynch. **(Action 11/2001: Trevor Bird)**
Finance reports approved Walter, Karu – carried.

5. Committee Chairs

Fellow Search - Trevor Bird.

Membership Development

Bruce Poon.

Professional Activities

It was agreed that this portfolio includes the following

- IEEE involvement in Professional Engineers Week
- IEEE participation in Joint Technical Program

Jim Logothetis agreed to chair this committee, calling on others as required.

Student Activities

Tim Hesketh agreed to chair this committee.

AEECB

It was agreed to abandon this portfolio, but to make a request to the Australia Council that each Section appoint a state delegate who should attend the AEECB meetings when they are held in the delegate's state, and report the outcomes and transactions of the meetings to the Australia Council Chair. Trevor Bird should follow this up. **(Action 4/2001: Trevor Bird)**. Continuing.

5.6 Circuit Editor

Walter Lachs agreed to continue in this role for another year.

6. Chair's Forum

The issue addressed was how to improve activities in the Chapters.

Points:

- All Chapters run more or less independently.
- Chairmen are ex officio members of the Section Committee
- Must follow the Section By-laws in all respects.
- It is important that Chapters do not obligate the Section without prior approval of the Section Committee.
- Conferences and major meetings must be brought to the Section Committee for approval before the Section will agree to support such meetings (see resolution of 150th Section Committee Meeting).
- Chapter activities usually consist of technical meetings, workshops, colloquia and topical meetings. Some of these are part of the joint electrical engineering activities and some are independent. Costs incurred in joint activities are covered by the Section while other meetings are covered by other means. Chapters are required to hold at least 3 activities per year.
- To encourage these activities, the Chair suggested that the Section provide funds up to a maximum of \$450 per annum per Chapter. The funds will be given only on provision of a budget or receipts by the Chapter Treasurer to be delivered to the Section Treasurer at the latest by the AGM.
- Chapters are requested to provide an outline plan of activities for the year.
- Chapters are encouraged to contribute articles to Circuit or produce their own newsletters or maintain their web page to keep Chapter members better informed.
- At least one major activity should be planned for each year that will involve not only Chapter Committee members but other Society members as well.

Discussion followed. The Chair was asked to prepare a motion for next meeting on funding for Chapters. **(Action 12/2001: Trevor Bird)**

7. Circuit Report

Circuit for March has been mailed. Trevor's assistant, Dallas Rolph, did the layout for this issue. In future APC will do this.

Two further issues are planned for 2001: July (to advise the joint program meetings for the second half of the year and to announce nominations for the 2002 committee) and November (to announce the result of the elections).

8. Committee Reports

All reports except Membership Development were deferred until the next meeting. The Chair requested that all reports be provided in writing.

8.1 Fellow Search – one Australian Fellow nomination received.

8.2 Membership Development - Bruce Poon reported Section membership at December was 2260 (excluding affiliates). This number includes 152 Senior Members and Fellows and 334 Student Members.

8.3 Professional Activities – Due to commence with IEAust in April.

8.4 Student Activities – A promotional letter was sent to all NSW universities to raise the profile of student membership.

8.5 Educational – Nothing to report.

8.6 Awards – 1998 Outstanding Volunteer award presented to Jim Logothetis. Regional Activities Board (RAB) award summary listing 5 awards that are available.

8.7 Life Members – JV explained Life members could be used as support people for conferences and seminars.

8.8 Member Communications - Kate advised via Trevor that a comms plan is being prepared looking at priorities.

8.9 Nominations – To be finalized at the June 2001 meeting for section committee 2002.

9. Chapter Reports

9.1 Computer Chapter - no report.

9.2 Antennas & Propagation / Microwave Theory & Techniques – The 2000 report was sent to all chapter members by e-mail (Karu Esselle). First committee meeting will be held in March.

9.3 Communications / Signal Processing – First meeting held on 19 Feb, Phil via the Chair tabled a DSP conference report. Next meeting 12 March.

9.4 Power Engineering – Looking at web page update and confirm on-going interest. Looking at universities interest in membership.

9.5 Industrial Electronics / Power Electronics / Industrial Applications - no report.

9.6 Circuits and Systems / Solid State Circuits – David reported that meeting and speakers fell through last year due to last minute cancellations. Chapter is not functional and needs new people. ISCAS will be used to stimulate activity and local involvement.

10. Conference Reports

10.1 APMC 2000 – Only remaining action is closure of finances. An overall profit of about \$50k is now expected.

10.2 2000 IDC – Very successful, report to be presented next meeting, higher involvements than expected. It included a small exhibition.

10.3 PICA 2001 – Meeting held on 19/2. Conference commences on May 20. 72 papers have been approved, venue at the Masonic Centre is now confirmed. Bookings via the IEEE-PES web page. Only a few registrations received so far.

10.4 ISCAS 2001 – Due on May 1st, and going well. Over 900 registrations received so far, but have not met sponsorship revenue targets. Venue capacity is 1200. Written report next meeting.
(Action: 13/2001: David Skellern)

11. General Business

6th International Symposium on DSP for Communication Systems

A request for support has been received from the organizer of this symposium. The “technical co-sponsorship” of this Symposium was carried unanimously. No money involved from the Section. AP to draft a letter to the organizer advising Tad Wysocki of approval and advise Comms Chapter.
(Action 14/2001: Andrew Parfitt)

11.2 November conference – Region 10, seed IS Consumer Electronics. Est 120 people budgeted. Proposal to be submitted to a future meeting.

11.3 Com Sig Processing Symposium. Two day seminar open to all – rotating between Sydney universities. Looking at ~7 to 8 month lead time.

12. Next Meeting

The next meeting will be held at 7.00 pm on 2 April 2001 at the North Sydney Institute of TAFE in Room AG05.

The meeting concluded at 9:10 pm

**IEEE New South Wales Section
Minutes of the Executive Committee Meeting, 2 April 2001
North Sydney Institute of TAFE, Gore Hill, Room AG05**

The chairman opened the meeting at 7:05 pm

1. Attendance and Apologies

Attendance: Jim Logothetis, Jim Vasseleu, Trevor Bird, David Burger, Graeme Gwilliam, Bruce Poon, Walter Lachs, Tim Hesketh, Kate Carruthers, Philip Ogunbona.

Apologies: Karu Esselle, Stefan Mozar, Andrew Parfitt, Sam Reisenfeld, Zak Zakarevicius, John Robinson.

2. Minutes of the Previous Meeting

Confirmation of Minutes - The minutes of the previous meeting were approved without amendment (Jim Vasseleu, Jim Logothetis – Carried).

Business Arising from the Minutes

Action 17/2000: The mechanism for establishing credit card facilities for the Section is still being pursued. Continuing with KC and GG.

Action 45/2000: Forms for establishing the Engineering Management Chapter will be sent to the secretary. Continuing.

It was found to be unfeasible with present numbers to form a Consumer Electronics Chapter jointly with Communications/ Signal Processing. Looking at an Australia wide chapter.

(Action 1/2001: Stefan Mozar)

Action 4/2001: JR to represent Australia Council at NSW convened meetings only. (Action now closed)

Action 11/2001: IEEE HQ-L50 Thomas Lynch signatory on Bank Accounts. To be put on minutes at Australia Council Agenda for discussion. (TB).

3. Correspondence in/out

- JR – Letter from NSW TAFE, 2001 excellence awards at Ryde on 6 June. (see 11.3)
- Walter Lachs – IEEE advertisements and web site e-mail update.
- E-mail, Tony Blackburn IEAust meeting dates were incorrect.
- E-mail, Harry McDonald Aust Council advised post-grad 2000 winner Lan Foo of ANU.
- E-mail, JR, call for papers 'Consumer Electronics Symposia in Melbourne'.
- Ted Hissey – Engineering Skills presentation handout.
- Harry McDonald – national societies update – review in Singapore.
- GG L50 report letter.
- JR IEEE US, Ms Waldman – volunteer global travel medical plan update.
- David Peterson, Aerospace chapter proposal. TB responded with Chapter formation guidelines.
- Section Bank account signatories, Harry McDonald – TB.
- RAB Awards – JV recommended to Larry K Wilson transnational award is most relevant here. Nominations to JV.
- CSIRO electronic payment authority forms.

Moved Kate Carruthers – Walter Lachs – Carried.

4. Treasurer's Report

- Cash on hand \$11,954.
- Expenses tabled this meeting include \$1781.60 for APRS, totaling \$2000.60.
- Software purchase proposal to be made by Graeme & FinComm – MYOB.
- NSW Section Budget for 2001 tabled.
- Macquarie CMT signatories investigated.

- PICA and Section accounts both have the treasurer as co-signature.
- L50 Correspondence received.
- Finance reports approved TB, JV – carried.

Motion that the Section Committee requires the return of Section funds, amounting to \$50,000 resulting from the disbursement of Globecom 98 funds plus interest, from the PICA 2001 Com. Financial Services Investment Account to the NSW Section Com. Financial Services Account, to conform with RAB Operations Manual – Section 9.4.J.9(a) that requires establishment of appropriate accounts “without co-mingling of funds”. Moved TB, GG – carried.

Motion that the Annual Budget be approved, moved GG, DB – carried.

