IEEE New South Wales Section
Minutes of the 171st Executive Committee Meeting, 3rd February 2003
North Sydney Institute of TAFE, Gore Hill Campus, Room CG15

The chair opened the meeting at 7.00pm

1. Attendance and Apologies

Present: Trevor Bird, Andrew Parfitt, Jim Vasseleu, Jim Logothetis, John Robinson, David Burger, Sam Reisenfeld, David Tien, Graeme Gwilliam, Walter Lachs, Steven Duval, Zak Zakarevicius, Karu Esselle, Bruce Poon, Ian Boyd, Stephanie Boyd, Olly D'Souza, Stefan Mozar, Faz Rahman.

Apologies: Phillip Ogunbona, Filita Barker

2. Approval of Agenda

Some minor amendments were made to the agenda, and it was approved.

3. Minutes of the Previous Meeting and Matters Arising

The minutes of the previous meeting were accepted with two minor amendments (moved Jim Logothetis, seconded Jim Vasseleu, carried.). The AGM minutes were circulated. Acceptance will be held over to the next AGM in November '03.

Action 12/2002 No progress on following up with IEAust. regarding student counselors. (Continuing).
Action 24/2002 Privacy matters to be discussed by Chair and legal counsel. (Continuing).
Action 35/2002 Kate Carruthers and Stefan Mozar were contacted. (complete)
Action 37/2002 Summary of ICEMS Conferenceto Dr Zhu (complete)
Action 38/2002 Call for student Councilors in next issue of circuit (complete)

4. Election of 2003 Officers

The standing committee chairs were nominated and accepted as:.

Fellow Search	Walter Lachs
Membership Development	Bruce Poon
Professional Activities	Jim Logothetis
Educational Activities	Karu Esselle
Student Activities	Stephanie Boyd
Awards and Recognition	Jim Vasseleu
Life Member Activities	Jim Vasseleu
Member Communications	[[This position was deleted from the committee]]
Nominations	[[Past chair]] Trevor Bird
GOLD Affinity Group	Filita Barker

Historian	Zak Zakarevicius; with assistance by Jim Vasseleu and Trevor Bird. This new position was charged with locating material, historical policy development and liaison with IEEE USA and webmaster. TB Moved, JV seconded, carried.
Promo CD-ROM	Andrew Parfitt chair, with Ian Boyd, Graham Gwilliam and Karu Esselle.

Action 01/2003 Andrew Parfitt to initiate CD-ROM Project with tele-conference.
Action 02/2003 Discussion regarding the role of webmaster, action Andrew Parfitt.

5. Correspondence

Letter to PES by T Bird in his capacity as Section Chair, regarding PICA2001 monetary position. No response as at 3 Feb'03.
Some reports received from chapter chairs.
Australia council by-laws approval letter received.
Financial statement overview (refer to report tabled on IEEE NSW Website).
Electrical Information group UoS membership. $110 per person,
Action 03/2003 Pay for membership for Secretary, Chair and Trevor Bird.
IEEE Election results for region 10.

The correspondence was accepted. (Moved Andrew Parfitt, seconded Trevor Bird, carried.)

6. Treasurer's Report

The 2002 financial position report is to be posted on the IEEE NSW website (completed 12 Feb). Closing balance is $146,949.

The L50 report will be prepared mid February.

The Treasurer's report was accepted. (Moved Steven Duvall, seconded Walter Lachs, carried.)

7. CIRCUIT Report

A draft version of Circuit was tabled, and requires extensive input from chapter committees. Deadline for input is 27 Feb. Circuit will be posted to the IEEE NSW website, and mailed to those requesting it.

Joint program information will be cross-linked.

A 2003 AGM date of 28th November was tabled in Circuit and updated on the 2003 web calendar.

8. Chair's Forum

Andrew Parfitt convened brainstorm of ideas and projects to be considered:

Complete the CD_ROM promotional material project
Student councilor links with Universities – with student branches.
High school career material distribution
Joint seminar/Joint University functions
Senior Member promotion
Review section by-laws – 3year review.
Plan joint conferences between chapters
Promote distinguished lecturers
Industrial liaison / vacational experience
Membership services / job advertising / revenue
Consultants exchange program
Mutual incentives, marketing material, cross-program discounts, linkages with ACS and others.
Non-student branch University interaction
Student paper awards coordination / networking, student model contest
Bid for major international conference
Media commentary exposure (expert media commentary)
Cross fertilization with other institutions and IEEE groups
Annual IEEE Conference exhibition
IEEE Section – newsletter exchange
Professional recognition program
Sister section establishment

These will be reviewed and a prioritisation will be discussed next meeting.

9. Chapter Reports

Computer chapter	- Committee to be advised. Intent to contact the ACS, S Boyd.
MTT/AP	- Chair Trevor Bird, VC Andrew Parfitt, secretary Karu Esselle. Propose to hold 2 joint meetings and a DL.
Comms/SP	- Chair Olly d'Souza, committee to be advised. Propose to hold meetings in industry venues where possible.
PES	- Student lunchtime seminar program by Hugh and Graeme, half day seminar on co-generation (proposal to be made for Section funding), DL nomination from Wollongong University.
PEL/IA/IE	- DL visit in May/June, Prof Chattopadhyay. Prof Tzu proposal for ICMS (2007).
C&S/SSC	- Chair Steven Duvall, UC Berkley joint lecture, Andre van Schaik– SEC.

10. Conferences

PICA 2001, meeting mid February to close out the financials of this conference.

11. Other Business

Student recruitment / orientation week target is first week of March.

Full Student subsidy for 200 students, open to all universities proposed. Cut-off date 31 March 2003. Moved, Andrew Parfitt, seconded, Trevor Bird, carried.

Charles Sturt / Macquarie University student programs to have IEEE NSW presentation desk.

Proposal to collect student member details for each of the current student branches. A grant of USD$500 for each branch is made.

12. Closure

The meeting closed at 21:17 hours. The next meeting will be 3 March 2003.