IEEE New South Wales Section

Minutes of the 172st Executive Committee Meeting, 3rd March 2003
North Sydney Institute of TAFE, Gore Hill Campus, Room CG15

The vice-chair opened the meeting at 7.03pm

1 Attendance and Apologies

Present: Trevor Bird, Jim Logothetis, John Robinson, David Burger, Filita Barker, Sam Reisenfeld, David Tien, Graeme Gwilliam, Walter Lachs, , Ian Boyd, Stephanie Boyd, Olly D'Souza, Phillip Ogunbona.

Apologies: Andrew Parfitt, Jim Vasseleu, Steven Duval, Karu Esselle, Faz Rahman, Bruce Poon, Zak Zakarevicius, Stefan Mozar.

2 Approval of Agenda

No amendments were made to the agenda, the meeting was chaired by Graeme Gwilliam as Vice-Chair.

3 Minutes of the Previous Meeting and Matters Arising

The minutes of the previous meeting(171) were accepted with two minor amendments to dates and expanding some content. Moved Trevor, seconded Walter, carried.

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 01/2003 Andrew Parfitt to initiate CD-ROM Project with tele-conference with participants.
Action 02/2003 Discussion regarding recognizing the role of webmaster, action Andrew Parfitt.
Action 03/2003 Pay for UoS membership of $330 for Secretary, Chair and Trevor Bird.

4 Correspondence

E-mail reports received from chapter chairs who were apologies.
Engineers Australia letter to the IEEE requesting contribution of $2,000 + GST for PEP program.

The correspondence was accepted.

5 Treasurer's Report

No activity in the financials this last month. David Tien has introduced an expensive claim voucher as well as a funds received advice form. The intent of these are to simplify end of year reporting (L50) and local accounts.

David T has requested ideas with regard to canvassing outside funds.

An entertainment expenditure limit was proposed for visitors, an amount was not agreed however.

The 2003 budget will have a pre-approved $500 allowance to each chapter for disbursements, admin, meetings or publicity. Additional funding requests must be tabled for approval by the section committee.

The 2002 L50 report was submitted and confirmation has been received we are eligible for the 10% bonus rebate amount.

- Conference Financials.

Future conferences involvement regarding financial issues will be approved by the section committee. The section will use the Australia Professional Centre for any credit card disbursements. A detailed financial template suitable for conferences is available. Past experience with conferences dictates a formal agreement regarding funding, return and risks prior to the conference launch. Conference must operate their own account and produce their own P/L statement.

The selection of future conferences to support should have a financial review to provide a history of past profit/losses and benefits aretabled.

The Treasurer's report was accepted.

6 CIRCUIT Report

Trevor advised the February Circuit was e-mailed and placed on the section website on 19th Feb. A paper copy dispatch to those requesting it had not been completed as at 3rd March. Around 250 e-mail bounces occurred, many were typing errors, and around 20 of these were manually corrected. The remainder will be placed on the paper mailout list. Trevor to follow up if these mis-typed e-mail addresses can be updated on US membership records.
A request to have a **.pdf** copy of Circuit on the web for download, to preserve ability to have a complete printable version.

The June/July Circuit will be posted to all NSW members, as this includes committee nominations for 2004. This mailout is based on the 2002 sections congress recommendations. A copy of <u>all</u> Circuit's will also appear on the website.

7 Chair's Forum

Graham Gwilliam hosted a ballot where the committee was asked to prioritise last months proposed list of ideas and activities. The results of the ballot will be presented by Andrew. The following list is included as a refresher only:

Complete the CD_ROM promotional material project
Student councillor 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