5. Chair's Forum

The Chairman promoted a discussion on the Section web site. He noted that the present position of the web site is as follows:

- Uncertainty about who is responsible.
- Uncertainty about material appearing on the web site.
- Material not kept up to date.
- A variety of web styles.
- Cannot expect Section Committee members to spend time looking after the web.
- Kate Carruthers is preparing a communication plan that includes the web site, however someone will need to do the work.

He made the following recommendations (including some suggestions from Kate):

- Communications Committee to be responsible for the web site.
- As soon as possible, advertise for a student to be the 'Webmaster' for the Section.
- An honorarium, of say \$500 pa, be paid to the Webmaster.
- The Webmaster to report to the Communications Committee.
- The Chair of the Communications Committee to provide monthly report on maintenance of the web site.
- Agree on a web site structure and strategy that enables different groups to add their own content in a controlled manner in an agreed format.
- The web site should allow standard documents to be used eg 'Circuit' in Word format.
- The Chapters should have web pages that are consistent in appearance with the main site.
- Use an agreed template for content pages and an FTP password for each Chapter, which would enable them to update material as required without going to a third party (i.e. Webmaster).
- Each Chapter to appoint a committee member who is responsible for content and for liaising with the Webmaster.

After discussion the Meeting agreed that:

- Kate and Philip would consult on possibly using IEEE templates and hosting the site on ieee.org. (**Action Kate Carruthers**)
- A student be recruited to be the Webmaster. An advertisement would be posted on the new web site and if required in the next issue of CIRCUIT.

6. Circuit Report

Draft Circuit to be tabled by Walter with updated lecture dates.

Walter to check with IEAust (Mark Edmonds) regarding which are the IEEE convened meeting requiring us to chair.

E-mail copy of Circuits to Kate for e-mail broadcast. Kate to verify IEEE aliasing and co-ordinate with overall IEEE NSW Section web initiative. (**Action Kate Carruthers**)

Student web-master request to go into Circuit, Kate to e-mail similar request.

7. Committee Reports

All reports except Membership Development were deferred until the next meeting.

The Chair requested that all reports be provided in writing.

8.1 Fellow Search – Nothing reported

8.2 Membership Development – Bruce to e-mail chapter chairs with member stats. Four senior member kits issued.

8.3 Professional Activities – lecture topics request for 2002 program are needed. Meeting on 8 March to establish PEP. 13 participants. 10 Days of Engineering proposed for 3rd Sep~10thSep. Identifies a need for a web site. PEP promotion during national science week 14 May 2001.

8.4 Student Activities – Tim reports most Uni's are active with UNSW, Wollongong & Newcastle having member drives. Two papers submitted for Region 10 student competition.

8.5 Educational – Nothing reported

8.6 Awards – JV recommended one award from the RAB that is relevant here in Australia.

8.7 Life Members – 38 members, 12 members requested to assist at PICA.

8.8 Member Communications – See chairman's forum.

8.9 Nominations – To be finalized at the June 2001 meeting for section committee 2002.

8. Chapter Reports

9.1 Computer Chapter - no report.

9.2 Antennas & Propagation / Microwave Theory & Techniques – no report.

9.3 Communications / Signal Processing – Meeting held 12 Mar to discuss ComSoc/SigProc workshop for 2002. Lectures planned for 6th Sep 2001 – Circuit publicity needed.

9.4 Power Engineering – PE chapter nomination for outstanding Chapter award on 29 March. PES web link but no Region 10 web links exist. GG to advise Piscataway to update their web links.

9.5 Industrial Electronics / Power Electronics / Industrial Applications- no report.

9.6 Circuits and Systems / Solid State Circuits – no report.

9. Conference Reports

10.1 APMC 2000 – pending closure of books to finalise this conference.

10.2 2000 IDC – Successful. A detailed report was tabled. In summary

- Over 600 papers and 700 attendees
- Final finances not yet available but a small surplus expected.

10.3 PICA 2001 – meeting held 19 March, Two major patrons are Siemens and Transgrid with some exhibition spots booked. 3000 brochures advertising PICA 2001 will be distributed at the region 10 meeting in Singapore. JL is arranging printing of final program. Next meeting 9 April.

10.4 ISCAS 2001 – Due on May 1st, and going well. Tourhosts expecting 400~500 people with a 4 person keynote panel. Written report next meeting. (Action: David Skellern)

10. General Business

11.1 Joint Engineering Management Society – preliminary committee formed. Chaired by Stefan. Detailed report next meeting.

11.2 Motion to approve up to \$500 per annum for normal chapter activities subject to, elected chapter treasurer, activity plan for the year ahead, provision of receipts prior to AGM and compliance with RAB guidelines. Moved TB, JV – carried.

11.3 Excellence awards at NSW TAFE in Nth Sydney – for the IEEE NSW Section to sponsor the "Communications Award", moved JV, JL – accepted.

11. Next Meeting

The next meeting will be held at 7.00 pm on 7 May 2001 at the North Sydney Institute of TAFE in Room AG05.

The meeting concluded at 9:15 pm.

IEEE NEW SOUTH WALES SECTION 154th COMMITTEE MEETING

Location: Northern Sydney Institute of TAFE - North Sydney Campus, Gore Hill. Conference Room AG05

Date and Time: Monday 7 May 2001 at 7.00pm

AGENDA

- 1. Attendance and Apologies**
- 2. Agenda Approval**
- 3. Confirmation of Minutes & Matters Arising (if not covered in General Business)**
- 4. Correspondence**
- 5. Treasurer's Report**
 - 5.1 Approval of Monthly/YTD financial statement and authorisation of expenditure
 - 5.2 Investment Report
- 6. Chairman's Forum (Discussion on Region 10 Meeting)**
- 7. CIRCUIT Report**
- 8. Standing Committee Reports**

<ol style="list-style-type: none">8.1 Fellow Search8.2 Membership Development8.3 Professional Activities8.4 Student Activities	<ol style="list-style-type: none">8.5 Educational Activities8.6 Awards & Recognition8.7 Life Members Activities8.8 Member Communications8.9 Nominations
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- 9. Chapter Reports**
 - 9.1 Computer
 - 9.2 Antennas and Propagation /Microwave Theory and Techniques
 - 9.3 Communications/Signal Processing
 - 9.4 Power Engineering
 - 9.5 Industrial Applications/Power Electronics/Industrial Electronics
 - 9.6 Circuits and Systems/Solid State Circuits
- 10. Conference Reports**
 - 10.1 Asia Pacific Microwave Conference 2000
 - 10.2 2000 Decision and Control Conference
 - 10.3 PICA 2001
 - 10.4 ISCAS 2001
- 11. General Business**
 - 11.1 Progress Report: Establishment of Engineering Management Society Chapter/Consumer Electronics Society Chapter
 - 11.2 6th International Symposium on DSP for Communication Systems – Request for support.
 - 11.3 GOLD affinity group formation
- 12. Any Other Business**
- 13. Date and Time of Next Meeting**
- 14. Closure**

**IEEE New South Wales Section
Minutes of the 154th Executive Committee Meeting, 7 May 2001
North Sydney Institute of TAFE, Gore Hill, Room AG05**

The chairman opened the meeting at 7:10 pm

1. Attendance and Apologies

Attendance: Trevor Bird, Jim Logothetis, Graeme Gwilliam, Jim Vasseleu, Andrew Parfitt, Karu Esselle, John Robinson, Zak Zakarevicius, Bruce Poon, Walter Lachs, Kate Carruthers, Sam Reisenfeld, David Burger.

Apologies: Tim Hesketh, David Skellern, Stefan Mozar

2. Agenda and Actions

The agenda was approved.

The minutes of the previous meeting were approved with the addition of a record of a motion in the Treasurer's Report that the purchase and use of MYOB software for Section accounting be approved (moved by David Burger, seconded by Graeme Gwilliam). (moved Jim Vasseleu, seconded Bruce Poon).

John Robinson expressed concern about the use of MYOB, however, agreed that its use had been authorized by the previous meeting.

Action 4/2001: No progress on the creation of Section Credit Card facilities. It was noted that PICA now has Credit Card facilities which could be transferred to the section after the conference. Kate Carruthers agreed to contact ACS for advice on how they managed a single facility with several entities. Continuing.

Action 11/2001: A complete list of proponents has not yet been lodged for the creation of an Engineering Management Chapter. Continuing.

Action (unnumbered): Kate Carruthers advised that an IEEE template has been adopted for the web page. Complete.

Action (unnumbered): Kate Carruthers advised that she had verified the use of IEEE aliasing. Complete.

Action (unnumbered): Walter Lachs informed the committee that the chairman now has a list of IEEE convened Joint Program Meetings. Complete.

3. Correspondence

Incoming Correspondence

- Walter Lachs: Advising draft of circuit to be available at tonight's meeting
- Michael Evans: Australia council request for 2001 levy payment of \$1 per active member. It was moved (Andrew Parfitt, seconded Jim Logothetis) that payment be made based on Jan 2001 member numbers. Carried.
- Claude Lecomte: request for participation by IEEE in PMI seminar to be held later this year. It was resolved that we could advertise the event in Circuit but would not otherwise participate.
- Fanny Su: Singapore Office request to check officer information for Region 10 web page.
- Sydney Uni. Electrical Engineering Foundation: invitation to graduation dinner.

