IEEE New South Wales Section

Minutes of the 179th Executive Committee Meeting, 3rd November 2003
North Sydney TAFE, St Leonards.

The Chair opened the meeting at 7:05pm.

1 Attendance and Apologies

Present: Graeme Gwilliam, David Tien, Andrew Parfitt, Karu Esselle, Ian Boyd, Stephanie Boyd, Jim Vasseleu, Bruce Poon, Sam Reisenfeld, Trevor Bird, John Robinson, Faz Rahman, Stefan Mozar, Zak Zakarevicius, Walter Lachs, Philip Ogunbona.

Apologies: David Burger, Jim Logothetis, Simon Boland, Olly D'Souza, Filita Barker (overseas)

2 Approval of Agenda

This meetings agenda was accepted with additions of Space Industry conferences and location of meetings.

3 Minutes of the Previous Meeting and Matters Arising

Amendments to Minutes of meeting #178.
Sec. 8.2 Inquiry was from Daryl Peacock. Delete Paul Russell.
Sec. 8.5 Delete Mahood from "UWS BBQ planned…"
Sec. 8.6 Bruce Poon's award will be presented at the 2003 AGM.
Sec. 10.1 Report from Stefan Mozar, not Bob Frankston.
Sec. 10.2 Delete last sentence. Trevor is a member of the AP-S AdCom.

Acceptance of the Minutes of meeting #178 was moved: Jim V., 2nd:Sam R. Carried.

Action 24/2002 Privacy matters to be discussed by Chair and legal counsel. Trevor to follow up with Ms Hart at CSIRO. Graeme to mail Trevor regarding privacy thresholds. Recommendation to use BCC e-mail distribution in the future. (Continuing).

Action 15/2003: Trevor B. to arrange purchase of pens or other promotional material engraved with IEEE NSW Section to hand out at key events like the IEEE President and Distinguished Lecturer visits. 50 pens were purchased and one was presented to IEEE President. It was further resolved that in future a pen to be presented to IEEE-sponsored speakers at the Joint Institutions meeting. COMPLETE.

Action 16/2003: Arrange for Bob Frankston to give a separate lecture outside his conference tour. This will go ahead at a convenient time. COMPLETE.

Action 17/2003: Trevor B. to follow up Jim Logo regarding the 2004 Joint lecture program. (Continuing).

4 Correspondence

- Many email items on student issues following the R10 conference.
- University of Sydney, Electrical Engineering Foundation on Year 3 students seeking fulltime and vacation employment.

5 Treasurer's Report

Refer to Treasurer's written report.

The Treasurer noted the CCMT is the same as last month and cheque account stood at $24,455.66 giving a total cash reserve of $128,628.41.

The Treasurer requested that all cheques be issued before the end of November to assist finalization of annual account. This was not seen to be feasible as some Chapters were having meetings in December and the invoice for the AGM dinner would not be finalised until December.

The Treasurer noted that he would start preparing the L-50 report for IEEE in December and will finalize this by end of January 2004.

The Treasurer proposed that the Section send an additional delegate to the R10 meeting next year. The meeting in 2004 is likely to be in Adelaide. It was resolved to leave the decision to next year's Committee.

Action 18/2003: The NSW Section Committee consider finding an extra delegate (as well as the Chair) to attend the 2004 R10 Meeting.

The Treasurer is requested to provide a summary of the Section's financial position for the AGM, to be included with the Chair's report

It was resolved that in future discussion of PICA 2001 will be handled under the Treasurer's report. A meeting will be held with the auditor on 15 November to discuss finalizing the PICA account.

It was moved that the Treasurer be empowered to close the PICA account and transfer all funds to Section accounts and disburse these funds as the Section Committee decides, by the end of November. Moved Andrew P. 2nd David T. Carried unanimously.

Acceptance of Treasurer's report moved: David T. 2nd:Walter L. Carried.

6 CIRCUIT Report

Email notice of the November issue of CircuiT was sent 24 October and hard copies distributed by 1 November. About 280 emails (of 2518) bounced and a list of these non-current addresses was provided to the Membership Officer. Concern was expressed that

about 10% of our members typically are not being reached through electronic delivery of CircuiT.

Action 19/2003: Trevor B. and Bruce P. to investigate ways of reaching those members with out-of-date email addresses.

7 Chair's Forum

Graeme G. reported on the IEEE President's meeting on 30th Oct with the NSW Section Committee. It was agreed that the dinner meeting had been a success, enhanced particularly by having several Student members present. Stephanie B. was thanked for this initiative. Also present were the Engineers Australia, Sydney Division President, Steve Finley and the Chair of the ACS, Dennis Furini.

Andrew P. reported on the ACT meeting held the night before at which the Engineers Australia President was present. The future format of the Tripartite agreement was discussed.

Election of 2004 Officers

The Nominations Chair (Trevor) took the chair for the election of 2004 Officers.

Chair
Nomination: Andrew Parfitt. Moved Graeme W. 2nd Jim V. Elected unopposed.

