

IEEE SINGAPORE SECTION
Minutes of the 3rd General Committee Meeting, 6pm
18 Sep 2007 at the SPGG

Present:	
Lalit Kumar Goel	Chairman
D M Vilathgamuwa	Vice Chair
Rajnish Gupta	Secretary
So Ping Lam	Treasurer
Eric Chen	Committee Member (Memberships/Professional Devt Chair)
Lie Tek Tjing	Committee Member (Memberships/Professional Devt Chair)
Sabu Emmanuel	Committee Member (Student Activities Chair)
Thomas Liew	Committee Member (Educational Activities Chair)
Lin Zhiping	Circuits and Systems Chapter Chair
Cheng Tee Hiang	Communications Chapter Chair
Ng Geok See	Computational Intelligence Chapter Chair
Lau Lee Yee	Computer Chapter Chair
Xie Lihua	Control Systems Chapter Chair
See Kye Yak	Electromagnetic Compatibility Chapter Chair
Xie Min	Engineering Management Chapter Committee Member
Wan Chunru	Engineering in Medicine and Biology Chapter Chair
Luo Fang Lin	Industrial Electronics Chapter Vice Chair
SN Piramanayagam	Magnetics Society Chapter Chair
A Alphones	Microwave Theory and Techniques/ Antennas and Propagation Joint Chapter Chair
Chen Shiun	Power Engineering Chapter Chair
Alastair Trigg	Reliability/ Components Packaging and Manufacturing Technology/ Electron Devices Joint Chapter Chair
Lious Phee Soo Lay	Robotics & Automation Chapter Chair
Bi Guoan	Signal Processing Chapter Chair
Safura	WIE AG Vice Chair
Absent with apologies:	
Tan Cher Ming	Immediate Past Chair
Tseng King Jet	Co-opted Member (Affinity Group Coordinator)
Tan Kay Chen	Computational Intelligence Chapter Chair
Nadarajah Sriskanthan	Consumer Electronics Chapter Chair
Lian Yong	Education Chapter Chair
Roger Jiao Jiabin	Engineering Management Chapter Chair
Wen Changyun	Industrial Electronics Chapter Chair
Leong Fai Choy	Industry Applications/ Power Electronics Joint Chapter Chair
Chin Mee Koy	Lasers and Electro-Optics Chapter Chair
John Potter	Oceanic Engineering Chapter Chair
Yeoh Wooi Gan	Solid-State Circuits Chapter Chair

Chew Chee Meng	Systems, Man and Cybernetics Chapter Chair
Joanna Low Yai Yee	GOLD AG Chair
Huang Dongyan	WIE AG Chair
In attendance:	
Chee Tock Cheng	Secretariat

1	Presentation for Healthcom 2008	Action By
1.1	Dr Jit Biswas made a presentation on Healthcom 2008. Chapters interested to be involved in any collaborative efforts were requested to contact him directly.	
1.2	The Gen Com Meeting proper commenced at 6.45 pm.	
2	Confirmation of last meeting Minutes	
2	The Minutes of the 2 nd General Committee Meeting held on 17 th April 2007 was presented and confirmed. Proposer: Dr Don Mahinda Vilathgamuwa Secunder: Dr Sabu Emmanuel	
2	Matters Arising	
2.1	Dr Sabu Emmanuel took steps to look into the setting up of more student branches. A presentation was made to the NSW Asia students but the university campus folded up subsequently. Efforts were made to contact Mr Edward Ho, Deputy Principal of Nanyang Polytechnic and Chairman of the Engineering Education Steering Committee. There was no reply from him. Dr Sabu will follow up.	Dr Sabu
2.2	Dr Thomas Liew reported that he needed further information before he could formulate the book prize sponsorship to be done at the Section level. Dr Goel suggested that he carry out a survey and try to complete everything two weeks before the coming AGM.	Dr Thomas Liew
2.3	The bank accounts for the following three chapters were opened: a. CIS b. Magnetics c. LEO	
3	Chairman's Address	
3.1	Dr Goel urged all chairs to inform their members to vote in the coming IEEE President Election. In the past, only about 20% to 22% of the members voted, which was a very low percentage. The	All Chairs

	right to vote must be exercised by 1 st November 2007 via the internet or via post.	
3.2	<p>Dr Goel mentioned that the Tencon 2009 Committee had been formed as follows:</p> <p>Dr Lalit K Goel -- General Chair Dr Tseng King Jet – Organizing Chair Dr Sabu Emmanuel --- Committee Member</p> <p>There were still positions to be filled and Dr Goel requested the Chapter Chairs to nominate worthy individuals on the committee.</p>	All Chairs
3.3	<p>Dr Goel announced that this year's successful outstanding volunteer award candidate would be nominated for R10 Outstanding Volunteer Award 2007. The deadline for the nomination of the R10 Outstanding Volunteer Award 2007 is 30th Sep 2007 and therefore it is important that we close our voting deadline by 24th Sep 2007.</p>	All Chairs
3.4	<p>Dr Goel reported that this year's Senior Member Elevation Exercise was not as successful as he hoped. The success rate was about 40% to 45%. He was looking to close to 100% success rate. The Executive Committee (Ex Co) discussed this issue and the probable reason for this could be the overuse of the Ex Co members as referees. Recently, we modified the process for senior member elevation to using Ex Co members as referees instead of going to the Chapter Chairs of the Gen Com. This was due to the lack of effective response in the past from the Gen Com to act as referees. Since this had not worked out really well, Dr Goel appealed to the Gen Com to seriously consider supporting our call when we source for referees from the Gen Com.</p>	All Chairs
3.5	<p>Dr Goel also reported that this year a reminder exercise was carried out for those who did not renew their subscription. About 600 emails were sent out and 11 replies were received. The analysis of the replies are:</p> <p>6 affirm renewal 5 reject renewal.</p> <p>3 did not give reasons for rejection. 1 gave reason that the subscription was too expensive. 1 did not renew due to retirement.</p>	
3.6	<p>Dr Goel mentioned that the Secretary, Dr Gupta, would announce more details about the AGM in his presentation. Over and above</p>	All Chairs

