**IEEE New South Wales Section**

**208th Executive Committee Meeting**

A meeting of the IEEE Executive Committee will be held as indicated below:

| | |
|---|---|
| **Date:** | Monday, 7 August 2006 |
| **Time:** | 7:00 pm – 9:00pm |
| **Place:** | Northern Sydney Institute of TAFE, Gore Hill Campus, Library |

Private Room booking in name of IEEE at Aberdeen Seafood Restaurant, Gordon Rugby Club, Level 4, Mandarin Centre, Enter through Gordon Rugby Club, Cnr. Victor and Albert Streets, Chatswood.

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**AGENDA**

**Agenda Page Nos** **Draft Resolutions**

**APOLOGIES**

Apologies will be received by David Tien, Secretary, via email dtien@csu.edu.au or phone/SMS 04 05 212 291.

***1. STARRING OF ITEMS**

***The Secretary will receive requests for the starring of additional items.***

**2. MINUTES OF PREVIOUS MEETING**

***to adopt the minutes of the 206th Executive Committee Meeting held on first Monday, June, 2006 as a correct record.***

**3. BUSINESS ARISING FROM THE MINUTES AND ACTIONS REQUIRED**

Action xx/2006 ***Please refer to the previous meeting attached.***

**4. CORRESPONDENCE**

- ***Notification: 2006 12th International Conference on Embedded and Real-Time Computing Systems and Applications (RTCSA) (#11880).***
- ***AGM 24 Nov 2006 locations.***
- ***New South Wales - Australia Section, Embs Chapter Petition***
- ***Reimbursement of IEEE Expenses: a cheque request payable to A/Prof Sam Reisenfeld in the amount of $1,246.40***

**5. TREASURER'S REPORT**

**6. CHAIRMAN'S FORUM**

**7. CIRCUIT REPORT**

**8. COMMITTEE REPORTS**

8.1 FELLOW SEARCH
8.2 MEMBERSHIP DEVELOPMENT
8.3 PROFESSIONAL ACTIVITIES
8.4 EDUCATIONAL ACTIVITIES
8.5 STUDENT ACTIVITIES
8.6 AWARDS AND RECOGNITION
8.7 NOMINATIONS
8.8 HISTORIAN
8.9 WEB MASTER

**9. AFFINITY GROUPS**

9.1 GOLD AFFINITY GROUP
9.2 LIFE MEMBER ACTIVITIES

**10. CHAPTER REPORTS**

10.1 COMPUTER
10.2 ANTENNAS & PROPAGATION / MICROWAVE THEORY & TECHNIQUES
10.3 COMMUNICATIONS/SIGNAL PROCESSING
10.4 POWER ENGINEERING
10.5 POWER ELECTRONICS / INDUSTRIAL APPLICATIONS / INDUSTRIAL ELECTRONICS
10.6 LEOS

**11. CONFERENCES**

11.1 AuS WIRELESS'06 (Broadband and Ultra Wideband Communications) [Section's financial involvement: 10K]**.**
11.2 8TH INTERNATIONAL SYMPOSIUM ON DSP AND COMMUNICATION SYSTEMS & 4TH WORKSHOP IN THE INTERNET, TELECOMMUNICATIONS AND SIGNAL PROCESSING [no financial involvement]**.**
11.3 INTERNATIONAL CONFERENCE ON IT AND APPLICATIONS (ICITA2007) [no financial involvement].
11.4 IT FUTURES: SOCIAL AND CULTURAL CONTEXTS (ITFOC2007) [no financial involvement]
11.5 Conference support request: Re: 2008 IEEE CIS and RAM conferences

**12. OTHER BUSINESS**

**13. URGENT BUSINESS**

Members wishing to introduce items of urgent business should discuss the items with the Secretary or Presiding Officer prior to the meeting.

**14. NEXT MEETING**

The next meeting of the IEEE Executive Committee will be held on first Monday in September 2006, at the University of Newcastle, details to be advised**.**

**IEEE New South Wales Section**

**207th Executive Committee Meeting**

Minutes of the 202nd Executive Committee Meeting, Monday, 05 June 2006, Room One, Library, North Sydney TAFE, St Leonards, NSW 2065.

**PRESENT**

| | |
|---|---|
| Graeme Gwilliam | Chair / Presiding Officer |
| David Tien | Secretary |
| Ian Boyd | Treasurer / Professional Activities |
| John Robinson | PES Chapter Treasurer/Secretary |
| Walter Lachs | Fellow Search |
| Tony Zaglas | Chair Power Engineering |

**APOLOGIES**

| | |
|---|---|
| David Burger | Vice Chair |
| Eddie Fong | Circuit Editor |
| Sam Reisenfeld | Comms/SigProc Chapter Chair |
| Karu Esselle | Educational Activities |
| Bruce Poon | Membership Development |
| Faz Rahman | Power Elec/Indust. Elec/Indust. Applic Chapter Chair |
| Stephanie Boyd | Chair Computer Chapter / Student Activities |
| Ananda Sanagavarapu | Chair/AP/MTT |
| Filita Barker | Invited visitor |
| Ramutis Zakarevicius | Historian |
| Graham Town | Member |
| Jim Vasseleu | Awards and Recognition/Life Members |
| Rob Menegon | Web Master |

**OPENING**

The Presiding Officer opened the meeting at 7:03 pm.