- IEEE Region 10: Recognised Education Programs (REP) list circulated for update. It was resolved that the secretary should send the list to Heads of Schools and Deans, as well as obtaining a list of accredited courses from IEAust.
- Karu Esselle: Request for an advance to attend IEEE MTT Symposium as chapter chair (to be reimbursed to the Section by MTT Society). A \$6000 advance was approved (moved Andrew Parfitt, seconded Walter Lachs – carried.)

Outgoing Correspondence

- To John Robinson: Request for return of interest on \$50K Section funds held by the PICA account from 6 July 2000 to 4 April 2001.
- To John Robinson: Advice that \$15,946.21 has been determined to be the amount of seed funding so far extended to PICA 2001, returnable and subject to audit after PICA 2001.

4. Treasurer's Report

The Treasurer reported that the balance of the Section cheque account is \$14,652.35.

Accounts for payment total \$6,258.49 at 7 May 2001.

The Treasurer advised that an investment strategy involving consolidation of funds was desirable from the point of view of managing signatories on the accounts, and that he is looking at proposing such a consolidation after consultation with financial institutions. It was noted that the IEEE policy concerning investments was directed more against speculative investments than term deposits.

The status of the L-50 form is such that a question still needs to be resolved to the satisfaction of the Section auditor, the IEEE and John Robinson. The Treasurer advised that he will follow up on the status of our 2001 rebate since we had submitted the form on time (**Action 20/2001: Graeme Gwilliam**).

The \$50K funds held temporarily in the PICA 2001 account have been returned to the Section.

It was moved that the Treasurer's report be accepted and payment of accounts approved (Walter Lachs, seconded Kate Carruthers – carried.)

5. Chairman's Forum

The chairman tabled his Region 10 report (distributed prior to the meeting by email).

It was resolved that a number of useful links to the IEEE website be given in the next issue of Circuit, together with a written summary by Trevor Bird (**Action 21/2001: Trevor Bird**).

It was resolved to advertise the new benefits associated with Senior Membership in the next issue of Circuit by revising the Senior Member elevation section. (**Action 22/2001: Walter Lachs**)

A discussion on the benefits of having an active and enthusiastic student counselor at each university followed. It was agreed that the Secretary include a request to try to find a suitable counselor when he writes to the Deans concerning the REP listing. (**Action 23/2001: Andrew Parfitt**)

A discussion on the GOLD program was deferred to the next meeting.

6. CIRCUIT Report

A draft of the July issue of Circuit was circulated. All members were requested to provide corrections and additional material to Walter Lachs by email. Deadline to provide copy to APC is mid-June.

It was noted that the IEEE logo should be changed to be the new approved logo (ie. without the Networking the World slogan).

Jim Vasseleu indicated that after the June committee meeting he will provide a nominations list for the 2002 Committee to be included in Circuit as required by the bylaws.

Graeme Gwilliam advised that a possible (paid) insert to Circuit was still being negotiated.

It was noted that a request for expressions of interest by students to act as webmaster should be included.

7. Standing Committee Reports

Fellow Search

Nothing to report.

Membership Development

Bruce Poon advised that the Section has 2623 active members (2341 excluding affiliates). Of there are 40 Life Members, 153 Senior Members and 365 Student Members.

Professional Activities

A written report was provided.

Jim Logothetis advised that preparations for the 10 days of engineering (September 3 to 13 – coinciding with National Engineering Week) were underway. NSW activities are funded by IEAust.

Joint Program 2002 preparations have started. Possible Computer, Antennas/Microwave and Communications topics were requested from Chapter chairs.

Jim Vasseleu advised the possibility of a historical paper was still under negotiation.

Student Activities

A Student Branch number is required for UTS. Bruce Poon agreed to find out the numbers for all NSW Universities (**Action 24/2001: Bruce Poon**).

Educational Activities.

Nothing to report.

Awards and Recognition

Jim Vasseleu advised of a LAMEE award for significant innovation in engineering. No nominees were suggested.

Life Members Activities

Jim Vasseleu advised that life members had been asked to participate in PICA 2001, and three positive replies had been received so far.

Member Communications

Kate Carruthers advised that the new templates and link had proved to be successfully implemented. The Section web page will be hosted on the IEEE server which currently links back to the existing page until it is updated. Kate Carruthers will circulate the new URL and include it in Circuit. (**Action 25/2001: Kate Carruthers**).

A reminder to members to use IEEE aliases if possible will be included in Circuit.

Nominations

Refer to item 6.

8. Chapter Reports

Computer

Kate Carruthers advised that a schedule of events for 2001 was still in preparation.

A request to endorse ICON2001 in Bangkok was discussed. It was recommended that it is not appropriate for such endorsements outside the geographic region of the Chapter since these should properly be handled by the local chapter and/or the Computer Society. International membership of the conference committee should serve the purpose of indicating international support for such activities. There is also a problem if at a later stage the terminology used for endorsement is taken to mean some financial commitment or obligation on the Section or Chapter (even though this is unintended). The Secretary to advise Kate Carruthers of this decision (**Action 26/2001: Andrew Parfitt**)

It was resolved that the IEEE NSW Computer Chapter should not formally provide endorsement to ICON2001.

Antennas and Propagation / Microwave Theory and Techniques

A written report was provided.

A lecture and visit to Sydney University, a lecture on Pulse Measurements by Tony Parker of Macquarie University and a possible joint workshop next February with the Communications Chapter have been proposed.

Communications & Signal Processing

Sam Reisenfeld advised that combining WARS and the Communications Chapter Symposium had been proposed, but that he was not in favour of this option.

Sam Reisenfeld also suggested that requesting off site meetings in working hours was not appropriate for IEEE volunteers. The chairman advised that this should be discussed with meeting proponents, but that as a general rule after-hours meetings would normally be preferable.

Power Engineering

A written report was provided.

Most active committee members are involved at present with PICA 2001. A US\$500 award was received from IEEE PES for being a high performing chapter.

Industrial Applications, Power Electronics and Industrial Electronics

No report received.

Circuits and Systems, Solid State Circuits

ISCAS01 is currently being held at Darling Harbour.

9. Conference Reports

PICA 2001

Walter Lachs advised that

- 400 attendees were planned, but only 300 likely
- extra advertising is being conducted
- interested persons can enroll in tutorials without enrolling in the whole conference
- Australian registrants can now register in Australian dollars
- A credit card facility has been established
- \$60K of patronage has been obtained
- 18 exhibitors are expected
- Final program to be distributed on CD with a book of abstracts.

Other conference reports deferred to next meeting

Other business deferred to next meeting.

The next meeting will be held on June 4.

The meeting closed at 9:25 pm.

**IEEE New South Wales Section
Minutes of the 155th Executive Committee Meeting, 4 June 2001
North Sydney Institute of TAFE, Gore Hill, Room AG05**

The vice-chairman opened the meeting at 7:05 pm

1. Attendance and Apologies

Attendance: David Burger, Graeme Gwilliam, Jim Vasseleu, Jim Logothetis
Andrew Parfitt, Philip Ogunbona, John Robinson, Stefan Mozar
Zak Zakarevicius, Claude Lecomte (visitor)

Apologies: Tim Hesketh, Kate Carruthers, Karu Esselle, Lance Phipps
Trevor Bird, Bruce Poon

2. Agenda and Actions

The agenda was approved.

The minutes of the previous meeting were amended as follows:

- Outgoing correspondence: “Advice that \$29,054.94 has been determined ...”
- Section 7.6: the award is “LAMME”
- Section 9.1: last dot point to read “Proceedings to be distributed on CD with a book of abstracts included in the final program booklet.”

The amended minutes were approved (moved Jim Vasseleu, seconded Jim Logothetis, carried.)

Action 4/2001: No progress on credit card facilities. Continuing.

Action 11/2001: A complete list of proponents has not yet been lodged. Continuing.

Action 20/2001: L50 form is still being finalized with accountants. Continuing.

Action 21/2001: Useful links list sent to Circuit editor. Complete.

Action 22/2001: To be included in Circuit. Complete.

Action 23/2001: REP listing and student councillor correspondence partially complete. Continuing.

Action 24/2001: Numbers of students at each University have been obtained

UNSW (branch 2598721)	15
UNSW Computer Science (branch 2533563)	135
UTS (branch 2504821)	18
Sydney Uni. (branch 40008997)	17

UWS Nepean (branch 2538101)	12
Uni. Wollongong (branch 2590073)	59

Complete.

Action 25/2001: Kate Carruthers to circulate the new URL to members. Continuing.

Action 26/2001: Advise Computer Chapter of decision regarding ICON2001 endorsement. Complete.

3. Correspondence

In response to a request by the Australia Council Chair, it was agreed that the NSW Section support the roll-over of the tripartite agreement for a further year while any necessary modifications are resolved (Andrew Parfitt, seconded Jim Vasseleu – carried.)

In response to a request by the Australia Council Chair, it was reaffirmed that John Robinson (in his capacity as Australia Council Vice-Chair) would represent IEEE at locally convened meetings of the IEAust. Electrical College Board.

In response to correspondence between the Section Chair and Dr David Tien (former Singapore Section Chair, now at Charles Sturt University, Bathurst) it was agreed that he be requested to fill in a nomination form for membership of the 2002 Section Executive Committee.

4. Treasurer's Report

The treasurer advised a cash balance of \$5312.44 with accounts to be paid totaling \$1,321.67. Some immediate income was expected, giving a balance of approximately \$6,024.