V/Chair
Nomination: Graeme Gwilliam. Moved Andrew P. 2nd Walter L. Elected unopposed.

Secretary
Nomination: David Burger. Moved Andrew P. 2nd Jim V. Elected unopposed. (David is currently on a business trip and shall be consulted on whether he wants to continue after he returns.)

Treasurer
Nomination: David Tien. Moved Walter L. 2nd Faz. R. Elected unopposed.

All Officers were congratulated on their election. The chair of the meeting was then handed back to the 2003 Section Chair.

8 Committee Reports

8.1 Fellow Search	Walter L.: Nothing to report.
8.2 Membership Devel't	Bruce Poon distributed statistics current to 30/9/03. Active members were 2626 with 699 student members. Discussion centred on retention of student members.

Action 20/2003: Next year's Student Co-ordinator to invite Student Chairs to Section meetings.

8.3 Professional Activities	No further update on the 2004 Joint program. In Jim Logo's absence there was no report.
8.4 Educational Activities	Karu Esselle: Nothing to report.
8.5 Student Activities	Stephanie Boyd: UWS BBQ has been deferred. Jeff Trott is Student Counsellor at University of Wollongong. Ian B., Stephanie B. and Bruce P. attended IEEE exhibit at UNSW student market day on 15 October. About 40 students expressed interest in applying for free IEEE student membership if offered by the Section again in 2004. Attended Macquarie formation meeting and lecture given by Neil Weste. Peter Lockley is still trying to get sufficient signatures to form the Student Branch. The Charles Sturt student branch is about to be formed. The issue of payment of student fees was discussed. Some students do not have credit card facilities and have difficulty making payment of due to IEEE. This has been discussed in the past by the Section Committee. At issue is not to have the Section Committee (or Student Counsellors) handling money on behalf of students. It was suggested that we might use the services of the Australian Professional Centre to collect the funds and pay by credit card.

Action 21/2003: Stephanie B. was delegated to propose a mechanism for assisting students to pay IEEE dues. .

8.6 Awards and Recognition	Jim Vasseleu: Noted that Trevor B. had been awarded Professional Engineer of the Year by the Sydney Division of Engineers Australia. A decision on an "Industry Support Acknowledgment Award" was deferred until selection criteria provided by Olly D'Souza.
8.7 Nominations	Trevor Bird: Refer to election above.
8.8 Historian	Zak Zakarevicius, Jim Vasseleu and Trevor Bird: A request for back issues of CircuiT has resulted in several responses.

9 Affinity Group Reports

9.1 GOLD Affinity Group	No report.

9.2 Life Member Affinity	Jim Vasseleu: Cath Amos expressed appreciation for her husband's obituary in the recent issue of CircuiT. Active life members is 40. Newly elected life members are invited to attend the AGM dinner at the Masonic Club.

10 Chapter Reports

10.1 Computer Society	Stephanie Boyd: ACS Chair discussed possible joint initiatives with the IEEE President during the recent visit. A meeting will be held in December.
10.2 MTT/AntP	Trevor Bird: A meeting has been arranged on 11 Dec. at CSIRO Marsfield when Andrew P., in his role as CEO CRC for Satellite Systems, will speak on 12 months of FedSat.
10.3 CommSig	Olly d'Souza; no report. About 30 present at Graeme Woodward's talk in October.
10.4 PES	Graeme Gwilliam: Graeme gave a lunchtime lecture to about 60 UTS students on understanding co-generation.
10.5 PEL/IA/IE	Faz Rahman: David Burger to review material on Section web site.
10.6 C&S/SSC	Steven Duvall: no report. A lecture to be held on 12 November was noted. Please refer to the Section web site for details.

11 Conferences

11.1 **Asian Control Conference 2004**: now going ahead. Cheque for $10k to be issued.

11.2 **IEEE International Symposium on Spread Spectrum Techniques and Applications 2004:** $10K seed fund has been paid.

11.3 **International Symposium on Consumer Electronics 03** –Stefan still to provide information on tax and insurance. The Section Committee is invited to attend the opening at 9am 4 December at the Grace Hotel, York Street, Sydney.

11.4 **International Conference on Networks (Dec 03)**
Going ahead as planned.

11.5 **7th International Conference on Digital Image Computing - Techniques and Applications (DICTA 2003 - Dec 03)**
Advertised in CircuiT.

11.6 **TenCon 2005**

To be held in Melbourne.

12 Other Business

12.1 Request for NSW Section sponsorship of Australian Space Development Conference to be run jointly with the International Space University and to be held in Adelaide (when?). An approach will be made through the Australia Council.

12.2 Location of future Section meetings. The issue is that in future the current location is unavailable outside term times. It was agreed that meetings would continue to be held at the North Sydney TAFE, St Leonards, when this location was available. At other times the location of meetings would be arranged, possibly in restaurants or in homes of Committee members, at the discretion of the Section Secretary.

13 Closure

The Chair thanked the Committee for its work during the year.

The meeting closed at 21:10 hours. The next meeting will be 2nd February 2004 at a location to be determined by the Secretary.

T.S. Bird
9/11/03