IEEE New South Wales Section

Minutes of the 175st Executive Committee Meeting, 2nd June 2003
North Sydney TAFE, St Leonards.

The meeting was opened by the Vice 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, Jim Vasseleu, Bruce Poon, Trevor Bird, Zak Zakarevicius, Phillip Ogunbona, Olly D'Souza.

Apologies: Andrew Parfitt, Stefan Mozar

2 Approval of Agenda

This meetings agenda was updated with item 11.4, ISCE'03 conference relocation to Sydney and item 12.3 IEAust Lecture meeting on 5th June clarification. Carried.

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 (COMPLETE).
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. (COMPLETE)
Action 09/2003:	Andrew to notify Micheal Evans re LEOS & EDS Chapter, COMPLETE.
Action 10/2003:	COMPLETE.
Action 11/2003:	Andrew to report next meeting regarding clarification on Joint Chapter and relationship with Canberra.

4 Correspondence

Singapore Consumer Electronics Conference relocation to Sydney.
Educational activities grant from Singapore (Fanny Su)

5 Treasurer's Report

The progressive 2003 budget was reviewed and adjusted. Current budget income $77,000, expenditure $60,370.

Cheque account $21,724.19 with CCMT $99,375
Report moved: David Tien, 2nd Trevor, Carried.

Motion: Regarding conference accounts to wholly managed by conference committers with audits accounts and disbursements completed within 6 months. This includes finalising GST issues. Moved David T, 2nd: Walter, Carried.

Motion: The $10k seed funding for conferences shall include any GST contribution where applicable.. Moved: John Robinson, 2nd Walter, Carried.

6 CIRCUIT Report

Draft of July'03 Circuit discussed, due for e-mail and post at end of June. 10 days of engineering schedule to be included and other corrections tabled. Request to go back through historical Circuits to find out what issue we are at. Follow up with Walter.

7 Chair's Forum

Held over to next meeting.

8 Group Reports

8.1 Standing Committee

Fellow Search	Walter Lachs; no report.
Membership Development	Bruce Poon; due to database changes, no updated report is available since 31 March. There were 36 LEOS/EDS members regarding the possible formation proposal.
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 @$240+GST. • Still looking for 2004 lecture topics from Comms/Computer area. • Sam Reisenfeld speaking at 'Harricks Address' on experimental radio communications. • Regarding financial claims by IEAust for missed IEEE meeting invoices in 2001 and 2002, IEEE will not accept any retrospective claim.
Educational Activities	Karu Esselle; refer to CD ROM project. Inaugural; lecture for student branch's on Wireless Hardware to be held in July'03.

Student Activities	Stephanie Boyd to follow up with Trevor's contact info regarding student activity representatives and campus councillors. Engineering meeting in August'03 to meet student members and experienced members at the DUXTON hotel at 7:30pm on 28th August after the IEAust lecture. Regarding Student councillors, Andrew was getting an IEAust run around, and has contacted Alan Sangster directly to discuss the matter. A meeting will be held in a week or two.
Awards and Recognition	Jim Vasseleu; Proposal to have a plaque for a technical recognition by Chapter/Section as a committee for 'The support of 'The Engineering Profession'. Nomination based on recommendation from a committee of Chapter and Section Chairs", Moved Olly, 2nd, David Burger, carried.
Nominations	Trevor Bird, The 2004 Section committee tearout slip to include member grade and member number as a pre-requisite. Record of the non-nomination based 2004 committee to appear in Circuit.
Historian	Zak Zakarevicius, Jim Vasseleu and Trevor Bird: Reviewed how this information could be collected and utilise the web as a repository.
Promo CD-ROM	Andrew Parfitt, Ian Boyd, Graeme Gwilliam and Karu Esselle: Thanks to Ian Boyd, we finally had a teleconference to discuss how to proceed. It was resolved that with the limited funding (approx. $4k) we would seek to attract a student or other volunteer to be paid an honorarium with the following brief:

1. to research on the web or other sources suitable (reliable) public domain material that could be assembled (by way of links) to provide information on the following:
   a. Electrical Engineering/Electronic Engineering/Computer Science/IT definitions, careers, jobs, courses, testimonials etc.
   b. University courses in NSW
   c. IEEE information
1. to structure the information in a web-page based portfolio that could readily be navigated.
2. to prepare sample CDs for distribution at the end of the year.

This announcement will go in the next issue of CIRCUIT

8.2 Affinity Group Reports

GOLD Affinity Group	Filita Barker; Filita is going to the UK and Stephanie will pick up the reigns while Filita is away on assignment. This position is open to be filled. Student activities networking function in Aug'03. Proposed to have talk at a business site, ideas include Lansvale motor sport, Cochlear, radio stations.
Life Member Affinity	Jim Vasseleu; currently 43 members, an increase of 5 from January. Motion to welcome new LM's and their partners to the AGM dinner as non-paying guests. Moved: Jim V, 2nd: John Robinson, carried.

