**IEEE EXECUTIVE COMMITTEE DISTRIBUTION LIST FOR AGENDAS**

**IEEE NSW SECTION EXECUTIVE COMMITTEE**

*Current Membership* 20

**QUORUM** 8

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**MEMBERS**

| | |
|---|---|
| Graeme Gwilliam | Chair |
| David Burger | Vice Chair / historian |
| David Tien | Secretary |
| Ian Boyd | Treasurer / Professional Activities |
| Stephanie Boyd | Student Activities Coordinator |
| Karu Esselle | Educational Activities |
| Eddie Fong | Circuit Newsletter Editor / Internal Auditor |
| Rob Menegon | Web Master |
| Lakshmi Narasimhan | Corresponding Member (Uni of Newcastle) |
| Philip Ogunbona | Corresponding Member (Uni of Wollongong |
| Bruce Poon | Membership Development |
| Walter Lachs | Fellow Search |
| Faz Rahman | Chair Power Elec/Indust. Elec/Industry Application |
| Sam Reisenfeld | Chair Comms/SigProc |
| John Robinson | PES Chapter Treasurer / Internal Auditor |
| Ananda Sanagavarapu | Chair AP/MTT |
| Graham Town | Member |
| Jim Vasseleu | Awards and Recognition/Life Members |
| Ramutis Zakarevicius | Historian |
| Tony Zaglas | Chair Power Engineering |

**IEEE New South Wales Section**

**204th Executive Committee Meeting**

Minutes of the 204th Executive Committee Meeting, Monday, 01 May 2006, Seminar Room 1, Library, North Sydney TAFE, St Leonards, NSW 2065.

**PRESENT**

| | |
|---|---|
| Graeme Gwilliam | Chair / Presiding Officer |
| Ian Boyd | Treasurer / Professional Activities |
| Eddie Fong | Circuit Newsletter Editor / Internal Auditor / Minuting Officer |
| Jim Vasseleu | Awards and Recognition / Life Members |
| John Robinson | PES Chapter Treasurer / Internal Auditor |
| Walter Lachs | Fellow Search |
| Karu Esselle | Educational Activities |
| Ramutis Zakareviciu | Historian |

**ABSENT WITH APOLOGIES**

| | |
|---|---|
| David Burger | Vice Chair |
| David Tien | Secretary |
| Sam Reisenfeld | Comms/SigProc Chapter Chair |
| Bruce Poon | Membership Development |
| Ananda Sanagavarapu | Member |
| Stephanie Boyd | Student Activities Coordinator |

**ABSENT WITHOUT APOLOGIES**

| | |
|---|---|
| Tony Zaglas | Chair Power Engineering |
| Faz Rahman | Power Elec/Indust. Elec/Indust. Applic Chapter Chair |
| Filita Barker | Invited visitor |
| Graham Town | Chair AP/MTT |
| Rob Menegon | Web Master |

**OPENING**

The Presiding Officer opened the meeting at 7:10 pm.

**1. STARRING OF ITEMS**

**2. BUSINESS ARISING FROM THE MINUTES**

Action 18/2006 ***Eddie Fong has requested fund to purchase software during the Circuit report.***

***Eddie Fong has purchased the SW which only perform conversion from Word to pdf file for a discounted half price at $99 and submitted the expenses claim to Ian Boyd – action closed***

Action 21/2006 ***A Sam Reisenfeld to provide financial report for AuS WIRELESS'06. – action still open***

**3. MINUTES OF PREVIOUS MEETING**

***The IEEE NSW Section Executive Committee agreed that the minutes of the 203rd***

***Executive Committee Meeting were a correct record except item 4 being deleted and item 11 to include dates for all the conferences. Moved Jim Vasseleu, 2nd Eddie Fong, carried.***

**4. CORRESPONDENCE**

**Nil.**

**5. TREASURER'S REPORT**

***Ian Boyd tabled the Income and Expenditure statement from 1 Jan to 29 April 2006 and Balance Sheet as of 29 April 2006.***

Intuit Intuit1

Action 22/2006 ***Graeme Gwilliam requested Ian Boyd to follow up with Tony Lee regarding the ongoing audit of IEEE NSW Section Income Accounts.***

Action 23/2006 ***Ian Boyd reported that according to the IEEE audit policy and guidelines, there is no need for an external auditor and having internal auditors to audit our Income & Expenditure Statement and the Balance Sheet will be sufficient. As such, the meeting agreed to nominate both John Robinson and Eddie Fong as the internal auditors. Once Ian Boyd confirmed that Tony Lee is not obligated to audit our account, then John and Eddie will audit the Year 2005 account book to be completed by Aug 2006 and present the audit report in Sept 2006 Executive Committee Meeting. Moved Ramutis Zakarevicius, 2nd Karu Esselle, carried.***

