

**Minutes of 1st Section Executive Committee Meeting for
Year 2008 held on 8 January 2008 at NTU Staff Club, Nanyang View**

PRESENT

Lalit K Goel	Chair
So Ping Lam	Vice Chair
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
Alex See Kok Bin	Ex-Com Member

IN ATTENDANCE

Chee Tock Cheng	IEEE Secretariat
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		ACTION BY
	The meeting started at 6.15 pm with Dr Lalit K Goel thanking members who are serving again with him for the second term in the IEEE Executive Committee.	
1	Confirmation of minutes of last meeting	
1.1	The minutes of the 3 rd Ex Com Meeting held on 14 th Aug 2007 were confirmed. Proposer: Dr Don Mahinda Seconder: Mr Thomas Liew	
2	Introduction of Executive Committee Members	
2.1	Dr Lalit K Goel introduced all the committee members.	
3	Nomination of co-opted members	
3.1	Dr Lalit K Goel mentioned that his intention was to keep the executive committee small so that it can run efficiently. He felt there was no need to co-opt additional members in the Committee at the moment. The members agreed with him.	
4	Roles of each executive member in the Ex Com	
4.1	The role of each executive member was briefly discussed. The slides on the roles and responsibilities will be circulated after the meeting.	Tock Cheng
4.2	The duties of Section Chair are as follows: <ul style="list-style-type: none"> ➤ Manage the operations of Section in the interest of the local members and provide leadership, guidance and a sense of purpose for other Section volunteers ➤ Review IEEE and Section documents as they relate to Section and Chapter operations – IEEE Constitution, IEEE Bylaws, IEEE Policy Manual, RAB Operations Manual. ➤ Identify appropriate volunteers for the Section's non-elected positions and present their appointments to the Ex. Com. for review. ➤ Establish annual Section goals, with the approval of Ex. 	

	<p>Com.</p> <ul style="list-style-type: none"> ➤ Ensure that all Section Officers, Committee Chairs, Chapter Chairs, and Affinity Group Chairs are properly trained for their jobs. ➤ Appoint a nominating committee. ➤ Operate the Section to maximize satisfaction of Section member needs with the resources available. ➤ Represent the Section at all IEEE meetings. 	
4.3	<p>The duties of the Vice Chair are as follows:</p> <ul style="list-style-type: none"> ➤ Assist the Section Chair in managing the operations of the Section and to provide leadership guidance and sense of purpose for other Section volunteers. ➤ Review documents as they relate to Section and Chapter operations, including IEEE Constitution, IEEE Bylaws, IEEE Policy Manual, RAB Operations Manual. ➤ Help to establish Section goals with the approval of the Section Executive Committee. ➤ Track IEEE Conference activities in our unit's area through a periodic on-line search at www.ieee.org/conferencesearch. ➤ Help the Section Chair to: <ul style="list-style-type: none"> ▪ Develop/review plans for Section and/or Chapter meetings of a Technical, Professional or Educational nature ▪ Establish and support Chapters for Technical societies ▪ Establish and support Affinity Group ▪ Be aware that the Section should plan for at least one Social/Award event for the year ▪ Know what Student Branches are in your Section and see the Section has plans to provide support for their activities ▪ Find out what pre-college programs are available and which ones may be sustainable for your areas ➤ In the absence of the Section Chair, represent the Section at IEEE meetings. 	
4.4	<p>The duties of Section Secretary are as follows:</p> <ul style="list-style-type: none"> ➤ Manage the records and correspondence of the Section. Records minutes and distribute agenda & notices of meeting. ➤ Review IEEE documents as they relate to Section Activity including IEEE Bye Laws, Policy Manual, and RAB Operations Manual. ➤ Assist Section Chair and other officers in planning a master calendar of activities and meetings. ➤ Report any changes of officers during the year as soon as possible, including those of Chapters and Affinity Groups to the IEEE Regional Activities Dept via the web at www.ieee.org/officer_report. ➤ Submit meeting activity and officer reports to IEEE Regional Activities Dept <ul style="list-style-type: none"> ▪ Be aware of deadlines usually 3rd week in Feb ▪ Reports all Section Activity using the proper form (www.ieee.org/L31) ▪ Ensures that all subunits have reported their activity ▪ Reports election results as soon as information is available via the web at www.ieee.org/officer_report 	