The report was accepted (moved Graeme Gwilliam, seconded Walter Lachs – carried.)

5. Chair's Forum

The vice-chair introduced the subject of Distinguished Lecturers, and encouraged Chapters to consider inviting (possibly along with other Australian Chapters through the Australia Council) D.L.s to Australia.

It was reported that Karu Esselle had invited one MTT Society lecturer. Karu was requested to advise the Australia Council Chair of his plans (**Action 27/2001: Karu Esselle**)

6. Circuit Report

A final draft of Circuit was circulated for comment. Amendments or additions were requested by 15 June.

7. Standing Committee Reports

Fellow Search

No report.

Membership Development

Bruce Poon provided by email membership statistics (1965 members excluding affiliates, including 322 students and 160 senior members.)

Professional Activities

Jim Logothetis advised that the 10 days of Engineering (coinciding with National Engineers Week: 3 Sept. to 9 Sept.) planning was proceeding well. Joint technical meetings for 2002 required contributions on Communications and Microwave subjects from the appropriate chapters.

Student Activities

No Report.

Educational Activities

Zak Zakarevicius advised that there was nothing to report.

Awards and Recognition

Jim Vasseleu advised that there was nothing to report.

Life Member Activities

Jim Vasseleu advised that 4 life members assisted at PICA. Graeme Gwilliam will write to these participants to thank them for their assistance (**Action 28/2001: Graeme Gwilliam**).

Member Communications

No report.

Nominations

Jim Vasseleu tabled a list of names to appear in Circuit as nominations for the 2002 Committee. These names were derived based on attendance (or recorded apology) at 50% or more meetings in 2001.

8. Chapter Reports

Computer

There was no report.

It was noted that there was a possible visitor to Sydney who could give a tutorial based on one presented at ICON2001.

Microwave Theory and Techniques/Antennas and Propagation

A written report from Karu Esselle was tabled. Two meetings are planned for July/August.

Communications/Signal Processing

Philip Ogunbona advised that a social gathering of the Chapter would now take place in July. He proposed an incentive program for member recruitment.

It was noted that the Communications/Signal Processing workshop proposed for February has been delayed until April/May due to a clash with another workshop at that time. Coordination with WARS 2002 is therefore now not possible.

Power Engineering

Graeme Gwilliam noted that with PICA 2001 over, new activities can be contemplated.

Industrial Applications/Power Electronics/Industrial Applications

There was no report.

Circuits and Systems/Solid State Circuits

There was no report.

9. Conference Reports

Asia Pacific Microwave Conference 2000

Andrew Parfitt tabled the final report. This conference is now closed.

2000 Decision and Control Conference

There is still no final report.

PICA 2001

It was noted that attendance was down due to a clash with an IPEE meeting in Singapore. There were 255 attendees (including some students) and an average per head taking of \$584 excluding GST. It is hoped that the conference will break even.

Technically the conference was judged a successful event.

ISCAS 2001

There was no report.

10. Other Business

Engineering Management Society

Only half of the required signatures have been secured.

GOLD

Deferred until the July meeting.

Australia Council Matters

Refer to Correspondence.

TAFE Award

Next Joint Program Meeting

The next Joint Program meeting (28 June) is a talk on MPEG7, to be chaired as an IEEE contribution by Trevor Bird.

It was resolved that due to the fact that TAFE could not identify a suitable awardee for this year, the funds be carried forward to 2002 and that the IEEE offer \$1000 that year for two awards in the IT/Electronics areas. The further funding of the award will be reviewed next year. (moved Walter Lachs, seconded Jim Vasseleu – carried). The Chair to advise TAFE (**Action 29/2001: Trevor Bird**).

The next meeting will be on 2 July.

The meeting closed at 8:45 pm.

**IEEE New South Wales Section
Minutes of the 156th Executive Committee Meeting, 2 July 2001
North Sydney Institute of TAFE, Gore Hill, Room AG05**

The Chairman opened the meeting at 7:05 pm

1. Attendance and Apologies

Attendance: David Burger, Graeme Gwilliam, Jim Vasseleu, Jim Logothetis
John Robinson, Stefan Mozar, Trevor Bird, Bruce Poon
Zak Zakarevicius, Karu Esselle, Walter Lachs.

Apologies: Lance Phipps, Andrew Parfitt

2. Agenda and Actions

The agenda was approved.

Action 4/2001: Credit card facilities have now been established, and require the PICA account to move to the Section Account as part of the CC facilities. **Complete.**

Action 11/2001: Eng Mgt Chapter, A complete list of proponents has not yet been lodged. Continuing.

Action 20/2001: L50 form is still being finalized with accountants. Trevor and John to meet with our Auditor to bring this to a conclusion. **Open**

Action 23/2001: REP listing and student councilor correspondence partially complete. **Open.**

Action 25/2001: Kate Carruthers to circulate the new URL to members. Update Web address on Circuit **Complete.**

Action 27/2001: KE to advise the Australia Council Chair of his plans for MTT Distinguished Lecturer (**Complete**) *pending response from Australia Council.*

Action 28/2001: Graeme Gwilliam to write to four Life Members thanking them for their assistance with PICA **Open.**

Action 29/2001: The Chair to advise TAFE that the IEEE will offer \$1000 in 2002 for two awards in the IT/Electronics areas. The further funding of the award will be reviewed next year. **Open.**

3. Correspondence

- EMC Society collaboration with IEAust discussions was tabled.
- E-mail, Claude Lecomte re PMI promoting the Engineering Management Chapter formation.
- Female Engineers names in the IEEE were supplied to the Dept of Fair Trading.
- MTT Advance to Karu, refunded unused funds and claim for reimbursement made for used funds submitted to MTT Society.
- TAFE Excellence awards, TB attended 6 June program and dinner.
- Australian Professional Centre, service and facilities brochure.

Moved: JV, Seconded: WL, Accepted.

4. Treasurer's Report

Outgoing payments this month total \$3,725.45.

Money kept in accounts:

Comm Bank CMT	\$141,292
PIC Cheque	\$47
CMT	\$60,006
MBL CMT	\$19,000
Section	\$7,162.92

Action: Pica conference treasurer to advise GST issues. To be discussed with the Auditor.

The report was accepted (moved DB, seconded WL – carried.)

5. Chair's Forum

Student and Recent graduate (GOLD) issues:

1. Student activities representative, more contact is required for students. Growth in numbers to be stimulated. (refer action 23/2001 on page 1)
2. Contact group at each university is needed. Maybe talk or drinks. GG, JL, TB with videos to be shown to interested parties.
3. Contact Heads of Electrical Engineering to request a liaison person for IEEE on the staff.
4. Max Symons memorial prize – local student paper competition for both regional and local IEEE award. Target this for October. Use this prize as a reason to contact the Universities (graduate and undergrad prizes). Value of the prize is to be determined.

Action 30/2001 TB to contact Heads for a liaison person and the prize. **Action 31/2001 GG** to allow for 2002 budgeted funds.

Note: add Macquarie University to list.

6. Circuit Report

Amendments or additions are requested by 15 October, 5:00pm. (Add member number reference to nomination form & update the web address.)

The incorrect url (all characters should be lower case) is listed on the top left page of Circuit and this needs to be corrected in future issues.

7. Standing Committee Reports

Fellow Search

No report.

Membership Development

Bruce Poon provided by email membership statistics (2003 members excluding affiliates, including 329 students and 161 senior members.) and increase over last month.

Professional Activities

Jim Logothetis coordinating IEEE component of the 10 days of Engineering (coinciding with National Engineers Week: 3 Sept. to 13 Sept.), events being publicised.

Computer Society lecture topic for 24 October 2002 to be advised. Kate to brainstorm and advise.

Student Activities

No Report.

Educational Activities

Zak Zakarevicius advised that there was nothing to report.

Awards and Recognition

Jim Vasseleu advised that there was nothing to report.

Life Member Activities

Jim Vasseleu to advise USA re the passing away of one Life Member.

Member Communications

No report.

Nominations

Jim Vasseleu tabled a list of names to appear in Circuit as nominations for the 2002 Committee. Andrew to advise Tim, Stefan and Phillip they are actually on the committee list. Faz Rahman has been removed from the list. **Action 32/2001 AP.**

8. Chapter Reports

Computer

There was no report.

It was noted that there was a possible visitor to Sydney who could give a tutorial based on one presented at ICON2001.

Microwave Theory and Techniques/Antennas and Propagation

Two meetings are planned for July/August. Dist Lecturer discussion with the other states is underway.

Communications/Signal Processing

Philip Ogunbona advised that a social gathering of the Chapter is now deferred from July. He proposed an incentive program for member recruitment.

Power Engineering

Possible seminar on power quality, co-generation, invitation from PES 2002 in Yokohama for an honorary organizer. Power engineering new article.

Industrial Applications/Power Electronics/Industrial Applications

There was no report.

Circuits and Systems/Solid State Circuits

There was no report.

9. Conference Reports

2000 Decision and Control Conference

A basic report was supplied, more detail required from TH.

PICA 2001

It was noted that attendance was down due to a clash with International Power Engineering Conference (IPEC) meeting in Singapore. Full report in Circuit by Walter Lachs.

