# IEEE New South Wales Section

Minutes of the 182nd Executive Committee Meeting, 5th April 2004
Room AG20, North Sydney TAFE, St Leonards, NSW.

The Chair opened the meeting at 7:06pm.

## 1 Attendance and Apologies

Present: Graeme Gwilliam, Andrew Parfitt, Ian Boyd, Stephanie Boyd, David Burger, Jim Logothetis, Faz Rahman,., Eddie Fong Trevor Bird, David Tien, John Robinson, Walter Lachs, Sam Riesenfeld, Peter Blockley *(Macquarie University student representative)*

Apologies: Jim Vasseleu, Simon Boland, Graham Town, Bruce Poon, Zak Zakarevicius, Faz Rahman, Steven Duvall.

## 2 Approval of Agenda

This meetings agenda was accepted.

## 3 Minutes of the Previous Meeting and Matters Arising

Minutes of meeting 181 were accepted with changes being:

- Treasurers report (written), moved: Ian Boyd, 2nd: Phillip Ogunbona, carried;
- Treasurers report (table), moved: Zak, 2nd: Ian Boyd, carried;
- Add *Action 05/2004* (as shown below);

Moved Jim Vasseleu, 2nd Ian Boyd, carried.

**Action 24/2002** Privacy matters: On privacy thresholds, the use of BCC (which is used for Circuit) should be acceptable, but a better approach is to use a name list. Carolyn suggests getting ITS to set up a name list for IEEE distribution. Other issues relating to privacy can be found in documents on the Privacy Commissioner web site. Of relevance to IEEE as a non-profit organization are the National Privacy Principles (Extracted from the Privacy Amendment (Private Sector) Act 2000), which are found at http://www.privacy.gov.au/publications/npps01.html. The most pertinent part appears to be Cl 10(d). "10.1 An organisation must not collect sensitive information about an individual unless:... (d) if the information is collected in the course of the activities of a non-profit organisation-the following conditions are satisfied: (i) the information relates solely to the members of the organisation or to individuals who have regular contact with it in connection with its activities; (ii) at or before the time of collecting the information, the organisation undertakes to the individual whom the information concerns that the organisation will not disclose the information without the individual's consent;"

Carolyn suggests the matter of spam can be dealt with by giving receivers of the IEEE notices a means to unsubscribe from the email list. This could be done by having a note at the bottom of the email saying if you don't want to receive any further notices by email from the Section then return the email with 'unsubscribe' in the subject.

Carolyn said she will look into the spam legislation a little more deeply and provide further information if we need to do anything further.

**Action 20/2003**: Next year's Student Co-ordinator to invite Student Chairs to Section meetings. ( Continuing).

**Action 21/2003**: Stephanie B. was delegated to propose a mechanism for assisting students to pay IEEE dues. David T to to set up a transition account for this purpose (Continuing).

**Action 02/2004:** Cantor Financial provided fee proposal of $950 per annum with additional time as required to chase documentation if required. It was moved we accept this proposal by Andrew Parfitt, 2nd by John Robinson, carried. *ACTION*, David Burger to advise Cantor to proceed with David Tien being the IEEE contact point. COMPLETED.

**Action 03/2004:** David T to request Dr He to submit co-sponsorship paperwork for this ICITA 2005 conference, *refer section 11.5* COMPLETE.

**Action 05/2004:** PICA 2001, financial Report and audited accounts to be tabled with USA and NSW Section. Final wrap-up report to be tabled. Action taken to address this (02/2004 above) COMPLETE.

## 4 Correspondence

- PICA 2001 – Request from IEEE Mary Ann Fritzinger Conference Financial Coordinator for final financial reports. *(Graham kindly following up).*
- Visit by Cleon & Dixie Anderson (IEEE President 2005) transiting Sydney over Easter break. A programmed involvement by John R, Graham G and David B, plus anyone else we may bump into.
- Section support by region funding ~USD$6K.
- NSW Annual report submitted to USA.
- Advice to say Spread Spectrum conference is now correctly registered after failing to authorise budgets.
- The IEEE contribution to IEAust Engineering week program of $1000 + GST, moved Ian Boyd, 2nd Trevor Bird, carried.
- University of Sydney EE Foundation graduation dinner on 14 May. IEEE Representative David Burger.