8 Group Reports

8.1 Standing Committee

Fellow Search	Walter Lachs; further information has been requested for Ron Stillman nomination.
Membership Development	Bruce Poon; Active members presently 2463 with 2 additional Fellows and a 75% increase in student membership.
Professional Activities	Jim Logothetis; **a)** Joint lecture topics for 2004 required for April compilation. E-mail Jim. Looking for computer/comms topics. b) Prof Engineers Program (PEP) planned 28 June to 4 July – engineering week. Theme is "Back to the Future" for Harricks address. Currently looking for a sponsor. Sam to pass information to Jim. IEEE contribution proposed at $2000 + GST due to IEAust reduction in funding. Motion, treasurer to review budget and seek proposal/committee

	review fo a minimum of $1,000 . Moved Jim, 2nd Trevor, carried.
Educational Activities	Karu Esselle; booth proposal at Uni open day was tabled. Presently trying to locate CD's for EE's. looking at assisting job preparation for entry to workforce. Also looking for careers
Student Activities	Stephanie Boyd; no information obtained on student chairs. Consider nominating student chairs. **Action 04a/2003**: Trevor to provide past student chair and student councillor information **Action 04b/2003:** David Burger to e-mail list of Student applications to Stephanie when received at 31 March.
Awards and Recognition	Jim Vasseleu
Nominations	Trevor Bird, No report.
Historian	Zak Zakarevicius, Jim Vasseleu and Trevor Bird. No formal report, however discussion was held about placing past meeting minutes on the website, and whether this is appropriate. Seek advice next meeting.
Promo CD-ROM	Andrew Parfitt, Ian Boyd, Graham Gwilliam and Karu Esselle. No Report

8.2 Affinity Group Reports

GOLD Affinity Group	Filita Barker Reported that a GOLD function was proposed for 27th March to introduce GOLD members to other IEEE groups. Filita will follow up with the Computer Chapter and consider proposing a joint function. Filita is away for 6 months from April – looking for a fill-in replacement. **Action 05/2003:** 28th June Engineers Australia – Trivia Night, proposal to have a GOLD Table. Coordinate with Computer Society and report next meeting.
Life Member Affinity	Jim Vasseleu; No report.

9 Chapter Reports

9.1 Computer Society	-Stephanie Boyd: A meeting was held on 26th Feb. An application for a USD$150 rebate application was made. The 1st Australian Fellow from Computer society was achieved, Dr D Fang. Proposal to nominate 1 fellow this year. Stephan Mozar to ask Bob Frankston about lecture topic.
9.2 MTT/AntP	Trevor Bird; proposing a joint lecture and additional lectures to be held.

9.3 CommSig	Olly d'Souza; report on website. Next meeting North ryde 24th March. Motion to consider the request from Wollongong Uni for Tad Wysocki '03 conference support from the Section, dispensation from 2002 to use IEEE logo and technical sponsor with no financial support. Moved: Olly, 2nd;Phillip, carried. **Action 06/2003;** Olly requested a fresh list of Comsig member list from bruce Poon for member communication purposes.
9.4 PES	March meeting date is yet unconfirmed at UTS. **Action 07/2003:** Graham to post meeting information to section website.
9.5 PEL/IA/IE	Faz Rahman: A 2 hour seminar held on 27 Feb was given by Prof D Shroeder from Technical University of Munich. 32 participants attended. The next DL lecture will be held mid July.
9.6 C&S/SSC	Steven Duvall, first meeting held on 19th Feb. Dr Andre van Schaik, senior lecturer at UoS spoke on "Marble Magic: Design of neuromorphic optical motion detector for Logitech Trackballs". Ten people attended this lecture held at Cisco in North Ryde

10 Conferences

PICA 2001, no further progress reported. The NSW Section has formally asked the conference accounts to be wound-up

Signal Processing Conference ICITA'02 was successful. IEEE was technical sponsor. ICITA'04 to be held in USA with China and NSW as technical sponsor support. Action **08/2003:** David T to e-mail formal request to section.

11 Other Business

A sister society discussion is planned for the next meeting.

IEAust has changed its name to Engineers Australia.

Australia Council (John) to have more transparent communications with sections and publicize their webpage. John to look at getting link onto NSW section website.

12 Closure

The meeting closed at 21:09 hours. The next meeting will be 14 April 2003. [The now cancelled Region 10 meeting introduced the delay]. Moved Walter, 2nd Jim, carried.