

IEEE New South Wales Section  
211th Executive Committee Meeting

Monday 5th February 2007 at 7pm

Northern Sydney Institute of TAFE, Gore Hill Campus, College Library Seminar Room 1

1. Attendance

David Burger	Karu Esselle
Rob Curtis	Sam Reisenfeld
Antony Zaglas	Faz Rahman
Jim Vasseleu	Walter Lachs
Ramutis Zakarevicius	Bruce Poon
John Robinson	Ms Kim Chin
Eddie Fong	Mark Gordon
Graeme Gwilliam	Ananda Sanagavarapu

Guest

Ron Stillman

Apologies

David Tien  
Graham Town  
Danny Soetanto  
Ms Caroline McGregor

2. Agenda

There were no objections to the agenda

3. Minutes of Meeting

- 3.1. Graeme Gwilliam offered to follow up missing minutes with David Tien. David Tien following up.
- 3.2. November 2006 minutes should be available for March meeting.

4. Correspondence

- 4.1. Antony Zaglas to include any 2007 correspondence in minutes(Addendum)
- 4.2. University of Wollongong requested IEEE NSW sponsorship for the ISC2007 conference. The decision will be ratified at the March meeting(NOTE: there is IEEE Technical Sponsorship and Financial Sponsorship)
- 4.3. Sam Reisenfeld had an enquiry from Sydney Convention and Exhibition Services regarding the possibility of a conference of about 1500(similar to Globecom). They were also looking for events down to 150. Sam to forward enquiry to David Burger with a copy to Antony Zaglas.
- 4.4. Sam Reisenfeld enquired regarding the limit of Chair duration for Comms and Signal Processing. Jim Vasseleu stated there was a limit of two years for section chair but need to check re chapter chairs(Antony Zaglas subsequent to meeting advised two year limit as per RAB manual). As no other candidates are available Sam Reisenfeld may continue until a replacement is found.
- 4.5. Sam Reisenfeld stated that he was going on sabbatical leave from Mid June to end of December 2007.

5. Treasurers Report

- 5.1. Rob Curtis met with Ian Boyd so as to effect a transition of the treasurers books. Whereas Ian uses Quick Books Rob proposes to use Excel.

---

Rev: 1(Draft)

16 February 2007 Antony Zaglas(IEEE NSW Section Secretary)

Page 1 of 8

**IEEE New South Wales Section**  
**211th Executive Committee Meeting**

Monday 5th February 2007 at 7pm

Northern Sydney Institute of TAFE, Gore Hill Campus, College Library Seminar Room 1

- 5.2. Chart of accounts are mandatory(IEEE)
- 5.3. Last years accounts are being finalised by Ian Boyd. Ian Boyd made a limited issue of the 2006 final accounts. Copies are held by Rob Curtis and Graeme Gwilliam. Final accounts to be tabled at March meeting.
- 5.4. Deadline for disclosure 31st January 2007 ;
- 5.5. Bank Account transfers to new section officers(David Burger, Rob Curtis and Antony Zaglas – Signature update forms were signed during meeting).
- 5.6. Commonwealth Bank account is at Lane Cove branch.
- 5.7. Commonwealth Bank cash management account(details to be obtained from Rob Curtis).
- 5.8. Rob Curtis to look at alternatives to cash management account. Graeme Gwilliam offered to assist.
- 5.9. Internet banking access for viewing account transactions is an advantage.
- 5.10. Graeme Gwilliam to sign outstanding cheques during tonight's meeting.
- 5.11. Balance sheet and Income and expenditure tabled by Rob Curtis, with information from Ian Boyd [attached].
- 5.12. Two outstanding DLP bills. Sam Reisenfeld to email Rob Curtis the two claims with completed forms.
- 5.13. David Burger to email expenditure template to all officers.
- 5.14. Graeme Gwilliam summarised that there was a \$415.42 loss for the year. \$2500 expenditure for Filita Barkers attendance of the GOLD congress needs to be resolved. Graeme Gwilliam to sort out R10 refund and Rob Curtis to sort out the rest with Filita.
- 5.15. Balance sheet about +\$160K.
- 5.16. David Tien to submit Section meeting reports by 22nd February 2007. David Burger indicated that if reports were not submitted in time he was willing to submit the reports.
- 5.17. Ian Boyd to submit L50 report prior to 23rd February 2007. Graeme Gwilliam to follow up with David Tien and Ian Boyd.

