# IEEE New South Wales Section

Minutes of the 181st Executive Committee Meeting, 1st March 2004
Room AG20, North Sydney TAFE, St Leonards.

The Chair opened the meeting at 7:05pm.

## 1 Attendance and Apologies

Present: Graeme Gwilliam, Andrew Parfitt, , Ian Boyd, Stephanie Boyd, Jim Vasseleu, Zak Zakarevicius, , David Burger, Philip Ogunbona, Jim Logothetis, Faz Rahman, Graham Town., Eddie Fong

Apologies: Trevor Bird, Steven Duvall, Simon Boland, David Tien, Karu Esselle, John Robinson, Stefan Mozar, Olly D'Souza, Walter Lachs.

## 2 Approval of Agenda

This meetings agenda was accepted.

## 3 Minutes of the Previous Meeting and Matters Arising

Minutes of meeting 180 were accepted with changed being:

- Circuit distribution was Feb 16th
- Item 8.7 Committee Trevor Bird, Jim Vasseleu and Bruce Poon.
- Item 11.3 should read " IEEE Consumer Electronics Chapter President" and Bob Franklin was the recipient of the award.

Moved Jim Vasseleu, 2nd Ian Boyd, carried.

**Action 24/2002** Privacy matters to be discussed by Chair and legal counsel. Trevor to follow up with Ms Hart at CSIRO. Graeme to mail Trevor regarding privacy thresholds. Recommendation to use BCC e-mail distribution in the future. Note changes to Australian spam rules may require review. (Continuing).

**Action 18/2003**: The NSW Section Committee consider funding an observer (as well as the Chair) to attend the 23/24 April 2004 R10 Meeting in Adelaide. This was discussed and proposed that David Burger & Graham Gwilliam be despatched to this meeting. Moved: Jim Vasseleu, 2nd Andrew Parfitt, carried. Andrew to circulate necessary meeting information.

**Action 19/2003**: Trevor B. and Bruce P. to investigate ways of reaching those members with out-of-date email addresses. (Continuing)

**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:** Request Cantor Financial to provide two fixed price fee for audit work packages for 2001/2002 and 2001/2002/2003. This is based on theior knowledge of the IEEE and prior IEEE financial files from Tony Lees that are now part of Cantor. Fee proposals pending; David Burger.

**Action 03/2004:** David T to request Dr He to submit co-sponsorship paperwork for this ICITA 2005 conference

**Action 04/2004:** Paul Axon position location lecture update to be placed on web speaker list for 2004.

## 4 Correspondence

Section officers report feedback from USA, and status of Jon Agnew.
Region 10 announcements

## 5 Treasurer's Report

**Major issues:**
 Cheque Acc: $35,505.81 (as to 25th February)
 CMC Acc – see attached Budget
 L-50 submitted acknowledgment from HQ received.
 Budget for 2004
 Budget submitted in February, please pass during today's meeting
 No new request has been received since last meeting.
 New request for the budget must be emailed to Treasurer to be table during the next meeting.

**Current activities :**
 A new account for student membership payment is being opened
 A new account for the CSU Student branch is being opened, (Branch established on 18 December 2003)
 Fund transferred to the CCM account to increase the balance to 1000K as requested by the Committee
 PCO agreement should be received by the Committee and endorsed by the Section before signing in order to check for legal and financial liability clauses (by Section's accountant and/or legal adviser)

Request: The Treasurer would like to attend the upcoming R10 meeting.
Other issues: sister-Section relationship:
 Details should be finalised during the r10 meeting.
 Discussion was carried out the current Chair of Singapore Section in September 2003.