10. Other Business

Engineering Management Society

Only half of the required signatures have been secured. Stefan Mozar was asked to bring this to a conclusion (see **Action 11/2001**).

GOLD

Deferred until the August meeting, PowerPoint type notes were tabled with the committee for the next meeting.

The next meeting will be on 6 August.

The meeting closed at 9:15 pm.

**IEEE New South Wales Section
Minutes of the 157th Executive Committee Meeting, 6 August 2001
North Sydney Institute of TAFE, Gore Hill, Room CG15**

The Chair opened the meeting at 7:05 pm.

1. Attendance and Apologies

Attendance: Trevor Bird, Andrew Parfitt, Walter Lachs, Graeme Gwilliam, Jim Logothetis, Sam Reisenfeld, Philip Ogunbona, Faz Rahman, David Burger, Tim Hesketh, Zak Zakarevicius

Apologies: Karu Esselle, Lance Phipps, John Robinson, Jim Vasseleu, Stefan Mozar, Kate Carruthers (Chair to contact Kate regarding September Joint Program Meeting – **Action 33/2001**)

2. Minutes of the Previous Meeting

The minutes of the previous meeting were accepted as a true record (moved Walter Lachs, seconded Jim Logothetis, carried.)

3. Agenda and Actions

The agenda was approved with the addition of one item of other business concerning the GOLD program.

Action 11/2001: There was no conclusion to the issue of forming the Engineering Management Chapter. **Continuing.**

Action 20/2001: The L-50 form and accounts are with the auditor, who has spoken with IEEE HQ. Previous years' forms have been received and the auditor will work to reconcile the current position with the data in these forms. Trevor Bird and Graeme Gwilliam will sign off when this is complete to the auditor's satisfaction. The 2001 rebate will be paid after this action is complete. **Continuing.**

Action 23/2001: REP list distribution is still ongoing. **Continuing.**

Action 29/2001: The chair advised that he has not been successful in contacting the proper person in TAFE regarding the award(s), but that he had received an acknowledgement from the TAFE awards committee who stated they would discuss the issue closer to the time of the 2001 awards being decided. **Continuing.**

Action 30 and 31/2001: The chair advised that he is obtaining the correct contact details for Heads of Electrical Engineering. It was recommended that this list include Heads of Computer Science or IT as well. The treasurer advised that his budgeting was contingent on knowing the number and magnitude of each prize. **Continuing.**

Action 32/2001: Appropriate members were advised of their nomination. **Complete.**

4. Correspondence

- Advertisements for TenCon 2002 have been received.
- Email from Harry McDonald received regarding MTT Distinguished Lecturer proposals asking for prioritization (the chair has responded accordingly).
- Email from Philip Ogunbona concerning Communications Society Distinguished Lecturers and funding.
- Email from the chair, advising Chapter Chairs of the procedure for organizing Distinguished Lecturer visits.
- Email from Region 10 advising of available funds for educational activities (including Distinguished Lecturer programs). Submissions required by 14 September.
- Email from David Tien (Charles Sturt Uni., Bathurst) regarding Section endorsement of ICITA 2002. **Note that no resolution of this matter was made.**
- Email from Karu Esselle regarding IEEE accreditation of Macquarie University courses. The secretary will check with IEEE with a view to inclusion on the REP listing (**Action 34/2001**).
- Invitation received to the launch of the Masonic Centre's web site. John Robinson has sent his apologies.
- Email from John Robinson sending apologies and comments on minutes of previous meeting. John Robinson also represented the Chair at the last Joint Program Meeting. It was resolved that the host of the Joint Program meetings needs to be identified in the listing in Circuit and preferably in the IEAust. Sydney Division newsletter.

The correspondence was received (moved Walter Lachs, seconded Tim Hesketh, carried.)

5. Treasurer's Report

The Treasurer reported that the balance in the cheque account is \$9,262.69 with \$1,569.70 of expenditure to be paid.

There is no change in the established deposit accounts.

Expected income this year (including conference surpluses, rebate and interest) is approximately \$70,000.

A discussion followed on the use of Section money, in particular:

- For promotion of the engineering profession in the community and to schools (in conjunction with the IEAust and IEE).
- As a contribution next year to National Engineering Week
- To fund further conferences.

It was reported that the PICA GST reconciliation was made through the Section's BAS. The Section paid on behalf of PICA and was reimbursed from PICA.

The Treasurer's Report was accepted. (Moved David Burger, seconded Walter Lachs, carried.)

6. CIRCUIT Report

A draft of the next issue will be circulated at the September committee meeting.

Information on the AGM (venue and confirmed date) is needed.

The Chair asked that the basic information to be used in the draft be derived from the current issue and not from any other notes.

7. Standing Committee Reports

Fellow Search

Trevor Bird advised that there was nothing to report.

Membership Development

Bruce Poon provided the latest membership statistics, showing total active members (excluding affiliates) as 2340.

Bruce advised that he will attend the Marist Brothers School careers' night. Bruce was thanked for his continued involvement in this activity, and a discussion followed on how IEEE could effectively provide outreach to schools. It was agreed that some material could be produced, based on information available from IEEE and Societies. Chapter Chairs could try to source general information on Engineering careers from their Societies (**Action 35/2001 – Chapter Chairs**).

It was noted that the URSI National Committee were using the Section email list to promote WARS2002. For information, the Secretary will request feedback on the number of email bounces. (**Action 36/2001**).

It was resolved to consider reproducing existing video material on CD ROM with some contextual written material.

It was resolved that the Chair write a suitable letter promoting Electrical Engineering as a career that could be inserted in University and School material for distribution on open days. (**Action 37/2001**).

Professional Activities

Jim Logothetis advised that Engineering week (3-13 September) was now planned and a calendar of activities has been circulated. Details are available in the Sydney Division of IEAust. Newsletter.

A number of holes appear in the (Power Engineering dominated) Joint Technical Program. Robert Minasian will give a microwave photonics paper in September. Philip Ogunbona agreed to find a communications topic and Tim Hesketh agreed to find a computer topic. (**Action 38/2001**)

It was noted that the Harricks Address is to be given on 3 September. The next NSW Section Committee meeting will be changed to 10 September to allow members to attend: the Secretary to confirm with TAFE (**Action 39/2001**)

Educational Activities

Zak Zakarevicius reported that Region 10 may be able to provide extra funds for Distinguished Lecturers, especially workshops (see correspondence).

Student Activities

Tim Hesketh advised that he has attended meetings at three student branches. He advised that UNSW has an open day in September, with possible IEEE involvement. The open letter described in 7.2 could be used here.

Awards and Recognition

No report.

Life Member Activities

No report.

Member Communications

No report.

Nominations

No report.

8. Chapter Reports

Computer

No report.

Antennas and Propagation/Microwave Theory and Techniques

Karu Esselle reported via email that the Chapter had a meeting at the University of Sydney (A/Prof Robert Minasian and Dr Graham Town – Photonics Research Laboratory) in August.

The Australia Council and other Chapter Chairs have been slow to respond to the Distinguished Lecturer proposals, but are starting to correspond now.

Reimbursement from MTT Society for attendance at IMS2001 is being followed up.

Communications/Signal Processing Chapter

Joint Technical Program Meeting on Bluetooth went well with over 40 people attending.

Dr Justin Chuang will give a lecture on 3G on 9 August at 2pm at UTS (Room 2219).

Prof. Vijay Bhargava will give a course on 6 September on the subject of mobile communications and UMTS – tax invoices required.

Power Engineering

Graeme Gwilliam advised that he had nothing to report.

Power Electronics/Industrial Applications/Industrial Electronics

Faz Rahman advised that Professor Bill Thompson will give a seminar in the last week of October. Also a Toshiba engineer has agreed to give a talk, but the dates have not yet been finalized.

A request has been received from the Industrial Applications Society for Distinguished Lecturer nominations. Some suggestions were made, and it was agreed to publicise the request in CIRCUIT.

PESC2002 is to be held in Cairns in June 2002. Faz Rahman has been asked for a list of potential exhibitors.

Circuits and Systems/Solid State Circuits

No report.

9. Conference Reports

Decision and Control Conference

Tim Hesketh advised that he has been asked to wind up the accounts and will do so as soon as all expenses have been paid.

ISCAS 2001

No report.

PICA 2001

Accounts stand at \$141,282.12 in the CMT and \$47 in the cheque account.

Predicted surplus is approximately \$29,900.

It was unclear as to what share (if any) the Section will derive. A report is needed on the distribution of surplus – Graeme Gwilliam to follow up with John Robinson (**Action 40/2001**).

APMC 2000

The accounts are currently with the auditor.

10. Other Business

GOLD

The Chair advised that he recommends the establishment of a GOLD activity group. A suitable champion needs to be identified, and the Chair undertook to do this (**Action 41/2001**).

11. Next Meeting

The next meeting is to be held on 10 September: **The Secretary will confirm the date and venue.**

The meeting closed at 9:10 pm.

**IEEE New South Wales Section
Minutes of the 158th Executive Committee Meeting, 10 September 2001
North Sydney Institute of TAFE, Gore Hill, Room CG15**

The Chair opened the meeting at 7.12pm.

