

**MINUTES OF 2ND SECTION EXECUTIVE COMMITTEE MEETING
FRIDAY 11 APRIL 2008
SPGG, LEVEL 3, CONFERENCE ROOM, 1010 DOVER ROAD
SINGAPORE**

PRESENT:

Lalit K Goel	Chairman
So Ping Lam	Vice Chairman
Rajnish Gupta	Secretary
Don Mahinda Vilathgamuwa	Treasurer
Sabu Emmanuel	Ex-Com Member
Sanjay K Bose	Ex-Com Member
Thomas Liew	Ex-Com Member

ABSENT WITH APOLOGIES:

Tan Cher Ming	Imm. Past Chairman
Harish Pillay	Ex-Com Member

IN ATTENDANCE:

Mary Lim	IEEE Secretariat
Chee Tock Cheng	
Tan Siew Keow	

		ACTION BY
	Prof Goel (Chairman) commenced the meeting at 6.45 pm welcoming all executive committee members. He put on record deepest appreciation to Tock Cheng for her excellent service to the Secretariat during her tenure. Prof Goel expressed appreciation to Ms Tan Siew Keow for appointing excellent staff to the IEEE Secretariat. On the same note, Prof Goel welcomed Mary on board.	
1	Confirmation of minutes of last meeting	
1.1	The minutes of the 1st Ex Com Meeting held on 8 Jan 2008 were confirmed without amendments.	
2	Matters Arising 5.2- – Dr Gupta briefly informed that the training on L31 will be conducted on 18 April with a deadline to respond. 5.3-5.4 – To be reported later under Secretary’s Report by Dr Gupta 8.2 – Dr Sabu will report later under item 9 9.4 – Dr Thomas Liew will report under item 10 9.3 – Dr Sanjay Bose reported that the WSPC has been put up on the website 9.7.2 – Prof So will report later in his report.	
3.0	Chairman’s Report Chairman reported that Prof So and he represented Singapore Section at the R10 Meeting in Gujarat, India last month and presented the following updates : - R10 Membership numbers have dropped slightly. - 40% of Student Branches are active - Elevation of members to higher grade were very few in 2007 and it is a regional trend and a matter of concern - A stronger support is needed for Student Branches. Chairman circulated the Newsletter and the IEEE Envisioned Future to EXCO members for info.	
4.0	Secretary’s Report Dr Gupta reported that he will be conducting L31 training session for Chapter Chairs and/or Secretaries on 18 April 2008 at NTU. Dr Gupta updated the Committee on the IEEE Chapters Activities for Year 2007 & 2008. It was noted that the Consumer Electronics Chapter did not organize any activity during 2007 and 2008. Chairman suggested that Dr Gupta write to Abdul Wahab (with cc to Chairman) to request for status update and to explain the lapse.	Dr Rajnish Gupta