## 6. Circuit Editor Report

- 6.1. Eddie Fong stated he would like articles from all Chapter chairs to include a new years message and reach him by 15 February.

## 7. Chairs Forum

- 7.1. Officer Confirmation:
  - Eddie Fong is to continue as Circuit Editor.
  - Walter Lachs is to continue with Fellow Search.
  - Bruce Poon is to continue as Membership Development Officer.
  - Professional Activities Graeme Gwilliam.
  - Educational Activities Ms Kim Chin.
  - Student Activities Mark Gordon / Filita Barker (Filita Barker subsequent to the meeting advised her unavailability).
  - Jim Vasseleu to continue with Awards and Recognitions.
  - Nominations - Graeme Gwilliam Chair, Jim Vasseleu and Bruce Poon to assist.
  - Zak Zakarevicius to continue as Historian, David Burger assisting.

# IEEE New South Wales Section 211th Executive Committee Meeting

Monday 5th February 2007 at 7pm

Northern Sydney Institute of TAFE, Gore Hill Campus, College Library Seminar Room 1

- Rob Menegon to continue as Webmaster until end of April (Advertising in Circuit and follow up by David Burger with those that have expressed interest). Resolution required at March'07 meeting.
  - Intersociety representative to be decided next meeting after clarification/confirmation of Joint Institutions position.
- 7.2. There are student chapters registered at all universities. There is no student representative at The University of Sydney.

## 8. Committee Reports

### 8.1. Fellow Search

- Ron Stillman's nomination for Fellow grade has stalled due to the death of his proposer.
- John Robinson and Walter Lachs to follow up.

### 8.2. Membership Development

- Bruce Poon to continue with Membership Development
- Graeme Gwilliam informed the meeting regarding possible amendments to the procedures covering Senior Membership application support from members within the discipline.

### 8.3. Professional Activities

- Graeme Gwilliam appointed to this role.

### 8.4. Educational Activities

- Ms Kim Chin appointed. Graeme Gwilliam suggested looking at the IEEE "Try Engineering" CD. Mark Gordon suggested AAEE by IE Aust. Sam Reisenfeld stated due to the shortage of Engineers there may be Federal Grants available for promoting Engineering in schools. Mark Gordon states that there were low enrolments in Electrical Engineering courses.

### 8.5. Student Activities

- Kim Chin, Mark Gordon / Filita Barker (Filita subsequent to meeting advised her unavailability)

### 8.6. Jim Vasseleu to continue with Awards and Recognition

### 8.7. Nominations

- Graeme Gwilliam chair, Jim Vasseleu and Bruce Poon assisting.

### 8.8. Historian

- Ramutis Zakarevicius Confirmed as Historian

### 8.9. Webmaster

- Rob Menegon resigning at end of April and new Webmaster is to be appointed.

## 9. Affinity Groups

### 9.1. GOLD Affinity Group

- Mark Gordon, Filita Barker, Rob Curtis and Ms Kim Chin all fall into the GOLD affinity group. Defer GOLD representative until the March'07 meeting
- David Burger to contact Filita Barker and request a report regarding her attendance at the Beijing GOLD Congress in 2006. Written financial statement for Student / GOLD to Beijing also required.
- Need to organise two social events in 2007 with speakers.

### 9.2. Life Member Activities

**IEEE New South Wales Section**  
**211th Executive Committee Meeting**

Monday 5th February 2007 at 7pm

Northern Sydney Institute of TAFE, Gore Hill Campus, College Library Seminar Room 1

- John Robinson to take over Life Member Activities from Jim Vasseleu. Need two events/reports programmed for 2007.
- 9.3. Women In Engineering(WiE)
- Need complete a proposal for a WiE affinity group startup. David Burger and Ms Kim Chin to cooperate on the proposal. Open dialogue with the WiE groups at UTS and at USYD.