1. Attendance and Apologies

Present: Trevor Bird, Andrew Parfitt, Karu Esselle, Jim Vasseleu,
Jim Logothetis, Walter Lachs, John Robinson, Graeme Gwilliam,
Bruce Poon, Tim Hesketh

Apologies: Kate Carruthers, Lance Phipps, David Burger, Faz Rahman,
Zak Zakarevicius

2. Minutes of the Previous Meeting

The minutes of the previous meeting were accepted as a true record (moved Walter Lachs, seconded Jim Logothetis, carried).

3. Agenda and Actions

The agenda was approved.

Action 11/2001: In the absence of any further information from Stefan Mozar the action was closed.

Action 20/2001: The situation with the L-50 form is continuing.

Action 23/2001: REP Listing distribution is continuing.

Action 29/2001: TAFE Awards need to be followed up next year. The action is closed.

Action 30 & 31/2001: Listing of contacts in Universities still ongoing.

Action 33/2001: Information has been provided. Complete.

Action 34/2001: REP guidelines being sent to the Secretary. Complete.

Action 35/2001: Chapter Chairs have been asked to look for educational material suitable for schools/universities. Tim Hesketh provided some University of NSW material. Continuing.

Action 36/2001: Email bounces from IEEE list still being determined. Continuing.

Action 37/2001: Open letter to students has been written. Complete.

Action 38/2001: Philip Ogunbona and Tim Hesketh still to provide topics to Jim Logothetis for the 2002 Joint Program – deadline is 8 October. Continuing.

Action 39/2001: Four committee members attended the Harricks Lecture. Complete.

Action 40/2001: John Robinson noted that he believed the surplus from the PICA tutorials together with 5% of the conference surplus would be given to the Section. Complete.

Action 41/2001: Trevor Bird reported that one person had declined his invitation to be the champion for a GOLD affinity group. He is continuing to seek a suitable person.

Action 42/2001: Trevor Bird recommended that the Section approve IEEE NSW Section Technical Cooperation for the ICITA 2002 conference, and that he will write to David Tien advising him of this outcome. Approved. (**Action 43/2001**)

Other matters arising from the minutes:

It appeared that no action had been taken in relation to a proposal for additional Region 10 funding for educational activities. The Secretary undertook to write a proposal for US\$2000 in support of our Electrical Engineering/IEEE promotional activities. (**Action 44/2001**)

In answer to a question, the Secretary agreed to find out the attendance at the Bhargava course held on 6 September. (**Action 45/2001**)

4. Correspondence

- i. A letter received from IEEE HQ advising dissolution of the CAS/SSC Chapter in November 2001 unless activity is reported. The Chair will follow up with David Skellern (**Action 46/2001**)
- ii. A letter from Prof. Jagadish (LEOS EDS Australian Chapter Chair) advising that the 2002 Conference on Optoelectronics will be held in Sydney December 9-13 2002, with Michael Gull as chair. It was also recommended that the NSW Section consider forming a LEOS Chapter. It was strongly recommended that this not occur unless a champion could be identified and the number of Society members warrants it. Bruce Poon undertook to provide numbers to the Secretary, and if the numbers were significant the Secretary will write to Jagadish advising that he should nominate a suitable champion. (**Action 47/2001 – BP and AJP**)
- iii. A letter received from IEEE HQ instructing Sections that a US signatory to accounts is needed in order for the 2002 Rebate to be provided. Exemptions could be granted in exceptional cases. It was noted that the Australia Council is seeking an Australia wide exemption for the reasons of Australian Banking Law.

- iv. Several newsletters were received.
- v. Workers Compensation information was forwarded to the Treasurer.
- vi. Region 10 Director Teck Seng Low provided a Region 10 report.
- vii. Membership statistics from IEEE were received.
- viii. Correspondence regarding the position of webmaster was received, and the Chair is following up with six potential candidates.

The correspondence was received (moved Walter Lachs, seconded Karu Esselle, carried).

5. Treasurer's Report

The Treasurer reported that the cheque account balance at 10 September was \$7786.71, with only one account of \$49.75 to be paid.

Macquarie Bank investments stand at \$20,161.61; Commonwealth Bank Cash Management Trust at \$60,000 and the \$5,000 in ACT Bonds has matured and has been transferred to the cheque account.

The Section has current funds totaling approximately \$85,000 and has outstanding money owed of \$14,735 (surplus from APMC 2000), \$20,000 (approximate 2001 IEEE Rebate awaiting L-50 form resolution) and \$35,000 (approximate PICA2001 surplus).

The Treasurer has corresponded with the Australia Council Chair Harry McDonald with regard to the Section's position in relation to US signatories on Section accounts.

The Treasurer has requested Robert Denko (IEEE US) to supply the audited Globecom 98 accounts statement needed to resolve the L-50 matter. He has not yet received this.

The Treasurer and the Finance Subcommittee were urgently requested to review the Section's investment of funds, including the issue of consolidation of funds. (**Action 48/2001**)

The Treasurer's report was received and expenditure authorized (moved Karu Esselle, seconded John Robinson, carried.)

6. CIRCUIT Report

Walter Lachs distributed a preliminary draft of the November CIRCUIT based on the previous issue. He noted that significant tidying up of content was required, but that he would be away from mid-September.

The 2001 AGM date was set at 30 November (to be advised to IEE and IEAust. by the Chair). **Action 49/2001.**

Graeme Gwilliam was asked to book the Masonic Centre in the city for this date. It was resolved that a charge of \$35 per head would be levied on attendees at dinner (supplemented by the Section as necessary). **Action 50/2001.**

The 2002 AGM date was notionally set as 29 November 2002.

A complete list of nominations for the 2002 Executive Committee should be included in the November issue.

7. Chairman's Forum

It was resolved that Andrew Parfitt and Trevor Bird would assemble a paper regarding promotion of IEEE and the Electrical Engineering profession to school and university students. **Action 51/2001.**

8. Standing Committee Reports

8.1 Fellow Search

Trevor Bird reported that there was nothing to report.

8.2 Membership Development

Bruce Poon supplied the latest membership statistics.

Bruce Poon will obtain a list of student branch chairs from Tim Hesketh (**Action 52/2001**)

Marist Brothers open day was 5 September and Bruce Poon was thanked for again representing IEEE at this event.

8.3 Professional Activities

Jim Logothetis provided a report on the 10 days of engineering and progress on the 2002 Joint Program.

It was decided to financially support the Professional Engineering Program in 2002 with a contribution of \$1,000. (moved Jim Logothetis, seconded Walter Lachs, carried).

8.4 Educational Activities

Zak Zakarevicius reported by email that there was nothing to report.

8.5 Student Activities

Tim Hesketh reported that there was nothing to report.

8.6 Awards

Jim Vasseleu reported that there was nothing to report.

8.7 Life Members

Jim Vasseleu reported that there was nothing to report.

8.8 Member Communications

Kate Carruthers has resigned from this role due to work commitments. The Chair advised that he would look after these responsibilities for the remainder of this year.

The Chair advised that he has 6 potential webmasters and has asked for CVs in order to make a selection. The Chair and the Secretary will assess the applications and appoint a webmaster. (**Action 53/2001**)

8.9 Nominations

Jim Vasseleu provided a complete list of nominations to the 2002 Executive Committee to the Chair. It was resolved that there shall be three classes of nomination:

- i. chapter chairs (ex-officio)
- ii. nominations from the nominations committee
- iii. nominations by submission (this year including Lance Phipps and David Tien).

The Secretary undertook to ask Faz Rahman his intentions regarding the 2002 Committee (**Action 54/2001**)

9. Chapter Reports

There were no Chapter reports due to the late hour.

10. Conference Reports

10.1 Decision and Control Conference

Tim Hesketh reported that final transactions had now been made and the accounts submitted to the Control Systems Society for audit.

10.2 ISCAS 2001

There was no report.

10.3 PICA 2001

There was nothing new to report.

10.4 APMC 2000

The Chair advised that the audit is complete and the surplus will shortly be distributed to the co sponsors.

11. Closure

The meeting concluded at 9.15pm

The next meeting will be on 8 October due to the Labor Day long weekend.

**IEEE New South Wales Section
Minutes of the 159th Executive Committee Meeting, 8 October 2001
North Sydney Institute of TAFE, Gore Hill, Room CG15**

The Chair opened the meeting at 7.10pm.

1. Attendance and Apologies

Present: Trevor Bird, Andrew Parfitt, Jim Vasseleu, Graeme Gwilliam, Philip Ogunbona, Jim Logothetis, John Robinson, David Burger, Faz Rahman, Bruce Poon, Zak Zakarevicius

Apologies: Kate Carruthers, Lance Phipps, Sam Reisenfeld, Walter Lachs, Tim Hesketh, Karu Esselle

2. Minutes of the Previous Meeting

The minutes of the previous meeting were accepted as a true record (moved Jim Vasseleu, seconded Jim Logothetis, carried).

3. Agenda and Actions

The agenda was approved.

Action 20/2001: IEEE HQ has sent the required information to the auditor, but the auditor has not yet responded. L-50 form not yet accepted. Continuing.

Action 23/2001: REP list has been distributed to all universities, requesting updating and advice on recognized student counselors. Complete.

Action 30 & 31/2001: Listing of contacts in Universities still ongoing.

Action 35/2001: Chapter Chairs have been asked to look for educational material suitable for schools/universities. Continuing.

Action 36/2001: Approximately 300 emails bounced from our mailing list. Complete.