4.5	<p>The duties of the Section Treasurer are as follows:</p> <ul style="list-style-type: none"> ➤ Assist IEEE Headquarters and the Local Section to maintain accurate and timely financial records. ➤ Make sure bank accounts have as the authorized signatories. ➤ Review IEEE documents as they relate to the position of Treasurer, including IEEE Bylaws, Policy Manual, and RAB Operations Manual, Section 9. Links for the Treasurers' Handbook and IEEE Finance Operations Manual can be found at www.ieee.org/geofinances. ➤ Oversee Section Finances <ul style="list-style-type: none"> ▪ Prepares the annual budget for submission to the Section Ex. Co. ▪ Presents the check registers to the Section Ex Co at least two times a year ▪ Maintains bank accounts of Section funds and reconcile statements monthly ▪ Refers expenses outside of budget to Section Chair for action ▪ Insures that all Section expenditures and disbursements are made in accordance with IEEE policy ➤ Prepare financial reports <ul style="list-style-type: none"> ▪ Prepares periodic reports as required to Section Chair, Section Ex Co, and Regional Director ▪ Submits annual report of financial activity to the IEEE Operations Centre at year end using the form L50 (www.ieee.org/scsreports) 	
4.6	<p>The duties of Awards & Recognition Chair are as follows:</p> <ul style="list-style-type: none"> ➤ Recognize professional and technical achievement and contributions by IEEE members to the community. ➤ Be familiar with the type of awards & recognition www.ieee.org/awards ➤ Be aware about elevation of various member grades (www.ieee.org/grades) to senior member and fellow. ➤ Review IEEE documents as they relate to Awards & Recognition, including IEEE Bylaws, Policy Manual, and RAB Operations Manual. ➤ Become familiar with IEEE recognition products – pins, plaques, certificates, etc and the process for ordering. ➤ Review deadlines and information for various awards (IEEE, Region, Council, etc) ➤ Recommend candidates to the Section Executive Committee for regular and special awards ➤ Facilitate the process of elevation to Senior or Fellow grades. This can be worked on with the Section Membership Development Chair. ➤ As appropriate, submit awards to the RAB Awards and Recognition Committee for approval. 	
4.7	<p>The duties of Educational Activity Chair are as follows:</p> <ul style="list-style-type: none"> ➤ Responsible for coordinating the educational activities of the IEEE to ensure the technological literacy of (i) pre-college students (ii) the continuous maintenance and improvement of engineering education through accreditation activities and (iii) the development of continuing education products and services that serve the professional development and lifelong learning needs of engineers. ➤ Provide regular report to the Section Executive Committee 	

	<p>about status of educational activities programs in the Section and in the geographic area.</p> <ul style="list-style-type: none"> ➤ Be aware of Section's demographics with relation to membership employed by academia, industry, and government for development of programs. ➤ With the approval of the Section Executive Committee, plan and execute training programs to address the technical and professional development of the membership. For information on continuing educational programs see www.ieee.org/organizations/eab/edresources/htm ➤ Maintain information about Educational Activities through the IEEE Educational Activities Dept (www.ieee.org/eab) ➤ Maintain communications with Regional Educational Activities contact. 	
4.8	<p>The duties of E-Communication Chair are as follows:</p> <ul style="list-style-type: none"> ➤ Support the IEEE policy of encouraging and promoting the responsible use of electronic communications in the administrative, business, and technical operations of the IEEE. ➤ Be familiar with or coordinate the maintenance of: <ul style="list-style-type: none"> ▪ Section access to membership data (the IEEE SAMIEEE program www.ieee.org/samieee) ▪ Section email distribution list (IEEE e-notice, www.ieee.org/e-notice) ▪ IEEE internet conferencing ▪ Section Web page ➤ Ensure that Section Officers, Chapter Chairs, and Affinity Group Chairs are aware that they can obtain member contact data (from SAMIEEE). ➤ Communicate regularly with Regional Electronic Communications Coordinator 	
4.9	<p>The duties of Member Development Chair are as follows:</p> <ul style="list-style-type: none"> ➤ Lead the recruitment, retention, recovery of membership. ➤ Maintain Section Membership records: <ul style="list-style-type: none"> ▪ Maintain the Section membership database ▪ Provide regular membership status report with recommendations to the Section Ex Com. ▪ IEEE membership statistics and charts are available on the web at www.ieee.org/organizations/rab/md/mdresources.html. ▪ For general information on the IEEE Membership Development web site, visit www.ieee.org/organizations/rab/md/keyurls.html ➤ Identify membership problems and opportunities for recruitment and elevation. For information on elevation visit www.iee.org/organizations/rab/md/membershipforms.html ➤ Coordinate Section membership exhibits ➤ Act as membership development resource within the Section ➤ Communicate regularly with the Regional Membership Development Officer ➤ Receive monthly mailings of Section membership statistics from IEEE Operations Centre 	
4.10	<p>The duties of the Professional Career Activity Chair are as follows:</p> <ul style="list-style-type: none"> ➤ Review the Section's demographics with relation to membership employed by the academia, industry, and government. ➤ With the approval of the Section Ex. Com., plans and 	