10. Chapter Reports(reports for March meeting)

- 10.1. **Antennas and Propagation/Microwave Theory and Techniques** joint chapter- P Ananda Sanagavarapu chair.
- 10.2. **Electron Devices/Laser and Electro Optics/Circuits and Systems/Solid State Circuits** joint chapter- Graham Town chair.
- 10.3. **Communications and Signal Processing** joint chapter- AP Sam Reisenfeld chair
- 10.4. Computer chapter- Chair is yet to be confirmed.
- 10.5. **Engineering in Medicine and Biology Society**- Carolyn McGregor chair.
- 10.6. **Power Electronics/Industry Applications Society/Industrial Electronics** joint chapter- Danny Soetanto chair.
- 10.7. **Power Engineering Society** chapter- Antony Zaglas chair.
- 10.8. **OCeans Engineering** chapter only 9 NSW members. Need 12 for formation. A joint Chapter with North Queensland is being investigated (by ?).

11. Meetings and Conferences

- 11.1. David Burger is planning attending the Region 10 Conference in Malaysia at the end of March'07.
- 11.2. Wireless 2007 to be held in Sydney during August 2007. Sam Reisenfeld is coming back from sabbatical leave for the conference. Money for 2006 conference has not been forwarded to the section. Funding of \$10,000 has been requested for the 2007 Conference(also refer post meeting email by Sam Reisenfeld), and the 2006 profits will come back to the Section. General support by the committee. Resolution at March Section meeting.
- 11.3. R10 Transmission & Distribution 2009 conference may still be available. Korea and Japan have expressed interest;
- 11.4. Spacial Systems (CRCSI 2007);
- 11.5. Ananda Sanagavarapu advised there was a DLP from Japan giving a lecture on 12 February 2007. Ananda to email David Burger / A Zaglas with details;
- 11.6. Oceans Conference May 2010. No money involved (Details pending an MOU);
- 11.7. ISCT Conference October 17-19 2007;
- 11.8. 2010 Asia Pacific Micro Conference proposed to be in Australia.

12. Next Meeting

- 12.1. Next Meeting will be at North Sydney Institute of TAFE St Leonards, at 7:00pm on the 5th of March 2007.

13. Meeting Closed

- 13.1. Meeting closed: 9:00pm.

# IEEE NSW SECTION

02/02/07

## Balance Sheet As of December 31, 2006

	Dec 31, '06
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Current/Savings</b>	
<b>Cash Accounts</b>	
Cheque Account 06 2192 10081351	29,533.03
<b>Total Cash Accounts</b>	29,533.03
<b>Total Current/Savings</b>	29,533.03
<b>Other Current Assets</b>	
<b>Investments</b>	
Commonwealth CMT A/C 37866076	120,000.00
<b>Total Investments</b>	120,000.00
<b>Total Other Current Assets</b>	120,000.00
<b>Total Current Assets</b>	149,533.03
<b>Fixed Assets</b>	
<b>Computer Software</b>	
Manacom Publish PDF Prof	90.00
<b>Total Computer Software</b>	90.00
<b>Total Fixed Assets</b>	90.00
<b>Other Assets</b>	
<b>Other Assets</b>	
<b>Conference Funding</b>	
Int Conf On Wireless Broadband	10,000.00
<b>Total Conference Funding</b>	10,000.00
<b>Total Other Assets</b>	10,000.00
<b>Total Other Assets</b>	10,000.00
<b>TOTAL ASSETS</b>	<b>159,623.03</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
<b>Tax Payable</b>	
<b>GST</b>	
Tax Collected	72.72
Tax Paid	(3,445.75)
Tax Transfer ATO	2,975.01
<b>Total GST</b>	(398.02)
<b>Total Tax Payable</b>	(398.02)
<b>Total Other Current Liabilities</b>	(398.02)
<b>Total Current Liabilities</b>	(398.02)
<b>Total Liabilities</b>	(398.02)
<b>Equity</b>	
Opening Bal Equity	154,725.54
Retained Earnings	5,710.93
Net Income	(415.42)
<b>Total Equity</b>	160,021.05

