IEEE New South Wales Section

Minutes of the 176th Executive Committee Meeting, 4th August 2003
North Sydney TAFE, St Leonards.

The meeting was opened by the Chair at 7:00pm.

1 Attendance and Apologies

Present: Jim Logothetis, John Robinson, David Burger, David Tien, Graeme Gwilliam, Walter Lachs, Ian Boyd, Stephanie Boyd, Jim Vasseleu, Bruce Poon, Trevor Bird, Zak Zakarevicius, Karu Esselle, Andrew Parfitt, Faz Rahman, Simon Boland,

Apologies: Sam Reisenfeld, Stefan Mozar, Olly D'Souza, Stephen Duval

2 Approval of Agenda

It is noted the meeting that was proposed for July'03 was cancelled due to unavailability of the usual venue. This meetings agenda as for July'03 was accepted.

3 Minutes of the Previous Meeting and Matters Arising

The minutes of the previous meeting (175) were moved Jim Vasseleu, 2nd Trevor; carried.

Action 12/2002	E-mail were sent following up with IEAust. regarding student counsellors. Follow up with Mark Edmonds & Alan Sangster by Andrew.(Continuing).
Action 24/2002	Privacy matters to be discussed by Chair and legal counsel. Trevor to follow up with Ms Hart at CSIRO. (Continuing).
Action 02/2003	The role of webmaster, individual chapter chairs to arrange web update directly with Jon Agnew. COMPLETE.
Action 11/2003:	Clarification on Joint Chapter and relationship with Canberra. It is not a Joint Chapter with Canberra, but requires an active committee in NSW. Action is with a local LEOS member to follow up the chapter creation. COMPLETE.

4 Correspondence

IEEE USA Gold member meeting query for 2002. (Andrew to e-mail clarification as GOLD started in Sept '02.)

Email from Singapore Section regarding the relocated Consumer Electronics conference requiring NSW Section approval. (Separate tax/insurance coverage from NSW Section and they have approval. Stefan Mozar is IEEE representative). Ian Boyd's correspondence showed 55 papers to be presented. Copy of insurance certificate to be tabled next meeting. Speaker will be Dr Ulwich and verified at next CE meeting.

University of Sydney, a survey of industry by the Electrical & Information Engineering Foundation was tabled.

5 Treasurer's Report

Cheque account $37,063.86 with CCMT $99,375
The rebate was $18,349.72 (USD$11808.30)
The GST submission was made for the 2nd quarter.
Treasurer is looking for a proposal from the student branches for function seed funds, Macquarie University & Charles Sturt.

A budget request for a GOLD function at the Duxton on 27th August for $1,000 was made.
Treasurer proposed a $500 travel budget for visit to Beijing and discuss L50 submissions in Singapore. Moved: Trevor, 2nd:Jim Vasseleu, carried.
GST clarification of the IEAust meetings invoice for $1,440 for 6 meetings in '03.

Report moved: Jim Vasseleu, 2nd: Walter, carried.

6 CIRCUIT Report

The next Circuit is for Nov'03, with deadline for contributions on 15th October'03. This issue will be e-mailed with limited postal/paper distribution.

Trevor requested articles and ideas for this issue.

A recap of the June Circuit mailout saw a 1 week delay in the secretariat (AP Centre).

Historically the 1st IEEE newsletter was "News" in May 1974, the last issue of "News" was March 1978, after which is was known as "Circuit".

7 Chair's Forum

The review of the earlier list of priorities shows it is being followed and it is good to see other activities also aligning with this list.

A idea of a sister section is up for review with the following tasks:
- Looking at a visitor swap and joint leads for social and topical site visits;
- Exchange of section newsletters;
- Information exchange;
- Possible joint meetings or joint events;
- Proposal for the Singapore Section (region 10 HO) as a 1st choice;
- Sharing industry contacts;

Andrew to initiate discussions with the Singapore Section.

Moved: Trevor, 2nd: Jim Vasseleu, carried.

