IEEE New South Wales Section

Minutes of the 174st Executive Committee Meeting, 5thMay 2003
North Sydney TAFE, St Leonards.

The meeting was opened by the Chair at 7:04pm.

1 Attendance and Apologies

Present: Jim Logothetis, John Robinson, David Burger, Filita Barker, David Tien, Graeme Gwilliam, Walter Lachs, Ian Boyd, Stephanie Boyd, Andrew Parfitt, Jim Vasseleu, Bruce Poon, Trevor Bird, Sam Reisenfeld, Cate Karruthers

Apologies: Steven Duval, Zak Zakarevicius, Sam Reisenfeld

2 Approval of Agenda

This meetings agenda was updated with Joint Lecture Program payment item.

3 Minutes of the Previous Meeting and Matters Arising

The minutes of the previous meeting(173) were moved: Jim V, 2nd Filita, carried.

Action 12/2002	E-mail were sent following up with IEAust. regarding student counsellors. (Continuing).
Action 24/2002	Privacy matters to be discussed by Chair and legal counsel. Follow up with Ms Hart at CSIRO. (Continuing).
Action 01/2003	Initiate CD-ROM Project with tele-conference with participants. Ian Boyd to schedule meeting (Continuing).
Action 02/2003	Discussion regarding recognizing the role of webmaster, action Andrew Parfitt. (Continuing).
Action 04a/2003	Trevor to provide past student chair and student councillor information to Stephanie for Wollongong. (Continuing)
Action 06/2003	Olly requested a fresh list of Comsig member list from Bruce Poon for member communication purposes.
Action 08/2003	Andrew e-mailed formal request to section ICITA'04. COMPLETE.

4 Correspondence

L50 correspondence from US regarding asset and depreciation
Region 10 Congress conference – no dates set yet.
Conferences correspondence on topics and requests for involvement
PICA'01, financial statement and provisional auditors report.
UoS AGM invitation to graduation dinner and conversatzione in October
Proposal for section meeting at ChalrlesSturt University on 6 Sept.

5 Treasurer's Report

The 2003 budgets were reviewed and adjusted. Current budget income $76,500, expenditure $74,940. A draft copy was distributed to all present.

Cheque account $24,455.66 with CCMT $99,375

Report moved: David Tien, 2nd Stephanie, carried.

6 CIRCUIT Report

- A bundle of 20 copies of Circuit will be sent to the secretary of each University. A wanted ad for Student champions in universities will be placed in the circuit.
- next issue will be a printed version, chapter articles and lecture abstracts are required
- the next issue is due out in July, printing deadline in early June. Material deadline is 30th May.
- A tear-out advertising for attendees for an IEEE table at the 'Engineers Australia' PEP trivia night on 4th July.
- PDF copies of circuit will be available on the web – beside the HTML versions.

7 Chair's Forum

Held over to next meeting.

8 Group Reports

8.1 Standing Committee

Fellow Search	Walter Lachs; Ron Stillman's nomination is still pending.
Membership Development	Bruce Poon; Active members presently 2250.
Professional Activities	Jim Logo; Proposal to get an IEEE table at the 4th July Trivia function night in Paddington. Follow up for 6 meeting payments to Engineers Australia @$250.
Educational Activities	Karu Esselle; no report.
Student Activities	Stephanie Boyd; looking for a function at CSU when a student branch is formed there.
Awards and Recognition	Jim Vasseleu; Bruce Poon recognised with 'Outstanding Volunteer" award from Region 10.
Nominations	Trevor Bird, no report
Historian	Zak Zakarevicius, Jim Vasseleu and Trevor Bird: No report.

Promo CD-ROM	Andrew Parfitt, Ian Boyd, Graham Gwilliam and Karu Esselle: No report.

8.2 Affinity Group Reports

GOLD Affinity Group	Filita Barker; no report, however Stephanie will pick up the reigns while Filita is away on assignment.
Life Member Affinity	Jim Vasseleu; no report.

9 Chapter Reports

9.1 Computer Society	Stephanie Boyd: a DL follow up though the Australia council (Andrew) is planned. List of topics requested for the IEEE 2004 lecture program.
9.2 MTT/AntP	Trevor Bird; no report.
9.3 CommSig	Olly d'Souza; next meeting 26th May at Chubb in Ashfield.
9.4 PES	Graham Gwilliam; no report.
9.5 PEL/IA/IE	Faz Rahman: no report.
9.6 C&S/SSC	Steven Duvall, proposed the next meeting is to be held in June or July.

10 Conferences

PICA 2001, auditor to table a financial report and raise cheques for IEE, IEAust and IEEE NSW section.

11 Other Business

- Formation of Joint Information Theory Chapter, by invitation from Michael Evans, IEEE SA Section. General enquiry soliciting interesting in NSW. SA will administer the chapter. IEEE NSW support was proposed, moved: Ian Boyd, 2nd: Stephanie, carried. **ACTION 09/2003**: Andrew to notify Micheal Evans.

- Formation of EDS and LEOS Chapter in NSW (request from C. Jagadish, IEEE Australia Chapter of EDS and LEOS). Standing petition to be completed. Moved Walter, 2nd Trevor, carried.

- Sponsorship of Asian Control Conference 2004, an updated budget from Michael Evans, with IEEE NSW fixed seed fund of $10K. It is a Melbourne conference with SA Section management with MOU for NSW

representation. Moved: Walter, 2nd: Trevor, carried. Graham Gwilliam to attend teleconferences as our local representative.

- Sponsorship of ComSig society IEEE International Symposium on Spread Spectrum Techniques and Applications 2004. Report by Dr Graham Woodward tabled with Overview/ goals/Committee and detailed budget. Comsoc is co-sponsor, Nokia is patron. Budget was circulated with approx break-even of 350 people. Provisional approval of $10K with assistance from NSW Section. 'Condition' a) the same condition as the control conference above and document MOU condition with 1st Feb 2004 deadline. b) A professional conference organiser shall be used, and to assist with GST and accounts. Moved: Walter, 2nd: Jim Vasseleu, carried. **ACTION 10/2003:** Graham to follow up.

- Proposal for hosting TENCON 2005 or 2006. Comments and advice suggest this may not be the best use of section funds and effort, and has not been financially successful in the past. Recommendation to decline: moved: David Burger, 2nd: Jim Vasseleu, carried.

12 Closure

The meeting closed at 21:04 hours. The next meeting will be 2nd June 2003.