Action 38/2001: A new microwave topic was included in the 2002 joint technical program. No suggestions from Tim Hesketh or Philip Ogunbona. Complete.

Action 41/2001: An article soliciting a GOLD affinity group champion will appear in the next Circuit. Continuing.

Action 43/2001: David Tien has been advised on NSW Section technical cooperation for ICITA2002. Complete.

Action 44/2001: The Secretary wrote an application for preparing educational material and preparation of a trial CD ROM. The application was approved and US\$2000 granted for the project. Complete.

Action 45/2001: Philip Ogunbona reported that attendance at the Bhargava meeting was good. Complete.

Action 46/2001: A meeting of the CAS Chapter will be held in November to consider its future. Complete.

Action 47/2001: Bruce Poon advised that there were approximately 100 members of the LEOS Society in NSW. Andrew Parfitt advised Jagadish that unless a champion could be found and an active committee formed the NSW Section will not initiate the formation of such a Chapter. Complete

Action 48/2001: Review of investments and consolidation of funds has not yet been undertaken. The Treasurer advised he will consult the Finance Committee prior to the next meeting. Continuing.

Action 49/2001: The Chair has advised IEAust and IEE of our AGM date. Complete.

Action 50/2001: The Masonic Centre has been booked for the AGM. Complete.

Action 51/2001: Paper on promotion of IEEE and Electrical Engineering profession has not been prepared. Continuing.

Action 52/2001: Bruce Poon to send list of Student Branch Chairs to Tim Hesketh. Complete.

Action 53/2001: Jon Arnold has been appointed webmaster. Complete.

Action 54/2001: Faz Rahman will seek a new Chapter Chair for 2002, but will nominate for the 2002 Section Committee. Complete.

4. Correspondence

- i. Sydney University Research Conversazione invitations received. David Burger and Graeme Gwilliam to register for IEEE NSW Section.
- ii. Information on GIO workers compensation insurance passed to Treasurer.
- iii. TAFE Annual Report received.
- iv. Letter to Jon Arnold accepting his offer to act as Section webmaster.
- v. Letter to David Tien advising him of NSW Section technical cooperation with ICITA2002.
- vi. Request for Senior Member application support received from a member.
- vii. Letter to IEAust and IEE chairs advising the date of our AGM.
- viii. Letter from Jim Vasseleu proposing student member subsidies.

- ix. Globecom account statements received from IEEE HQ.

The correspondence was received (moved Jim Vasseleu, seconded Philip Ogunbona, carried).

5. Treasurer's Report

Cheque account balance stands at \$11,743.83.

APMC surplus is not yet banked, and will be deposited into the CMT.

Investments stand at \$60k in CMT and \$19,590 in Macquarie bank.

Five accounts are to be paid to the sum of \$1554.93.

David Burger and Graeme Gwilliam will discuss consolidation of investments before the next meeting.

The Treasurer's report was received and expenditure authorized (moved David Burger, seconded Bruce Poon, carried.)

6. CIRCUIT Report

The latest draft of Circuit was distributed for comment and corrections – such comments to be with the Chair by the end of the week.

It was resolved to change the old logo (“networking the world”) to the new IEEE logo.

The Chair advised that his PA, Dallas Rolph, had expended significant effort on preparing Circuit this year, and recommended offering her a ticket to the AGM dinner in appreciation.

7. Chairman's Forum (Scheduled 7.30 – 8.00pm)

The Chair welcomed Jon Agnew to the meeting and thanked him for accepting, at no charge to the Section, the position of webmaster. Any out-of-pocket expenses will be reimbursed by the Section.

A brain storming session followed with ideas for web content outlined.

Jon Agnew agreed to develop an overall plan for the web site, based on the ideas generated and discussion with the Secretary. **(Action 55/2001).**

8. Standing Committee Reports

8.1 Fellow Search

Trevor Bird reported that there was nothing to report.

8.2 Membership Development

Bruce Poon supplied the latest membership statistics.

Bruce Poon agreed to examine the membership statistics and present a report to the next meeting on Society memberships. **(Action 56/2001)**.

8.3 Professional Activities

The 2002 Joint Program has now been finalized in outline, and will be published in Circuit. IEEE has five nominated lectures which it is required to chair.

Preliminary planning for the 2002 Week of Engineering with the aim of doing something different next year. \$1000 has been committed by IEEE. Trevor Bird will suggest possible electrical engineering topic (CSIRO) as an opportunity to move the focus from more traditional areas. **(Action 57/2001)**

8.4 Educational Activities

Zak Zakarevicius advised that there was nothing to report.

The Secretary agreed to form a small group to develop a project plan for the CD ROM. **(Action 58/2001)**

8.5 Student Activities

Jim Vasseleu moved his motion "For the year 2002, twenty five (25) free IEEE Student Memberships be offered to Third or Fourth year students (and postgraduates) enrolling at each of the six (6) Universities which presently have an established IEEE NSW Section Student Branch". The motion was seconded by Philip Ogunbona.

Discussion centred on the following issues:

- The need to maintain a certain number of students for a student branch to remain active.
- The need for enthusiastic counselors
- Closer integration to Section activities
- The provision of support (funding) to the branches as a whole.

The motion lapsed due to the absence of a clear majority in the voting. It was resolved that further discussion was needed on an overall plan for enlivening the student branches.

8.6 Awards

Jim Vasseleu reported that there was nothing to report.

8.7 Life Members

Jim Vasseleu reported that Prof. L. Davies (Life Fellow) died a short while ago. The Chair advised that an obituary will appear in Circuit.

8.8 Member Communications

The Chair advised that the primary activity for the moment is getting the web sorted out. (Refer to Chair's Forum).

8.9 Nominations

Nominations appear in Circuit.

Jim Vasseleu gave an extended explanation of the quorum requirements but concluded that the number of nominees would not make the Section meeting unworkable.

9. Chapter Reports

9.1 Computer Chapter

There was no report.

9.2 Antennas and Propagation/Microwave Theory and Techniques

There was no report.

9.3 Communications/Signal Processing

Philip Ogunbona reported that the two lectures by Prof Bhargava (both charged) will make a small profit. Attendance was approximately 30.

The Communications Society Chapter Chair's Congress will be held at Globecom 24-29 November, with Philip attending this event.

9.4 Power Engineering

Graeme Gwilliam advised there was nothing to report.

9.5 Power Electronics/Industrial Applications/Industrial Electronics

Faz Rahman advised that a seminar by Bill Thompson will be held on 1 November.

A 1 day tutorial on a date to be advised will also be held. Financial assistance with accommodation and expenses will be provided from the Chapter's annual funds allocation.

9.6 Circuits and Systems/Solid State Circuits

A meeting will be held on 12 November (announced in Circuit) to find a new chair and committee in the hope of rejuvenating the Chapter. If no response is received, the Chapter will be shut down.

10. Conference Reports

Due to the late hour there were no conference reports.

11. Closure

The meeting concluded at 9.22pm

The next meeting will be on 4 November, and the AGM on 30 November.

**IEEE New South Wales Section
Minutes of the 160th Executive Committee Meeting, 5 November 2001
North Sydney Institute of TAFE, Gore Hill, Room CG15**

The Chair opened the meeting at 7.10pm.

1. Attendance and Apologies

Present: Trevor Bird, Graeme Gwilliam, Jim Logothetis, John Robinson, David Burger, Sam Reisenfeld, Walter Lachs, Tim Hesketh, Karu Esselle, Stefan Mozar.

Apologies: Andrew Parfitt, Zak Zakarevicius, Jim Vasseleu, Bruce Poon, Philip Ogunbona.

2. Minutes of the Previous Meeting

The minutes of the previous meeting were accepted as a true record (moved Jim Logothetis, seconded Graham Gwilliam, carried).

3. Agenda and Actions

The agenda was approved.

Action 20/2001: IEEE HQ has sent the required information to the auditor, auditors report tabled, L-50 form has been accepted, with grants totaling USD\$11356.03 being released. Complete.

Action 30 & 31/2001: Listing of contacts in Universities has been updated by TB – Complete.

Action 35/2001: Chapter Chairs have been asked to look for educational material suitable for schools/universities. This action to be closed – bundle this with Action 51/2001 below.

Action 41/2001: Still soliciting for a GOLD affinity group champion. No responses so far, contact with ACT GOLD chair to be initiated, Canadian visitor for GOLD promotion is planned. Continuing.

Action 45/2001: Philip Ogunbona reported that attendance at the Bhargava meeting was good. Pending finalisation of the financial statement, money, expenses and Sams expenses.

Action 48/2001: Preliminary review of investments and consolidation of funds has been undertaken, with a view to getting a balance of over \$100K into one account to maximize

our benefit. Motion by Walter, seconded by Jim Logothetis to proceed with \$100K account consolidation – carried.

Action 50/2001: The Masonic Club has been booked for the AGM on 30 November. Complete.

Action 51/2001: Draft paper on promotion of IEEE and Electrical Engineering profession has commenced with Sydney University foundation and TAFE awards etc. An amount of USD\$2000 is earmarked for this activity. Proposal to use the Region 10 fund to promote IEEE locally including students and recent graduates. Possible use of some of the section funds for this purpose as well. Continuing.

Action 52/2001: Bruce Poon to send list of Student Branch Chairs to Tim Hesketh. Complete.