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

| | Budget for 2004 | | Requestd: 2004 | Requested: 2003 | Used | Notes |
|---|---|---|---|---|---|---|
| Exp | AGM Expenses | A1 | $ 2,300 | $ 2,300 | | "$50*40+300 |
| | Advertisement | A2 | | | | |
| | Annual Function | A3 | $ 3,564 | $ 2,000 | | 50*40 |
| | Bank Charges | A4 | $ 31 | $ 10 | | |
| | Book-keeping Fee | A5 | $ 2,600 | $ 7,100 | | plus L-50 |
| | Moving and Cleaning Services | A6 | | | | |
| | Computer Equipment & Services | A7 | | | | |
| | Bulk Mailing to Members | A8 | $ 1,319 | $ 3,000 | | |
| | Depreciation | A9 | | | | |
| | Entertainment | A10 | | | | |
| | External Mailing and Courier Services | A11 | | | | |
| | Education Materials | A12 | | $ 4,000 | | CD ROM |
| | Electronic Services (E-mail etc.) | A13 | | | | |
| | General Expenses | A14 | $ 86 | $ 500 | $ 95 | |
| | Grants, Scholarships and Awards | A15 | $ 3,517 | $ 5,000 | $ 120 | Free membership |
| | Insurance | A16 | $ 111 | $ 630 | | R10 + 120*4 |
| | Meeting Expenses | A17 | $ 1,000 | $ 1,000 | $ 340 | $40*12 +visitors |
| | Newsletter and Publications | A18 | $ 1,500 | $ 1,500 | | Circuits |
| | Outside Services | A19 | | | | |
| | Printing and Stationery | A20 | $ 2,472 | $ 500 | $ 30 | |
| | Photocopies | A21 | | | | |
| | Rental of equipment | A22 | | | | |
| | Repair and Maintenance | A23 | | | | |
| | Secretariat Service Charge | A24 | $ 2,236 | $ 2,400 | | 200*12 |
| | Tax | A25 | | | | |
| | Telephone and Fax | A26 | $ 340 | $ 400 | | |
| | Travelling and transport | A27 | | | | |
| | Technical Talks and Video Seminars | A28 | $ 3,608 | $ 5,000 | | |
| | Section budget request | | $ - | $ 5,600 | | |
| | Conference invest (seed) | | | $ 20,000 | | 10K*2 |
| | Utilities | A29 | | | | |
| | Any Other Expenditure not shown | A30 | | $ 1,500 | | to Aust council |
| | Any Other Expenditure not shown | A30 | $ 330 | $ 330 | $ 330 | Syd Uni EE |
| | Donation to Eng Aust | A30 | | $ 1,100 | | Promotion |
| | - | | | | | |
| | Total expenditure | | $ 25,014 | $ 63,870 | $ 915 | |
| Inc | Bank Interest | B1 | $ 3,500 | $ 3,500 | | |
| | Conferences | B2 | $ 30,000 | $ 30,000 | | |
| | Courses | B3 | | | | |
| | IEEE Services | B4 | | | | |
| | Sponsorship | B5 | | | | |
| | Subscription and HQ Rebates | B6 | $ 43,000 | $ 43,000 | | |
| | Any Other Income not shown | B7 | $ 500 | $ 500 | | Circuit Ads |
| | - | | | | | |
| | Total income: | | $ 77,000 | $ 77,000 | $ - | |
| | NET: | | $ 51,986 | $ 13,130 | -$ 915 | |

| | | Requested: | Used: | Balance |
|---|---|---|---|---|
| C1 | Computer Chapter | $ 750 | | $ 750 |
| C2 | Communication | $ 500 | | $ 500 |
| C3 | Microwave Theory / AP | $ 500 | | $ 500 |
| C4 | Power | $ 500 | | $ 500 |
| C5 | IA/IE/PE | $ 500 | | $ 500 |
| C6 | Circuit/SS | $ 500 | | $ 500 |

| | | | | |
|---|---|---|---|---|
| Sect 1 | Chair | $ 500 | | $ 500 |
| Sect 2 | Past-chair/new letter | $ 100 | | $ 100 |
| Sect 3 | Vice-chair | $ 100 | | $ 100 |
| Sect 4 | Secretary | $ 100 | | $ 100 |
| Sect 5 | Treasurer | $ 100 | | $ 100 |
| Sect 6 | Award/Life members J. Vasseleu | $ 100 | | $ 100 |
| Sect 7 | GOLD (Filita Barker) | $ 100 | | $ 100 |
| Sect 8 | Student activity (Steph Boyd) | $ 650 | | $ 650 |
| Sect 9 | Membership (B Poon) | $ 100 | | $ 100 |
| Sect 10 | Historian (Zak) | $ 100 | | $ 100 |
| Sect 11 | Fellow search (Walter Lachs) | $ 100 | | $ 100 |
| Sect 12 | Professional act (J Logothetis | $ 100 | | $ 100 |
| Sect 13 | Education act (Karu Essele) | $ 100 | | $ 100 |
| Sect 14 | Webmaster (J Agnew) | $ 100 | | $ 100 |
| - | - - | - | - | - |
| | Total | $ 5,600 | $ - | $ 5,600 |