	<p>executes programs to address the career development of the members.</p> <ul style="list-style-type: none"> ➤ Keep abreast of latest IEEE member benefits relating to careers, including monitoring the IEEE Career & Employment Opportunities web page www.ieee.org/careers ➤ Maintain information about area job fairs and career expositions and promote these to the IEEE membership. ➤ Submit regular reports to Section Ex. Com. on status of Section's Professional/career-related activities. ➤ Communicate regularly with Regional Professional/Career Activities contact. 																	
4.11	<p>The duties of the Student Activity Chair are as follows:</p> <ul style="list-style-type: none"> ➤ Help Student Branches in the Section to maintain continuity, provides them resources for managing their activities, and ensures a steady contact with the Section. ➤ Become familiar with the IEEE Student Activities-related programs through contact with the Regional Student Activities Chair, Regional Student Representative, and IEEE Student Services Staff. ➤ Become familiar with Student membership application process. ➤ With the approval of Section Ex. Com., plan and execute training programs to address the needs and concerns of Student members and promote active involvement with IEEE after graduation. ➤ Serve as liaison to Student Branch Counselors and Student Branch Chairs ➤ Provide regular report to the Section Ex. Com. about the status of Student Activities programs in the Section and in the geographic area. ➤ Recommend candidates to the Section Awards & Recognition Committee. 																	
4.12	<p>The duties and responsibilities of running the Section activities are shared out in the following manner:</p> <table border="1" data-bbox="379 1384 1193 2130"> <thead> <tr> <th data-bbox="379 1384 676 1417">Name</th> <th data-bbox="676 1384 1193 1417">Portfolio</th> </tr> </thead> <tbody> <tr> <td data-bbox="379 1417 676 1451">Lalit K Goel</td> <td data-bbox="676 1417 1193 1451">Section Chair</td> </tr> <tr> <td data-bbox="379 1451 676 1541">So Ping Lam</td> <td data-bbox="676 1451 1193 1541">Section Vice Chair. Also in charge of Annual General Meeting, Affinity Groups, By Laws</td> </tr> <tr> <td data-bbox="379 1541 676 1765">Rajnish Gupta</td> <td data-bbox="676 1541 1193 1765">Section Secretary. In charge of training all the chapter secretaries on use of L31, timely submission to HQ of activity report, agenda & minutes of meetings, reporting of elected officers to HQ, follow up on AGM issues, follow up on election issues.</td> </tr> <tr> <td data-bbox="379 1765 676 1854">Don Mahinda</td> <td data-bbox="676 1765 1193 1854">Section Treasurer. In charge of all financial matters and reports. Also in charge of conference matters.</td> </tr> <tr> <td data-bbox="379 1854 676 1888">Tan Cher Ming</td> <td data-bbox="676 1854 1193 1888">Awards & Recognition</td> </tr> <tr> <td data-bbox="379 1888 676 2101">Thomas Liew & Alex See</td> <td data-bbox="676 1888 1193 2101">Educational Activity, Membership Development Activity, and Professional Career Activity. This year especially the elevation to Senior Member process will need a change since we were not that successful last year to increase the quota of SM.</td> </tr> <tr> <td data-bbox="379 2101 676 2130">Sabu Emmanuel</td> <td data-bbox="676 2101 1193 2130">Student activities chair.</td> </tr> </tbody> </table>	Name	Portfolio	Lalit K Goel	Section Chair	So Ping Lam	Section Vice Chair. Also in charge of Annual General Meeting, Affinity Groups, By Laws	Rajnish Gupta	Section Secretary. In charge of training all the chapter secretaries on use of L31, timely submission to HQ of activity report, agenda & minutes of meetings, reporting of elected officers to HQ, follow up on AGM issues, follow up on election issues.	Don Mahinda	Section Treasurer. In charge of all financial matters and reports. Also in charge of conference matters.	Tan Cher Ming	Awards & Recognition	Thomas Liew & Alex See	Educational Activity, Membership Development Activity, and Professional Career Activity. This year especially the elevation to Senior Member process will need a change since we were not that successful last year to increase the quota of SM.	Sabu Emmanuel	Student activities chair.	
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	Sanjay K Bose	E-communications chair. Also in charge of our IEEE Singapore Section web page. Post meeting note : The history milestones under development by Mahinda last year will also be taken over by Sanjay K Bose.																																														
5	Status of Chapter Executive Committees																																															
5.1	<p>Dr Gupta presented the summary of the Election results and highlighted that the following 2 chapters and 2 affinity groups did not meet the 50% rule and therefore the old committees will carry on until a new committee is elected.</p> <ul style="list-style-type: none"> a. Oceanic Engineering b. Vehicular Technology c. GOLD d. WIE <p>The committee was concerned that besides these entities, others like EMBS and LEO were not very active. It was proposed to closely monitor these chapters since HQ has constantly reminded us to consider dissolving chapters who fail to organise and report activities for 3 consecutive years.</p> <p>The general overview of the vacant positions after the general election is as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Chapter</th> <th>Position</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Computational Intelligence</td> <td>Treasurer</td> <td>Co-opted PN Suganthan</td> </tr> <tr> <td>2</td> <td>Computer</td> <td>2 Committee Members</td> <td></td> </tr> <tr> <td>3</td> <td>Consumer Electronics</td> <td>Chair and 1 Committee Member</td> <td></td> </tr> <tr> <td>4</td> <td>Education</td> <td>4 Committee Members</td> <td></td> </tr> <tr> <td>5</td> <td>EMBS</td> <td>Secretary and Treasurer</td> <td></td> </tr> <tr> <td>6</td> <td>Engineering Management</td> <td>1 Committee Member</td> <td></td> </tr> <tr> <td>7</td> <td>Industrial Electronics</td> <td>Vice Chair</td> <td></td> </tr> <tr> <td>8</td> <td>Magnetics</td> <td>Vice Chair</td> <td></td> </tr> <tr> <td>9</td> <td>Rel/CPMT/ED</td> <td>Vice Chair</td> <td></td> </tr> <tr> <td>10</td> <td>Solid State</td> <td>3 Committee Members</td> <td></td> </tr> </tbody> </table>					Chapter	Position	Remarks	1	Computational Intelligence	Treasurer	Co-opted PN Suganthan	2	Computer	2 Committee Members		3	Consumer Electronics	Chair and 1 Committee Member		4	Education	4 Committee Members		5	EMBS	Secretary and Treasurer		6	Engineering Management	1 Committee Member		7	Industrial Electronics	Vice Chair		8	Magnetics	Vice Chair		9	Rel/CPMT/ED	Vice Chair		10	Solid State	3 Committee Members	
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5.2	Dr Gupta raised the concern that the L31 forms were not up to date and often gave a wrong status of the activities generated at the chapter level. The Ex. Com. decided to give him a budget of about \$200 to conduct a training session for all chapter secretaries on the importance of updating L31 on time.			Rajnish Gupta																																												
5.3	Dr Gupta will follow up on the vacant positions in the chapter executive committees with the respective chapter/AG chair.			Rajnish Gupta																																												
5.4	The meeting agreed that the Chapter Chairs should be told to check the membership status of their committee members after Feb 2008 when the New Officer Report would have been finalized with the HQ.			Rajnish Gupta																																												
6	Changes to Bank Signatories																																															
6.1	Only the following chapters had responded to the request for signatory																																															