**6. CHAIRMAN'S FORUM**

- ***Graeme Gwilliam reported that Ian Boyd has formally created an IEEE NSW Section letter head in a word doc file. He suggested that IEEE NSW Section letter head be available to the NSW Section and Chapter Officers as may be needed on application to Ian Boyd. The word doc can then be customised by users showing the relevant Section/Chapter individual concerns. Moved Eddie Fong, 2nd Jim Vasseleu, carried***

Action 24/2006 ***For the Ocean Engineering Chapter in Australia, it was agreed that Bruce Poon should collate a list of NSW Section member name and address in Ocean Engineering Society. This information will be provided to whoever proposes the Ocean Engineering Chapter. Moved Jim Vasseleu, 2nd Eddie Fong, carried***

Action 25/2006 ***From VIC Section has sought NSW Section support on formation of a Social Implication of Technology Chapter and it is agreed that Graeme Gwilliam will respond to VIC Section that NSW Section will provide the necessary support on this matter. Moved Jim Vasseleu, 2nd Ian Boyd, carried***

- ***The Tripartite MOU Agreement with Engineer Australia and IEE was signed by IEEE Australia Council.***

Action 26/2006 ***Regarding Olly D'Sousa's request to be appointed as a representative of IEEE to sit on Standards Australia's committee which will prepare standards for NON-broadcast television technologies including CCTV – Graeme Gwilliam has sent a report to the IEEE RAB for advice and will provide Olly D'Sousa an update of the matter.***

**7. CIRCUIT REPORT**

***Eddie Fong has requested all articles for the coming July 2006 Circuit should be***

***submitted by end May 2006. He also requested for all Chapter Chair to provide an article/message to all their members to foster a closer relationships with the Chapter members.***

***Graeme Gwilliam requested Eddie Fong to write a special front Editorial Message for the July 2006 Circuit to reflect on the messages addressed by IEEE President, Michael Lightner and IEEE Past President, Cleon Anderson at the R10 Meeting.***

Action 27/2006 ***Jim Vasseleu has sent a historical article to Graeme Gwillam. He requested Graeme Gwilliam to send the article to Eddie Fong for July 2006 Circuit publication consideration.***

**8. COMMITTEE REPORTS**

8.1 FELLOW SEARCH [Walter]

***Nil***

8.2 MEMBERSHIP DEVELOPMENT [Bruce]

Memberstatistics0604

***Circulated via email.***

Action 28/2006 ***Eddie Fong suggested to have this information presented in a 12 months rolling in having graphical chart to be easy to use. Eddie Fong will generate the new format for Bruce Poon's consideration.***

8.3 PROFESSIONAL ACTIVITIES [Ian]

Action 29/2006 ***Ocean Engineering Society: The venue for the lecture to be held on 25 May 2006 will be confirmed in the next few days. Ian will confirm the venue and publish it via email to members.***

***Ian Boyd reported that there was still a shortage of 3 IEEE confirmed lecture for the year. The next one is scheduled on 8 June 2006 but no confirmed speaker and topic. Walter Lachs has volunteered to deliver a paper on "The Black Hole in System Security".***

8.3 EDUCATIONAL ACTIVITIES [Karu]

Action 30/2006 ***Graeme Gwilliam requested Karu Esselle together with David Burger to provide an update report to R10 Education based on last year's one.***

Action 31/2006 ***For the CD contents, Graeme Gwilliam suggested that Karu Esselle may include historical components that have significant impact to Electrical engineering. The meeting debated that such CD being left in the school libraries will not be effective. Karu Esselle suggested that the potential market for such CD will be the existing university recruitment program.***

8.5 STUDENT ACTIVITIES [Stephanie]

Action 32/2006 ***Jim Vasseleu suggested that Graeme Gwilliam should formally invite both Filita Barker and Mark Gordon to join the Executive Committee Moved Jim Vasseleu, 2nd Eddie Fong, carried.***

Action 33/2006 ***Graeme Gwilliam will follow up with Stephanie Boyd on number of matters regarding NSW University Student enrolment.***

8.6 AWARDS AND RECOGNITION [Jim]
8.7 NOMINATIONS [Jim]
8.8 HISTORIAN [David B/Zak]

Action 34/2006 ***Ramutis Zakarevicius reported that he has a number of old archived audio materials. Graeme Gwilliam requested Ramutis Zakarevicius and David Burger to look into storage of such archived material for IEEE NSW Section.***