## 5 Treasurer's Report

A new account for student membership payment is being opened, Pending.
Account ledger for 2003 prepared – to be part of audit engagement earlier.
Fund transferred to the CCM account to increase the balance to 1000K as requested by the Committee, pending statement.

Year to date $4,701.07 expenditure, $1,812.01 Income.

Conference financial template with IEEE categories to be sent to David Tien – Action Andrew.

Acceptance of Treasurer's report above: moved: Walter 2nd Stephanie Carried.

## 6 CIRCUIT Report

There were many less error observed in the e-mail out, attributed to better typing accuracy and use of more IEEE alias's.

The July issue of *CIRCUIT* deadline is 8th June. Contact Trevor Bird with material. Personal profile this issue is on Ian Boyd.

## 7 Chair's Forum

The region 10 conference attendance by NSW Executive – it turns out the whole exec committee will be there – including John Robinson (for IEEE AC).

A request to the Regional Activities Board (RAB) to keep local sections across local Student branch activity has been made. Currently student branch activity is invisible to local sections.

IEEE Australia Council; student paper contest issues. AC is looking for a student coordinator to assist the evaluation and award process, noting the NSW Section have elevated 2 student papers for AC consideration in 2004 and that the 2003 outcomes have yet to be finalised. The IEEE AC advise there will be no AC levy on Sections for 2004, however the 2003 levy is still due.

The overall Distinguished Lecturer (DL) program for NSW (and Australia) needs concerted effort by Chapters and societies to initiate.

Sections congress:
- looking for representatives to attend, budget assignment considered but carried over until we find an interested person;
- what is IEEE doing to promote industry involvement ? maybe discuss at R10 conference where possible. Look to promoting Fellow grade for industry leaders (or build on the industry recognition idea from 2003).

Relevance of IEEE is presently seen as:
- access to great information;

- access to good people / speakers;
- awards;
- student activities and awards;
- addressing industry needs.

Consider the Australia wide issues of IEEE (maybe ghost under the IEEE AC as an agenda item) to promote engineering, offer uniform excellence awards across Australian states/territories.

## 8 Committee Election & Reports

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| 8.1 Fellow Search | Walter Lachs; no report. |
| 8.2 Membership Devel't | Bruce Poon: R*efer to Appendix 1*. |
| 8.3 Professional Activities | Jim Logothetis and Ian Boyd. Engineering week proposed for July/August 2004, *refer item 4*. Site visit to SBS planned. Next meeting 13 may, with committee members to submit site visit ideas to Ian Boyd. Ideas include a naval architecture challenge (raft/boat build), suggestion of IEEE sponsored prize where 2 or more student branches get involved.<br>The lecture on 27th May by Dr Ambikairajah of UNSW was held.<br>Consideration to keep a 2005 joint IEEE lecturer open for a student paper presentation.. (note, probably a good idea to bring out all student initiates in one place on our website). |
| 8.4 Educational Activities | Karu Esselle; noting the CDROM project from 2003 has been rolled under this heading, Karu/ Ian Boyd/ Andrew Parfitt and Graham Gwilliam assisting. Given the CDROM educational CD has been overtaken by events, a project topic is being sought to the value of USD$500 or so. Ideas to Karu. |
| 8.5 Student Activities | Stephanie Boyd: A) Setup to allow Students to Bpay/Funds transfer membership fees locally in AUD underway. B) The BBQ on 24 March with Prof Narasimham from Uni-Newcastle had 35 new non-IEEE students attend. Congress delegate being sought for Hong Kong event in July '04. Nominal budget is $3K for 1 person only.<br>CSU Student meting for may'04, coordinated with David Tien.<br><br>**Current Student initiatives SUMMARY:**<br>*- Student Congress 2004 in HK sponsorship;*<br>*- Student Paper contests Max Simons NSW Section, Region 10 and IEEE Australia Council;* |

*- 2005 Joint lecturer program – student paper presentation;*
*- 200 free student membership program refer - http://www.ewh.ieee.org/r10/nsw/subpages/circuit/2004/circuit_04_01.htm#07*

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| 8.6 Awards and Recognition | Jim Vasseleu: no report. |
| 8.7 Nominations | Trevor Bird: no report. |
| 8.8 Historian | Zak Zakarevicius, Jim Vasseleu and Trevor Bird: Archives updated, and 2 old circuits located to be turned into .pdf files. |