**1. STARRING OF ITEMS**

**2. BUSINESS ARISING FROM THE MINUTES**

***The IEEE NSW Section Executive Committee agreed that the minutes of the previous Executive Committee Meeting were a correct record. Moved Walter Lachs, 2nd Tony Zaglas, carried.***

**3. MINUTES OF PREVIOUS MEETING**

Action 21/2006 ***A Sam Reisenfeld to provide financial report for AuS WIRELESS'06. Continuing***

Action 22/2006 ***Graeme Gwilliam requested Ian Boyd to follow up with Tony Lee***

***regarding the ongoing audit of IEEE NSW Section Income Accounts. Continuing***

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. Continuing***

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. Graeme Gwilliam will follow it up. Continuing***

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. Gwilliam will follow it up with VIC Section. Continuing***

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 – teleconferencing with the HQ - Continuing***

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. Action closed.***

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. Continuing***

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. Continuing***

Action 34/2006 ***Ramutis Zakarevicius reported that Harbeyholmes 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. Continuing***

Action 36/2006 ***Prof Robert Gray from Stanford University delivered two lectures on***

***Friday, 24 March 2006, and Monday, 27 March 2006.***

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. Continuing***

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

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. Continuing***

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

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. Closed – see Action 43 / 2006.***

**4. CORRESPONDENCE**

***The Section Committee has requested Jim Vasseleu, possible the only Engineer in Australia who doesn't have an email account, to set up an email account to receive regular IEEE correspondence. It is members' responsibility to provide an email account for them to receive documents timely. Moved Ian Boyd, 2nd David Tien,***

Action 43/2006 ***For Tony Zaglas to fully investigate all the cost saving measures, including location of venue and using IEAust as an advertising agent for his DL programme. Due to the time constraint, details will be discussed via email. Tony Zaglas will report back during the July meeting.***

- ***Inactive Chapters and Affinity Groups***

***The Section Committee noted the email and stated that all groups (life member group, ie13/ia34/pel35, affinity group, and gold) mentioned in the email are active.***

- ***Notification: 2006 12th International Conference on Embedded and Real-Time Computing Systems and Applications (RTCSA) (#11880).***
- ***IEEE SSIT Chapter Query.***

**5. TREASURER'S REPORT**

***Details of the budget was circulated by Ian Boyd. Ian Boyd and he made the following points:***

- ***The Rebate for 2005 has been received.***

***Acceptance of Treasurer's report: moved Graeme Gwilliam, 2nd, John Robinson, carried.***

**6. CHAIRMAN'S FORUM**

**7. CIRCUIT REPORT**

**8. COMMITTEE REPORTS**

8.1 FELLOW SEARCH [walter]
8.2 MEMBERSHIP DEVELOPMENT [bruce poon]
8.3 PROFESSIONAL ACTIVITIES [Ian]
8.4 EDUCATIONAL ACTIVITIES [Kuru]
8.5 STUDENT ACTIVITIES [Stephanie Boyd]

***Stephanie Boyd is nominated to attend the Student Congress in Beijing from 13 – 17 July 2006. Regional 10 will subsidise (up to US$500) and the Section will cover the shortfall.***

8.6 AWARDS AND RECOGNITION [Jim]
8.7 NOMINATIONS [Jim]
8.8 HISTORIAN [David B/Zak]
8.9 Web Master [Rob Menegon]

**9. AFFINITY GROUPS**

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

**10. CHAPTER REPORTS**

10.1 COMPUTER [TBA]
10.2 ANTENNAS & PROPAGATION / MICROWAVE THEORY & TECHNIQUES[]
10.3 COMMUNICATIONS/SIGNAL PROCESSING
10.4 POWER ENGINEERING [Tony Zaglas]

- ***PES membership steady.***
- ***One DLP lecture will be held on 20th July, 2006.***
- ***Walter Lachs's lecturer will be on 8 June 2006.***

10.5 POWER ELECTRONICS / INDUSTRIAL APPLICATIONS / INDUSTRIAL ELECTRONICS
10.6 LEOS

**11. CONFERENCES**

Action 44/2006 ***Graeme Gwilliam will contact the organiser of 12th International Conference on Embedded and Real-Time Computing Systems and Applications (RTCSA).***

11.1 AuS WIRELESS'06 (Broadband and Ultra Wideband Communications) [Section's financial involvement: 10K].
11.2 8TH INTERNATIONAL SYMPOSIUM ON DSP AND COMMUNICATION SYSTEMS & 4TH WORKSHOP IN THE INTERNET, TELECOMMUNICATIONS AND SIGNAL PROCESSING [no financial involvement].

11.3 INTERNATIONAL CONFERENCE ON IT AND APPLICATIONS (ICITA2007) [no financial involvement].

11.4 IT FUTURES: SOCIAL AND CULTURAL CONTEXTS (ITFOC2007) [no financial involvement].

**12. OTHER BUSINESS**

Action 45/2006 ***Ian Boyd will find out the NSW Section Committee quorum requirement via IEEE by-law and report back to the Section Committee.***

**13. FOR YOUR INFORMATION**

**14. URGENT BUSINESS**

**15. NEXT MEETING**

The next meeting of the IEEE Executive Committee will be held on Monday, 7 August 2006, at 7.00pm Northern Sydney Institute of TAFE, Gore Hill Campus, Room TBA. .

**CLOSURE**

There being no further business, the Presiding Officer declared the meeting closed at 21:17.