8.9 Web Master [Rob Menegon]

**9. AFFINITY GROUPS**

9.1 GOLD AFFINITY GROUP[TBA]
9.2 LIFE MEMBER ACTIVITIES[Jim]

Action 35/2006 ***Jim Vasseleu will find out the detail of the Life Member who has died in Feb 2006 and informed Eddie Fong for the July 2006 Circuit publication.***

**10. CHAPTER REPORTS**

10.1 COMPUTER [Stephanie]
10.2 ANTENNAS & PROPAGATION / MICROWAVE THEORY & TECHNIQUES[Ananda]
10.3 COMMUNICATIONS/SIGNAL PROCESSING[David B]

Action 36/2006 ***Prof Robert Gray from Stanford University delivered two lectures on Friday, 24 March 2006, and Monday, 27 March 2006. Ramutis Zakarevicius attended both lectures and will provide the Meeting Report.***

Action 37/2006 ***Prof C.C. Jay Kuo from the University of Southern California delivered three lectures on Wednesday, 5 April 2006, and Thursday, 6 April 2006. David Burger attended the first lecture on 5 April 2006 and Graeme Gwilliam attended two lectures on 6 April 2006. Both David Burger and Graeme Gwilliam will provide the Meeting Reports.***

Action 38/2006 ***Graeme Gwilliam requested Graham Town to consider sending a Representative to the monthly Executive Committee Meetings as he has difficulties in attending the meetings personally.***

10.4 POWER ENGINEERING [Tony Zaglas]

***Visiting DLP programme: one day work shop by Prof Sivaji: 20 July 2006.***

10.5 POWER ELECTRONICS / INDUSTRIAL APPLICATIONS / INDUSTRIAL ELECTRONICS
10.6 LEOS

Action 39/2006 ***Graeme Gwilliam suggested that the chair should provide a chapter update for NSW Section.***

**11. CONFERENCES**

11.1 AuS WIRELESS'06 (Broadband and Ultra Wideband Communications) on DD MMM 2006 [Section's financial involvement: 10K]**.**
11.2 8TH INTERNATIONAL SYMPOSIUM ON DSP AND COMMUNICATION SYSTEMS & 4TH WORKSHOP IN THE INTERNET on DD MMM 2006, TELECOMMUNICATIONS AND SIGNAL PROCESSING on DD MMM 2006[no financial involvement]**.**
11.3 INTERNATIONAL CONFERENCE ON IT AND APPLICATIONS (ICITA2007) on DD MMM 2007 [no financial involvement].
11.4 Conference support request from CSU, IT FUTURES: SOCIAL AND CULTURAL CONTEXTS (ITFOC2007) on DD MMM 2007 [no financial

involvement].

11.5 IEEE Computer Society Conference in Sydney, Australia from 22 to 24 Nov 2006.

***Ian Boyd acknowledged that he knows nothing about this conference so far.***

11.6 IEEE R10 Student Conference & GOLD Congress in Beijing, China from 13 to 17 June 2006.

***Graeme Gwilliam tabled the R10 IEEE Student Conference & GOLD Congress to be held in Beijing from 13 to 17 June 2006. He suggested to nominate a NSW Section Rep for this Student Conference & GOLD Congress in gaining experience from others within the R10.***

***Ian Boyd and Eddie Fong agreed that such experience gained from others will help the NSW Section Student and GOLD program.***

***Jim Vasselleu disagreed but suggested such expenses in sending the Rep can be put into good use in organising the activities for student and GOLD groups.***

***Since there were insufficient information about the R10 funding in attending this conference and congress, the meeting decided not to send Rep for this event.***

**12. OTHER BUSINESS**

Action 40/2006 ***John Robinson reported that APC has a standard free IVR service that IEEE can made used of in customised IEEE prompt message to respond to IEEE members' calls. The meeting agreed that Graeme Gwilliam will follow up this matter with APC.***

Action 41/2006 ***Graeme Gwilliam will liaise with TAFE to fix the regular meeting room for the monthly Executive Committee Meetings.***

Action 42/2006 ***Jim Vasseleu requested David Tien to mail or fax the minutes of the meeting and the proposed next meeting agenda at least a week prior to the next meeting.***

**13. FOR YOUR INFORMATION**

**14. URGENT BUSINESS**

**15. NEXT MEETING**

The next meeting of the IEEE Executive Committee will be held on Monday 5 June 2006, at 7.00pm Northern Sydney Institute of TAFE, Library, Seminar Room 1**.**

**CLOSURE**

There being no further business, the Presiding Officer declared the meeting closed at 9:10pm.