**IEEE NSW SECTION**

02/02/07

**Balance Sheet**  
As of December 31, 2006

	Dec 31, '06
TOTAL LIABILITIES & EQUITY	<u>159,623.03</u>

## IEEE NSW SECTION

02/02/07

### Income and Expenditure

January through December 2006

	Jan - Dec '06	Budget
<b>Income</b>		
<b>2.00 PROGRAM REVENUE</b>		
2.40 Advertising - Non-IEEE	0.00	500.00
2.50 Conference Revenue	0.00	3,000.00
<b>Total 2.00 PROGRAM REVENUE</b>	<b>0.00</b>	<b>3,500.00</b>
<b>3.00 OTHER RECEIPTS</b>		
3.10 Rebate from IEEE HQ	16,367.30	15,500.00
3.34 IEEE HQ and Societies Computer Society	185.19	180.00
<b>Total 3.34 IEEE HQ and Societies</b>	<b>185.19</b>	<b>180.00</b>
3.40 Interest	6,079.77	5,700.00
<b>Total 3.00 OTHER RECEIPTS</b>	<b>22,632.26</b>	<b>21,380.00</b>
<b>Total Income</b>	<b>22,632.26</b>	<b>24,880.00</b>
<b>Expense</b>		
<b>4.00 PROGRAM EXPENSES</b>		
4.10 Meetings and social events		
AGM Expenses	2,127.77	2,000.00
Committee Meetings	250.91	
4.10 Meetings and social events - Other	0.00	1,000.00
<b>Total 4.10 Meetings and social events</b>	<b>2,378.68</b>	<b>3,000.00</b>
4.20 Publication expenses		
Bulk Mailing - Circuit	59.09	1,300.00
Production - Circuit	1,220.80	1,100.00
<b>Total 4.20 Publication expenses</b>	<b>1,279.89</b>	<b>2,400.00</b>
4.70 Professional activities		
Engineering Week	1,363.64	1,365.00
Joint Lecture Program-IEAust	1,363.64	1,365.00
Joint Lecture Program-Speakers	472.00	500.00
<b>Total 4.70 Professional activities</b>	<b>3,199.28</b>	<b>3,230.00</b>
4.80 Student activities		
Student Membership Subsidy	1,702.78	4,500.00
4.80 Student activities - Other	500.00	1,000.00
<b>Total 4.80 Student activities</b>	<b>2,202.78</b>	<b>5,500.00</b>
4.90 Other program expenses	200.00	
<b>Total 4.00 PROGRAM EXPENSES</b>	<b>9,260.63</b>	<b>14,130.00</b>
<b>5.00 MANAGEMENT &amp; GENERAL EXP.</b>		
5.20 Travel	5,052.75	2,000.00
5.50 Support to chapters		
C&S/SSC	0.00	500.00
Comm/Sig	2,164.18	500.00
Computer Society	0.00	700.00
GOLD	0.00	500.00
LEOS	327.50	
MTT/AP	0.00	500.00
PEL/IA/IE	0.00	500.00
Power	1,004.59	500.00
<b>Total 5.50 Support to chapters</b>	<b>3,496.27</b>	<b>3,700.00</b>
5.54 RAB/Board expenses		
Australia Council	1,225.00	1,200.00
<b>Total 5.54 RAB/Board expenses</b>	<b>1,225.00</b>	<b>1,200.00</b>
5.56 IEEE HQ & Society expenses		
Sections Congress	0.00	500.00

# IEEE NSW SECTION

02/02/07

## Income and Expenditure

January through December 2006

	<u>Jan - Dec '06</u>	<u>Budget</u>
<b>Total 5.56 IEEE HQ &amp; Society expenses</b>	0.00	500.00
<b>5.60 Other management &amp; general</b>		
<b>Audit</b>	0.00	1,000.00
<b>Bank Fees</b>	75.19	50.00
<b>Book-keeping fee</b>	0.00	100.00
<b>Postage</b>	24.74	
<b>Printing &amp; Stationery</b>	520.06	100.00
<b>Secretarial Service</b>	3,393.04	2,000.00
<b>5.60 Other management &amp; general - Other</b>	0.00	100.00
<b>Total 5.60 Other management &amp; general</b>	<u>4,013.03</u>	<u>3,350.00</u>
<b>Total 5.00 MANAGEMENT &amp; GENERAL EXP.</b>	<u>13,787.05</u>	<u>10,750.00</u>
<b>Total Expense</b>	<u>23,047.68</u>	<u>24,880.00</u>
<b>Net Income</b>	<u><u>(415.42)</u></u>	<u><u>0.00</u></u>