**Action 05/2004:** Get audited accounts for old PIC conference and close out the conference with a wrap-up report to PES.

## 6 CIRCUIT Report

Electronic distribution was March 16, with mailed copy due to follow shortly after that. Congratulations to Trevor for another fine issue of *CIRCUIT*.

## 7 Chair's Forum

Deferred to April's meeting.

## 8 Committee Election & Reports

8.1 Fellow Search — Walter Lachs; no report.

8.2 Membership Devel't — Bruce Poon: no report.

8.3 Professional Activities — Jim Logothetis and Ian Boyd. A) Joint technical committee with IEAust for 2005 is underway, with Megan Fitzgerald to be notified by Andrew Parfitt. B) Engineering week proposed for July/August 2004.

8.4 Educational Activities — Karu Esselle; noting the CDROM project from 2003 has been rolled under this heading, KE/ Ian Boyd/ Andrew Parfitt and Graham Gwilliam assisting. No report.

8.5 Student Activities — Stephanie Boyd: A) Setting up a transition account to allow students to Bpay/Funds transfer membership fees locally in AUD. B) The computer chapter will have inaugural BBQ

on 24 March with prof Narasimham from Uni- Newcastle involved in student activities. C) Bruce Poon to supply student membership material for free student meberships.

8.6 Awards and Recognition — Jim Vasseleu: A) IEAust fellows luncheon at Parliament House by invite only, with representation of IEEE there as well. B) The Student Awards for R10 were submitted for 2 candidates, IEEE NSW SECTION announces Max Simons award goes to Agus Santoso, and Andrew to write to both Santoso and Parastoo Sadeghi regarding Region 10 elevation.

8.7 Nominations — Trevor Bird: no report.

8.8 Historian — Zak Zakarevicius, Jim Vasseleu and Trevor Bird: *CIRCUIT* and photos archives updated.

## 9 Affinity Group Reports

9.1 GOLD Affinity Group — Simon Boland, no report

9.2 Life Member Affinity — Jim Vasseleu, no report

## 10 Chapter Reports

10.1 Computer Society — Stephanie Boyd (Chair), Ian Boyd, Stefan Mozar, Phil Crawford. *(refer section 8.5 for content)*

10.2 MTT/AntP — Graham Town (Chair), Karu (Secretary). Program preparation and possible joint lecture topic mooted.

10.3 CommSig — Olly d'Souza (Chair), David Burger (Secretary). Program for 2004 underway with DL selection as well.

10.4 PES — Graeme Gwilliam (Chair), Semester 1 lunchtime presentations, with Singapore and Kuala Lumpur DL's visiting Australia.

10.5 PEL/IA/IE — Faz Rahman (Chair): DL list being reviewed, pending decision and topics. Possibly coordinate with PES (above).

10.6 C&S/SSC Steven Duvall(Chair), Andre van Schaik (Secretary)
No activities reported since Jan 1 2004.

## 11 Conferences

11.1 **Asian Control Conference 2004**: Proceeding well.

11.2 **IEEE International Symposium on Spread Spectrum Techniques and Applications 2004:** (NSW & Vic) Proceeding – but no recent updates.

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.

11.5 **ICITA 2005,** Conference has technical co-sponsorship with UTS School of IT. Dr Sean He is proceeding with the planning..

## 12 Other Business

Nothing raised.

## 13 Closure

The meeting closed at 20:21 hours. The next meeting will be 5th April 2004 at North Sydney TAFE Room AG20.