	<p>details:</p> <ul style="list-style-type: none"> a. CAS b. Engineering Management c. IA/PEL d. LEO e. MTT/AP f. RA g. Rel/CPMT/ED h. Signal Processing i. SMC <p>The rest will have to be reminded again. We are targeting to complete the change signatory exercise by Feb 2008.</p> <p>It is expected that Gen. Com. will raise the question about not needing to have the new signatories sign the bank forms again. Prof So explained that this is an audit requirement in the bank disclosure form we submit yearly to the HQ.</p>	
6.2	As usual, we will have a mass exercise in Feb 2008 in NTU and NUS for cheque signatories to come and sign their specimen signature on the bank's forms. If they miss this opportunity then they will have to individually go to the bank to sign the forms.	
7	Dates for Executive and General Committee Meetings	
7.1	<p>The dates for ExCom meeting will be in :</p> <p>Jan 08 Mar 08 Aug 08</p> <p>The detailed dates will be released nearer the time.</p>	
7.2	<p>The dates for Gen. Com. meeting will be in</p> <p>Jan 08 Apr 08 Sep 08</p> <p>The detailed dates will be released nearer the time.</p>	
8	Budget Planning	
8.1	Dr So will forward the budget files to Dr Don Mahinda after the meeting. Dr Mahinda will collate all the budget data together and make a presentation at the Gen Com Meeting on 22 Jan 08.	
8.2	<p>Dr Sabu Emmanuel raised a concern that the budget for student activities was insufficient and he requested for it to be raised. Dr Sabu Emmanuel mentioned that our students were not known in this region because they did not have the opportunity to attend international meetings and interact with other students in other parts of the world. Dr Goel expressed that it would be difficult to justify subsidy for travels. First, it is expensive and second, the benefit accrues to only one or two persons. Third, it meant that the entire budget would be used up for only one item. This did not appear as an equitable way to spend money. Dr Goel requested Dr Sabu Emmanuel to put up his proposal to Gen Com to solicit for more funds from the chapters if he felt strongly about supporting students' international travel. In fact, at the moment, student travel is subsidised by R10 so support may not be forthcoming from the chapters. The committee asked whether the international meeting could be brought to Singapore. This may be one way to expose our students to international interaction.</p>	Sabu Emmanuel
9	AOB	
9.1	<p>MDC Grant</p> <p>Singapore has been issued a sum of US\$452 for membership development purpose.</p>	
9.2	<p>R10 EAC</p> <p>Dr Goel informed the committee that R10 EAC is calling for proposal of</p>	