	Dr Gupta presented a Table listing the Chapters & AG, which have not met the 50% nomination criteria. Dr Gupta will follow up with the Chapters & AG Chairs on this matter.	Dr Rajnish Gupta
5.0	Treasurer's Report	
5.1	<p>Update on Velocity Applications – Dr Mahinda reported that all conference treasurers will be given velocity facilities with User ID and Token for the purpose of access to Internet banking to manage conference accounts.</p> <p>Minutes of 2nd GenCo Meeting held on 17th Apr 2007 para 6.6 and 6.8 are not acceptable to OCBC. The following will have to be agreed and included as an Addendum to the Minutes of meeting:</p> <ul style="list-style-type: none"> • All new accounts opened will automatically have the velocity @ocbc statement viewing facilities only • All velocity @ocbc Application Form and Request Form to be signed by any two – Chairman, Vice Chairman, Treasurer and Secretary • Only Section Treasurer will have the authority to view all accounts • Conference Treasurer can view individual conference accounts only <p>ExCo agreed that the Addendum to 2nd GENCO MOM 17Apr 2007 will be presented at the coming 2nd GenCo for approval.</p>	
5.2	<p>Waiver of \$20 per token – Secretariat will draft letter to Mr Lee Chee Sing of OCBC to request for waiver of token cost for new Conference Accounts. Based on good relationship between IEEE & OCBC over the years, Chairman believed that OCBC would be forthcoming in granting the waiver. Prof So and Dr Mahinda will meet up with OCBC to negotiate, if necessary.</p>	Secretariat Prof So / Dr Mahinda
5.3	<p>IEEE Singapore Nanotech Chapter</p> <p>Minutes of 1st GenCo Meeting on 22nd Jan 2008 para 8.7 and 8.8 are not acceptable to DBS. The contents have to be amended to the following:</p> <ul style="list-style-type: none"> • IEEE Singapore Nanotech Chapter • Authorised signatories are: Tan Cher Ming, Sun Xiaowei and Li Wei • Any two of the above three signatories are authorized to sign for any amount <p>The above addendum will be presented at the coming GenCo meeting for approval.</p>	
5.4	<p>Status of Chapters' Tax Payment –Prof So will give the Secretariat names of Chapters who have not paid their tax dues. The secretariat will send email reminder to these chapters.</p>	Prof So / Secretariat
6.0	<p>Educational Activity, Membership Development Activity Chair's Report</p> <p>Dr Thomas Liew expressed his concern on the heavy workload under his portfolio. Chairman recognised his concern and proposed to co-opt one more member to assist Dr Liew. Prof So volunteered to assist Dr Liew.</p>	
6.1	<p>Science Centre Tie-Up – Dr Liew presented the various corporate membership benefits. He explained and discussed at length on the procedures of the Corporate Membership.</p>	
6.2	<p>Friends of the Zoo Tie-Up - Dr Liew presented the Zoo's Silver/Gold Membership @ \$3200 / \$5000 and Corporate Animal Adoption Card @ \$5000/-pa and other benefits.</p> <p>The committee felt that terms proposed were not very attractive and also expensive and therefore the tie-up with the Zoo was not supported.</p>	
6.3	<p>Student Membership Promotion - The IEEE Awareness Seminar and membership drive was held on March 5, 2008 at NUS.</p>	
6.4	<p>Senior Membership Development - Dr Liew will come out with a strategy to encourage members to elevate their membership to senior membership if they are eligible.</p>	Dr Liew
6.5	<p>Membership Benefits - Dr Thomas Liew reported on the following benefits: 10% discount on books by Wiley 10% discount on books by World Scientific Publishing Co.</p>	