## 9 Affinity Group Reports

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| 9.1 GOLD Affinity Group | Simon Boland, no report. |
| 9.2 Life Member Affinity | Jim Vasseleu, no report. |

## 10 Chapter Reports

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| 10.1 Computer Society | Stephanie Boyd (Chair), Ian Boyd, Stefan Mozar, Phil Crawford. no report. |
| 10.2 MTT/AntP | Graham Town (Chair), Karu (Secretary). MTT/AP society held one meeting (i.e. as part of the joint lecture series), at which Dr Bevan Jones spoke about developments in cellular basestation antennas. L31 meeting report submitted. |
| 10.3 CommSig | Olly d'Souza (Chair), David Burger (Secretary). no report. |
| 10.4 PES | Graeme Gwilliam (Chair), no report. |
| 10.5 PEL/IA/IE | Faz Rahman (Chair): report for the IAS/IES/PELS Chapter, I am still discussing with our committee members about the program for 2004. |
| 10.6 C&S/SSC | Steven Duvall(Chair), Andre van Schaik (Secretary) no report. |

## 11 Conferences

11.1 **Asian Control Conference 2004**: Proceeding. (no update).

11.2 **IEEE International Symposium on Spread Spectrum Techniques and Applications 2004:** (NSW & Vic) 21 Jan committee meeting with 240 papers received, noting the breakeven point was 200. GST advice was passed to Mike Evans and we note their GST registration is visible on the ATO website.

11.3 **7th International Conference on Digital Image Computing - Techniques and Applications (DICTA 2003 - Dec 03)**
This had technical co-sponsorship and a report is expected to be tabled next meeting.

11.4 **TenCon 2005**, (Victoria) proceeding, noting that a desire for other sections to be involved.

11.5 **ICITA 2005,** Conference has technical co-sponsorship with UTS School of IT. Dr Sean He is proceeding with the planning. David t to send dr He approval for technical co-sponsorship.

## 12 Other Business

- Graham Gwilliam highlighted taxation issues between URS/ATO for Aussies working in the US.
- Sam Reisenfeld raised the IT Joint Chapter coordinated by Alex Grant, and how we may promote this a little better.

## 13 Closure

The meeting closed at 20:37 hours. The next meeting will be 3rd May 2004 at North Sydney TAFE Room AG20.

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| **APPENDIX 1 – IEEE NSW Section, Member Statistics** | | | | | | |
| | | 31/12/2003 | 31/01/2004 | 29/02/2004 | 31/03/2004 | 30/04/2004 |
| **Member Type** | | **Number** | **Number** | **Number** | **Number** | **Number** |
| Active member | | 2701 | 2717 | | | |
| Active member | ( excluding affiliate ) | 2498 | 2513 | | | |
| Active Life member | ( LA/LF/LM/LS ) | 39 | 45 | | | |
| Active senior member | | 141 | 141 | | | |
| Active student member | | 532 | 532 | | | |
| | | | | | | |
| | | | | | | |
| **Student Branch** | **Branch No.** | **Number** | **Number** | **Number** | **Number** | **Number** |
| University of NSW | 2598721 | 116 | 117 | | | |
| University of NSW-Computer Science | 2533563 | 113 | 114 | | | |
| University of Technology Sydney | 2504821 | 52 | 55 | | | |
| Sydney University | 40008997 | 36 | 35 | | | |
| Western Sydney University of Nepean | 2538101 | 13 | 13 | | | |
| University of Wollongong | 2590073 | 23 | 25 | | | |
| | | | | | | |
| **Chapter** | | **Number** | **Number** | **Number** | **Number** | **Number** |
| Antennas & Propagation / Microwave Theory & Technigues | | 88 | 89 | | | |
| Circuit and Systems / Solid State Circuits | | 86 | 86 | | | |
| Communication / Signal Processing | | 518 | 509 | | | |
| Computer | | 804 | 814 | | | |
| Industrial Electronics / Power Electronics / Industrial Applications | | 94 | 93 | | | |
| Power Engineering | | 115 | 120 | | | |
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| **Others** | **Month** | | | | | |
| Senior Membership enquiry | Mar-04 | 0 | | | | |
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| Issued by Bruce Poon | Correct as at 31 Mar 04 | | | | | |