Action 53/2001: Jon Agnew has been appointed webmaster. Complete.

Action 55/2001: Web site development – very active progress. Chapter chairs now filling in gaps.

Action 56/2001: Membership stats reports – Bruce Poon & society memberships. – Complete.

Action 57/2001: 2002 Week of engineering topics with Trevor Bird. Continuing.

Action 58/2001: Educational CD-ROM, action Secretary & Zak - Continuing.

4. Correspondence

- L50 accounts with interest including acknowledgement of Tony Lee's work.
- Proposal for Australia wide chapter on "Information Theory" – discussed under other business;
- Eric Lersen from ACTU on the GOLD program;
- Harry McDonald of Australia Council: L50 form for 2002 developments, putting together financial reports – Authorised signatories on Australian bank accounts (no action until submission in 2002 when we request an exemption. – DL Program listing (preliminary) – Levy invoice to the Australia Council. – Other notes on the Australia wide "Information theory" chapter proposal.
- Region 10 director elect nomination form;
- APMC final payment received – APMC now formally completed and closed.
- Request from Macquarie Bank re: change of details form.
- Fax from Peter Kurtis – IEEE management services registration;
- Globecom 2001 Brochure
- Region 10 outstanding volunteer award notes
- New membership forms for student and member grades.

The correspondence was received (moved Karu, Jim Logothetis, carried).

5. Treasurer's Report

Cheque account balance stands at \$12,700, with ~\$95K in CMT's. Year 2001 rebate cheque due shortly.

One account are to be paid to the sum of \$48.90

The Treasurer's report was received and expenditure authorized (moved David Burger, seconded Bruce Poon, carried.)

6. CIRCUIT Report

Next draft due in Feb 2002 for issue in March 2002. Requested input from Faz regarding the EMS lecture on 28 March 2002.

7. Chairman's Forum (Replaced by Election of 2002 Office Bearers)

Nominations and elections were chaired by Jim Logothethis, resulting in:

Chair - Trevor Bird;

Vice-Chair – Graham Gwilliam;

Treasurer – David Burger; and

Secretary – Andrew Parfitt.

8. Standing Committee Reports

8.1 Fellow Search

Trevor Bird reported two senior member requests and applications received.

8.2 Membership Development

Bruce Poon supplied the latest membership statistics.

8.3 Professional Activities

The 2002 Joint Program has now been finalized in outline, and will be published in Circuit. IEEE has five nominated lectures which it is required to chair. One ~ two gaps yet to be filled.

Ten days of Engineering (by IEAust) has yet to have dates set. IEEE Keynote address is proposed. Dates to be likely in September 2002.

8.4 Educational Activities

Zak Zakarevicius advised that there was nothing to report.

8.5 Student Activities

No report.

8.6 Awards

A region 10 award nomination is to be considered.

8.7 Life Members

No report.

8.8 Member Communications

The Chair advised that the primary activity is the updated web site. A work-in-progress web site address has been sent to the committee on e-mail for checking. Chapter heads now updating their parts.

8.9 Nominations

No report.

9. Chapter Reports

9.1 Computer Chapter

There was no report.

9.2 Antennas and Propagation/Microwave Theory and Techniques

Dr Graham James proposed joint lecture in 2002.

9.3 Communications/Signal Processing

No report.

9.4 Power Engineering

Advanced literature on PES T&D in Japan in 2002 has been received.

9.5 Power Electronics/Industrial Applications/Industrial Electronics

No report.

9.6 Circuits and Systems/Solid State Circuits

No report. Trevor Bird proposing to convene a meeting around 13th November to promote interest in this chapter – with a view to see if it can continue.

10. Conference Reports

ISCAS report is pending closure on a courtesy financial report being received;

PICA – meeting with auditors to finalise accounts. Memo of understanding to be found regarding the fund split agreement. Closure of petty cash issues.

Future conferences to be treated as a “Project” from a financial aspect. Previous arrangements where conferences became part of the Section/Chapters accounts cannot continue.

Suggestion for an EV/Motor vehicle conference to bring together multi-discipline groups within IEEE – with a view to adding value to the IEEE sponsored conferences.

11. Closure

The meeting concluded at 9.10pm

The next meeting will be the AGM/Dinner on 30 November at the Masonic Club in the city.

IEEE NEW SOUTH WALES SECTION

Minutes of the 16th Annual General Meeting held on Friday 30 November 2001, at The Castlereagh Inn, Masonic Club, 169 Castlereagh Street Sydney.

The Chair, Trevor S Bird, opened the meeting at 7.11 pm. In view of the absence of the Secretary, Andrew Parfitt John Robinson was invited to take the minutes.

1. Attendance & Apologies:

20 members Trevor Bird, Ian Boyd, Kate Carruthers, Steve Duvall, Karu Esselle, Graeme Gwilliam, Tim Hesketh, Walter Lachs, Vincent Morgan, Sam Reisenfeld, Jord Robert-Ribes, John Robinson, Rodney Sommerville, S Sathiakumor, David Tien, Graham Town, Jim Vasseleu, Antony Zaglas, R (Zak) Zakarevicius, Jian Gus Zhu and two visitors Stephanie Boyd, R Vodela were present.

Apologies were received from Filita Barker, David Burger, J Kennedy, D (Jim) Logothetis, Stefan Mozar, Phil Ogunbuna, Andrew Parfitt, Bruce Poon, Faz Rahman and Carol Wilson.

2. Previous AGM 2000 Confirmation of Minutes:

2.1 Minutes of the 15th Annual General Meeting were adopted.
Moved: Tim Hesketh, seconded: W Lachs. Passed unanimously.

The Chair signed the Minutes.

2.2 Matters Arising:

No discussion

3. Section Chair's Report

The following is a summary of the main items in the report given by Trevor Bird:

- The APMC2000 Conference organised by the local MTT/AP Joint Chapter was held in December 2000. It was a resounding financial success with 459 delegates registered from 30 countries
- A successful PICA 2001 Conference organised by the local PES Chapter was held in May that attracted 255 delegates from 26 countries
- The Section is in a very sound financial position as a result of surpluses generated by Globecom 98, APMC 2000 and several Workshops.
- Prestigious IEEE Awards were received by four members during 2001
- Membership numbers were steady across all categories
- A volunteer, Jon P Agnew has been appointed as a Webmaster, who has commenced the development of the Section's web site.
- A GOLD (Graduates of the last decade) Affinity Group is being formed with Filita Barker as Co-ordinator.
- The Section was a Technical Co-sponsor of the 39th IEEE Control & Decision Conference held at Darling Harbour December 2000.
- Region 10 seed funding has been secured to produce promotional material for Electrical Engineering and IEEE.

A motion to receive Trevor Bird's report was moved by Tony Zaglas and seconded by Jim Vasseleu. Passed unanimously.

4. Section Treasurer's Report

The Treasurer, Graeme Gwilliam, presented an interim report, as the Section accounts always cover the calendar year period. Cash assets amounted to \$109,182.67 and there were no liabilities. AGM expenses would be paid in December.

The 2001 rebate (approx \$18,000) was not included although payment was expected very soon. Other income received during the year was \$35,506.29. Expenses were \$16,646.41 leaving a surplus for the year to date of \$18,859.88

Following a question from Tony Zaglas concerning the financial results of Pica 2001 John Robinson advised it was likely all patrons would be fully paid for their seed funds and perhaps a share of a small surplus. It was expected the NSW Section would receive over \$30,000

A motion to receive Graeme Gwilliam's report was moved by Karu Esselle and seconded by Kate Carruthers. Passed unanimously.

5. Chapter, Student Branch and Hunter Sub Section Reports

Reports were tabled, Chapter Officers announced and presented for the following Chapters:

- Power Engineering by Graeme Gwilliam
- Joint Communications/ Signal Processing by R (Zak) Zakarevicius as P.Ogunbuna absent
- Computer by Kate Carruthers
- Joint Microwave Theory Techniques/Antennas and Propagation by Karu Esselle

There were no reports from the Joint Industrial Applications/Power Electronics/Industrial Electronics and Joint Circuit & Systems/Solid State Circuits Chapters or any of the Student Branches, or the Hunter Sub Section

Trevor Bird thanked the Chapter representatives for their reports. Members followed with a hearty round of applause.

A motion to receive the Chapter reports was moved by Tony Zaglas and seconded by Rod Sommerville. Passed unanimously.

6. Confirmation of 2002 Section Committee

The following members have agreed to serve on the 2002 Committee:

Trevor Bird, David Burger, Kate Carruthers, Karu Esselle, Graeme Gwilliam, Tim Hesketh, Walter Lachs, Jim Logothetis, Stefan Mozar, Philip Ogunbona, Andrew Parfitt, Bruce Poon, Faz Rahman, Sam Reisenfeld, John Robinson, David Tien, Jim Vasseleu and Ramutus Zakarevicius

The secondary positions would be allocated at the February 2002 meeting of the new Executive Committee.

7. Election results

Trevor Bird announced the following election results for the 2001 Senior Officers:

Chair:	Trevor Bird
Vice-Chair	Graeme Gwilliam
Secretary	Andrew Parfitt
Treasurer	David Burger

8. General Business

There wasn't any other business

9. Closure of Meeting

The Chair closed the meeting at 7.55 pm

Chairman

Secretary

Date