8 Committee Reports

8.1 Fellow Search	Walter Lachs; A procedural update to the Fellow nominations has been made.
8.2 Membership Devel't	Bruce Poon; Active members are 2575 which includes 702 student members. Membership data is now available on the web, and chapter chairs will have access to chapter member data. There is web based training to use on-line member data queries. Note: the '04 student member drive to include UWS Nepean campus.
8.3 Professional Activities	Jim Logo; A note of thanks to Jim Logo from the NSW Section Committee. The '03 Engineering week was reported to be the best to date by the IEAust - with all tours well attended. Committee vote of thanks to Associate Professor Sam Reisenfeld for the well received Harricks Address, moved Jim V, 2nd John Robinson, carried. This lecture was written up in the August IEAust newsletter as well. An active committee is underway for the '04 joint IEEE/IEAust technical program.
8.4 Educational Activities	Karu Esselle; no report.
8.5 Student Activities	Stephanie Boyd; The lecture on 28th August was on 3G mobile telephone systems by Dr Graham Woodward. The UNSW student branch creation paperwork was received.
8.6 Awards and Recognition	Jim Vasseleu; Proposal to have a plaque for "Most Active Chapter". The "Engineering Recognition Award" is proposed as an annual award, Olly requested to clarify original proposal to progress this item, and specify the basis on which the award would be granted.
8.7 Nominations	Trevor Bird, One committee nomination has been received, however the nominations are open to 5th Sept. Report due next meeting.
8.8 Historian	Zak Zakarevicius, Jim Vasseleu and Trevor Bird: no report.
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 a brief to be determined by the subcommittee.

9 Affinity Group Reports

9.1 GOLD Affinity Group	Simon Boland; Simon has now assumed chair of Gold with Filita's departure. A handover session with Filita & Stef at a Gold exec meeting on the 4th August'03 involved a brainstorming session with the 3 attendees: * Email all Gold members to canvass networking and seminars; and * Contact other Gold groups and establish some collective communications.
9.2 Life Member Affinity	Jim Vasseleu; The eligibility criteria to become an IEEE LM has been tightened slightly.

10 Chapter Reports

10.1 Computer Society	Stephanie Boyd: The Prof Powell lecture on pattern recognition held on July 24th was attended by 60 people. Follow up with ACS & IEAust regarding qualifications and possible accreditations.
10.2 MTT/AntP	Trevor Bird; Trevor attended the MTT symposium in Columbus Ohio. Trevor has been nominated for chair of MTT. USD$500 has been received for MTT/AP chapter. One additional lecture is planned for '03.
10.3 CommSig	Olly d'Souza; No report.
10.4 PES	Graeme Gwilliam; A Co-generation Workshop was proposed on Thursday 7th August, however due to a last minute withdrawal of a speaker and 2 panel members and under 10 responses, this activity has been withdrawn and will be re-programmed and publicised later this year. The proposed tutorial period for visiting Canadian DL Dr Sachdov will be Monday 6th October to Friday 10th October. The shortening of this period to the 8th and 9th Oct is being investigated. Approval is sought to meet the costs of 2 nights accommodation plus expenses with running the above tutorials of $1,000. There will be no charge to attendees. Moved: Graham Gwilliam, 2nd Andrew Parfitt, carried.
10.5 PEL/IA/IE	Faz Rahman: The Feb'03 DL lecture on electric vehicles had 33 attendees. The planned DL lecture on 21st Aug is to be held at the UNSW room G-24 or E-418. Faz will update the Section website with unfolding information as it comes to hand.

10.6 C&S/SSC Steven Duvall, no report. [Secretary's note – email apology and details of forthcoming meetings received after the meeting.]

11 Conferences

11.1 **PICA 2001**, auditors report to be completed in AUD currency and an explanatory note submitted to the IEEE head office.

11.2 **Asian Control Conference 2004**, a draft MOU has been presented for consideration by the IEEE NSW Section.

11.3 **IEEE International Symposium on Spread Spectrum Techniques and Applications 2004,** a MOU has been signed between the IEEE NSW and the conference organisers. We expect them to have a bank account soon followed by a request the $10k seed funding from the Section.

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

See earlier action item.

12 Other Business

12.1 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.

12.2 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 Andrew 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.

12.3 An update on the new tripartite agreement between the IEEE/IEAust and IEE now yields a 10% discount for memberships in the following combinations; IEAust/IEE; IEAust/IEEE, IEAust/IEEE/IEE.

13 Closure

The meeting closed at 21:22 hours. The next meetings will be 1st September & then 13th October.