	<p>technical/educational event that might benefit the members and improve membership of IEEE. For this, the committee might support up to USD1000. He advised Thomas Liew to relay this to the chapter chairs and to note that the closing date is January 29, 2008, 12 noon.</p> <p>Note: Free Format, include title of program, objectives and proposed budget</p>	Thomas Liew
9.3	<p>IEEE & WSPC Partnership The objectives of the collaboration are:</p> <ul style="list-style-type: none"> - To offer more value and benefits for IEEE Singapore Section to members - To increase publicity for IEEE Singapore Section activities and events - To promote knowledge exchange and sharing amongst Electrical, Electronic, and Computer Engineers - To disseminate information on World Scientific and Imperial College Press publications to a wider audience <p>The proposed consideration for the partnership are: <u>WSPC to Offer</u></p> <ul style="list-style-type: none"> - 15% discount on all our WSPC titles to IEEE Singapore Section members. - Special discounts for participants of IEEE Conferences and Courses. - Promote IEEE Conferences and Courses via our website (30000+ hits daily), and email newsletters (310000+ subscribers). - Advertising in WSPC Journals and Magazines. - Banner Ads on WSPC website. - Free downloads of selected Journal articles and sample chapters. - Other Ad-Hoc special offers. <p><u>IEEE (Singapore Section) to Offer</u></p> <ul style="list-style-type: none"> - Display latest offers from WSPC on IEEE Singapore Section website. - Flyer inserts and booth display at IEEE Conferences and Courses. - Advertising in IEEE Singapore Section publications. - Banner Ads on IEEE Singapore Section website <p>The committee agreed that IEEE can accept the highlighted items and not the rest. In particular, the section will not like the WSPC banner ads on our website.</p> <p>Dr Sanjay K Bose will follow up with WSPC to craft out the details of the website requirements once the general agreement for partnership is reached.</p>	Lalit K Goel & Sanjay K Bose
9.4	<p>Local IEEE Benefits Dr Gupta suggested that we should also put our own local IEEE benefits like the Zoo and Science Centre arrangements which were under negotiation on the website. In fact each chair person should look into his portfolio to see what could be incorporated onto the web page.</p> <p>The meeting agreed. To start off, Mr Thomas Liew would supply the details of the Zoo & Science Centre arrangement for Dr Sanjay K Bose to put on the web.</p>	All. Thomas Liew & Sanjay K Bose
9.5	Nidays Helpers	