7.0	<p>Awards & Recognition Chair's Report</p> <p>The Chairman gave the following update on behalf of Dr Tan Cher Ming.</p> <ul style="list-style-type: none"> • Closing date for nomination of Best Chapter Award has been extended to 31 May 2008. • Closing date for nomination of Outstanding Volunteer Award has also been extended to 31 May 2008. 	
8.0	<p>Student Activities Chair's Report</p> <p>Dr Sabu Emmanuel reported that the request for the formation of Student Branches at Polytechnics is now approved by R10 and polytechnic students can become Associate Members of the IEEE.</p> <p>He informed the committee that he and Dr Mahinda have visited the Nanyang Polytechnic and given a presentation on student branch.</p> <p>Dr Sabu also presented the Section's proposed criteria for students who are interested to become members.</p>	
9.0	<p>Webmaster's Report</p> <p>9.1 Dr Bose reported that Broadcasts #4 - #8 were sent between January and March 2008.</p> <p>The committee agreed on the proposal that announcements and notices on Conference will be put in the Quarterly e-newsletter which is sent to all GenCo members for their info. Similarly the hard copy newsletters can be distributed at Membership promotion drives at Polytechnics.</p> <p>Dr Bose stressed that it was important that information must be provided early enough for inclusion in the e-newsletter.</p>	Dr Sanjay Bose
10.0	<p>Affinity Group Activities</p> <p>10.1 Prof So Ping Lam gave updates on GOLD and WIE AGs.</p> <p>The following activities are planned by Gold AG for 2008.</p> <p>April – May</p> <ul style="list-style-type: none"> - GOLD internal meeting - GOLD meeting with NUS/NTU student branches (SBs) <p>June – July</p> <ul style="list-style-type: none"> - Preparation for activities with SBs and for university students (tentatively as career talk, or some sharing seminar, to be decided) <p>August – September</p> <ul style="list-style-type: none"> - GOLD meeting with new SB's committee - Preparation for major event for GOLD members (tentatively as not-technical event) <p>Oct – Dec</p> <ul style="list-style-type: none"> - Organizing major event - Election and handover <p>WIE AG plans to have the following activities.</p> <p>April - June 2008</p> <ul style="list-style-type: none"> <input type="checkbox"/> Increase WIE members <input type="checkbox"/> Network with woman professionals/associations <input type="checkbox"/> Contact potential Speakers for social talk/technical seminar <input type="checkbox"/> WIE meeting <p>July - Dec 2008</p> <ul style="list-style-type: none"> <input type="checkbox"/> Follow-up on the above activities <input type="checkbox"/> Local & logistic arrangement for social talk & technical seminar <input type="checkbox"/> Social talk <input type="checkbox"/> Technical talk <input type="checkbox"/> Quarterly meeting 	
11.0	<p>Any Other Business</p> <p>11.1 Tencon 2009</p> <p>Chairman informed the Committee that his presentation at the R10 meeting on Tencon 2009 had been very well received. Technical Sessions Chairs & Reviewers will be invited from all R10 Chapter Chairs. As a side event, the</p>	

	<p>committee is planning to organize GOLD and WIE workshops at the conference.</p> <p>The following details were presented. Date: 23-26 Nov 2009 Venue: Suntec City (Reserved) Event Organiser: Integrated Meeting Services (Ivan Boo – not confirmed)</p> <p>Organizing Conference Committee: Lalit K Goel General Chair Tseng King Jet Organising Chair Huang Guangbin Technical Chair Keijiro Araki International Publicity (TBC) Sabu Emmanuel Committee Member</p> <p>More Com Members will be recruited. Chairman nominated Prof So to be the Finance Chair for this Conference.</p>	Prof L Goel
11.2	<p>CFP-ICAIT 2008</p> <p>Chairman discussed a proposal from Shum Ping inviting IEEE Singapore to be a co-sponsor for the above Conference. After discussion, it was decided that IEEE Singapore will not co-operate in this Conference as the conference is organized outside Singapore, and it is not appropriate for the Singapore Section to act as technical co-sponsor, particularly as no Singapore chapter is involved in the conference. Chairman will inform Shum Ping accordingly.</p>	Chairman
11.3	<p>IEEE-P802 LMSC Plenary Session</p> <p>Chairman discussed the proposal submitted by Lau Lee Yee to host the above event. It was agreed that the Computer Chapter will host the Conference and submit budget to Dr Mahinda. Chairman will reply to Lau Lee Yee on this decision.</p>	Chairman
11.4	<p>Email Problem at IEEE Secretariat</p> <p>Mary highlighted the problem encountered with IEEE email account, in which the outgoing emails cannot be sent via Outlook but via YAHOO. In addition, interruptions such as Pop up window asking for network user and password ID caused constant disruption in the work flow. Error and temporary delays encountered slowed down the pace of work. Chairman suggested Mary to approach IEEE APO (Ms Fanny Su) for advice on this issue. Chairman will also assist in contacting HQ.</p>	Secretariat / Chairman
	There being no other matters, the meeting ended at 9:20 pm	

Minutes Prepared By: Mary Lim
Minutes Vetted By: Dr Rajnish Gupta
Minutes Approved By: Prof Lalit Goel