9 Chapter Reports

9.1 Computer Society	Stephanie Boyd: 2 DL's are in the pipeline, Prof Powell on July 24th and Prof Chlamtac on a date TBA..
9.2 MTT/AntP	Trevor Bird; no report.
9.3 CommSig	Olly d'Souza; A meeting on 26th May at Chubb was held in Ashfield. There were 5 IEEE members and a total of 19 visitors including students. The lecture was by Mr Alec Waskiw of 'The Childrens Hospital Westmead'. Proposed an 'Engineering Recognition Award' listed in 'awards section.
9.4 PES	Graeme Gwilliam; first week of Aug'03 with IEAust workshop lecture on co-generation. Safir Rahman, a DL is due here for keynote speech at a IEAust EESA conference around this time. Graeme will try to co-ordinate.
9.5 PEL/IA/IE	Faz Rahman: no report.
9.6 C&S/SSC	Steven Duvall, next meeting 25 June at Cisco on Silicom on sapphire processes, Innovation Drive, North Ryde.

10 Conferences

PICA 2001, auditors report was not accepted, rework to US GaaP requirements. JL to reformat..

Asian Control Conference 2004, Michael Evans has been advised of the outcome – we will enter a MoU in due course. We will await his request for the $10k seed money, but should reserve this in our budget in anticipation of expending it this year.

IEEE International Symposium on Spread Spectrum Techniques and Applications 2004, Andrew advised Graeme Woodward and the organizers of our decision and the conditions. They have returned with a suitably modified budget (increasing the registration fees to give a break even at 250 and a surplus of 15% at 300) and have engaged a PCO (with whom they will sign an agreement on the services to be provided).

They have arrived at a hitch with the IEEE Communications Society – apparently COMSOC won't fund this outside the US. Accordingly they have approached other Australian Sections (including SA, where their treasurer is based). Michael Evans (SA) seems amenable to cooperating on this conference as well, to the extent of $10k incl GST, so we could have a win here as we trust his hands on oversight! The organizers would like to approach Victorian Section as well as they feel another $5k to $10k would make them more comfortable, Andrew would like this confirmed by the NSW Committee before they proceed as it reduces our investment to 1/3. Please resolve if.

** An interim poll was conducted to see if Victoria should join in as well, this was conducted on e-mail/mail, the results: 6 AGREE, 1 DIS-AGREE. Carried. ***

An IEEE committee representative was nominated to monitor proceedings: David Burger

Request for Technical Co-sponsorship and Relocation (International Symposium on Consumer Electronics 03) – Stefan Mozar

We have been asked by the organizers (including Stefan Mozar) if we would object to this conference being relocated to Sydney later this year, due to the SARS problem in Singapore. I advised that we had no right of veto on other IEEE conferences being held in our jurisdiction, but pointed out the associative effects of the IEEE label. In particular I advised that issues such as insurance (not covered under NSW incorporation) and GST would need to be addressed in such a way as to have no impact on NSW Section.

David Tien suggested Technical Co-sponsorship from NSW Section, however, I am not enthusiastic about this idea as it may be implied from a legal or jurisdiction point of view that NSW Section is responsible for some of the tricky relocation issues identified above.

Stefan Mozar and David Tien will probably discuss this at the meeting, and we should make some resolution. If they wish to go it alone, then there is nothing we can do to stop them. If we wish to help them, I suggest it be limited to "no objections provided GST and insurance/liability is covered by the organsiers". I don't think I'm being unsympathetic – we just don't want another tax liability (albeit temporary) like with PICA2001.

Motion: Draft letter to Singapore section stating no objections, with IEEE NSW having no financial or legal obligations, no GST or insurance liabilities. Committee representative nomination: Ian Boyd. Moved: I Boyd, 2nd Phillip Ogunbona, carried.

Technical Co-sponsorship of Pacific Region Conference on Electrical Engineering Education: Andrew was approached by Dr Abbas Kouzani from Newcastle Uni regarding the above, to be held in Geelong. I suggested that he would be best placed contacting the Victorian Section and gave him Peter Will's email address.

11 Other Business

Formation of **Joint Information Theory Chapter**. Andrew advised Michael Evans that NSW would be part of this chapter on the agreement that SA be the administrating agent. IEEE HQ have been informed.

Formation of **EDS and LEOS Chapter** in NSW (request from C. Jagadish, IEEE Australia Chapter of EDS and LEOS). Jagadish was advised by Andrew that we would be prepared to receive a petition from Society members to form the Chapter, and I provided Bruce Poon's contact details so that Prof. Ben Eggleton (Sydney Uni) can run with it. I also provided the web site giving details on Chapter formation
ACTION 11/2003: Andrew to report next meeting regarding clarification on Joint Chapter and relationship with Canberra.

12 Closure

The meeting closed at 20:58 hours. The next meeting will be 7th July 2003.