	Dr Goel reminded Dr Sabu Emmanuel to get two helpers for Alex See for the NI Days Event. He agreed.	Sabu Emmanuel
9.6	JCU Reimbursement procedures Dr Sabu Emmanuel highlighted that JCU has agreed to have an account opened and funds from IEEE can be put into this account.	
9.7	AGM Feedback	
9.7.1	Dr Gupta reported that the general feedback on the AGM was positive. Members were especially pleased with the door gift.	
9.7.2	There was criticism regarding our AGM notice as being impolite because we use such phrases as "first come first serve". The committee agreed generally that the language in the AGM Notice was appropriate; however, the cover note could be friendlier. Dr Gupta will look into the amendment of the notice for this year's AGM.	Rajnish Gupta
9.7.3	Mr Seow Kang Seng brought up during the AGM that section should have more control on the way money is spent by chapters especially when it is a large amount. The Ex. Com. decided that the control should be left at the chapter level and not be escalated to the Section level.	All
9.8	IES-IEEE MOU This is renewed for another 3 years from Jan 2008 to Dec 2010.	
9.9	Joint Medal of Excellence This medal will be given out at the IES Annual Dinner.	
9.10	PMAPS Conference The above conference, Probabilistic Methods Applied to Power Systems, will be held in Singapore in 2010. The Power Chapter together with Singapore Section will organize the conference.	All
9.11	Region 10 Meeting in Feb 2008 Dr Goel and Dr So Ping Lam will represent Singapore Section in R10 Meeting to be held in Gandhinagar, India.	
9.12	Transport Claims Dr Goel raised the issue on transport claims by volunteers. He put the issue to a vote as there were differing views regarding whether this is a good practice. The voting result was in favour of allowing such claims.	All
9.13	Conference on computer game The extract of some background is: The 'Annual International Conference and Symposium on Computer Games and Allied Technology' is organized by KWAP and Internet Industry Association of Singapore (IIAS), and supported by Internet Industry Association Australia and other principle partner Universities/ Organizations. The Conference is scheduled during 28th – 30th April 08 at Suntec Singapore International Convention and Exhibition Centre, Singapore. They have support for the Conference from Game Developers Association of Philippines (GDAP), Korea IT Industry Association (KIICA), and National Centre for Computer Animation UK (NCCA) and other Regional Associations They seek IEEE secondment for the Conference in the form of 'Supporting Organisation'. This support is on a 'No-Commitments' and 'No Cost' basis and would be promoted on the Conference Website and all allied Conference marketing collaterals Viz. Brochure.. Offer 10% member discount for Conference registrations to the IEEE's member companies and for group registrations of 5 delegates from IEEE Member companies we would be glad to offer one additional delegate registration free. The conference website at www.cgames.com.sg for more conference	

	<p>information.</p> <p>The committee agreed to support and the IEEE Logo will be released to them for publicity purposes.</p>	
9.14	<p>Tencon 2009</p> <p>Dr Goel informed the committee that planning for the above conference has already commenced and they are looking for volunteers to form the complete organizing committee. The current committee members are: Lalit K Goel – Chair Tseng King Jet – Technical Chair Sabu Emmanuel – Committee Member The first meeting will be held this month.</p>	
	<p>Minutes Prepared By: Miss Chee Tock Cheng Minutes Vetted By: Dr Rajnish Gupta Minutes Approved By: Dr Lalit Goel</p>	