	<p>what would be presented later, Dr Goel emphasized that he hoped to see more members at the AGM. Historically, we have always achieved attendance in the region of 150 to 160. He appealed to the chapter and AG chairs to rally support for the AGM which the subcommittee was putting in effort to give a better deal in terms of food, door gift, and ambience. Dr Goel urged that the existing chapter/AG chairs should take the opportunity in the coming AGM to nominate new blood for executive positions.</p>	
3.7	<p>Dr Goel highlighted the awards received by the following chapters and congratulated them :</p> <p>a) 2007 Most Improved Chapter Award by EMC; b) 2006 IEEE Reliability Society Chapter Award by the Reliability Chapter.</p>	
3.8	<p>Dr Goel informed the committee members that HQ would normally recommend a chapter to be dissolved if the chapter did not report any activity for three consecutive years. The Engineering in Medicine & Biology Chapter was informed by HQ to look into its lack of activity as it is liable to be dissolved. Dr Goel urged the chairman to look into the possibility of having a more proactive chapter executive committee the next year.</p>	Dr Chunru Wan
3.9	<p>Dr Goel informed the meeting that the next R10 Meeting will be held in India (Gujarat) from 2nd to 3rd February 2008.</p> <p>The Outstanding Large Section Award 2006 went to Shikoku. The Outstanding Small Section Award 2006 went to Malaysia.</p>	
4	Secretary's Report	
4.1	<p>Dr Gupta showed the statistical comparison between 2006 and 2007 L31 reports. There was a marked decrease in the number of activities reported in 2007. There were some obvious cases where the respective secretaries of the chapters had not updated their activities. The chairs were advised to inform their secretaries to update their reports.</p>	
4.2	<p>Dr Xie Min raised the concern that Secretaries should be made conversant of how to update L31 in a timely fashion. Dr Goel replied that the best way would be to send a gentle reminder to them to complete L31 online. The process to complete L31 is quite straightforward.</p>	Dr Gupta
4.3	<p>Dr Gupta announced the tentative details of the 30th Annual General Meeting. Date: November 23rd, Friday</p>	

	<p>Time: 6.30pm Venue: Grand Copthorne Waterfront Hotel</p> <p><i>Post Meeting Note: AGM would be held on 20th November, 6pm at the Furama Riverfront Hotel</i></p>	
5	Treasurer's Report	
5.1	<p>Dr So Ping Lam reported that the Section had qualified for the Rebate for 2006 activities thus:</p> <p>Section – scored for 10% timeliness bonus & activity bonus of US\$200 18 Chapters – scored Chapter rebate of US\$200 (at least 2 technical activities) 17 Chapters – scored Activity Bonus of US\$75 (at least 6 technical activities) 2 Affinity Grps -- scored Affinity Group Rebate of US\$200 Student branches – scored rebate of US\$1,206</p> <p>Dr So Ping Lam thanked all chapters who have donated the rebates to the Singapore Section.</p>	
5.2	<p>Dr So informed the meeting that we passed the HQ Audit for year ended 31 Dec 2006. The HQ Audit summarized findings were:</p> <ul style="list-style-type: none"> - Total revenues per L50 Financial Report, agreed with supporting documents - The Section's minutes were complete and included in detail - The bank statements, receipts and deposits agreed with the Section's cheque register - The Section's receipts were deposited in a timely manner. - Conference revenues and expenses were properly reflected in the financial report - The Section accurately prepared the L50 financial report 	
5.3	<p>Dr So requested all chapter chairs to remind their treasurers to submit the Chapter Interim Financial Report by 10th Oct 2007.</p> <p>The September bank statements will be received in the first week of October and will be mailed out as soon as possible.</p> <p>The Interim Financial Reports will be used to prepare the consolidated Financial Report for the coming AGM.</p>	All Chairs
5.4	<p>Dr So updated the meeting on the status of the accounts with DBS and OCBC :</p>	

Description	Bank A/C with DBS	Bank A/C with OCBC
Section A/C	1	1
Chapter A/C	20	0
Conference A/C	2	17
Total	23	18

5.5	The supporting details of the Conference Accounts with DBS are as follows:										
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5.7	Dr Goel informed the Gen Com meeting that Dr So would not be running for the position of treasurer in the next election as he has completed 2 years as Treasurer. Dr Goel thanked him for his	All Chairs
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	dedication and meticulous hard work. On the same note, Dr Goel highlighted the need to find a suitable replacement for the Section Treasurer and urged the Gen Com to also put forward deserving names for nomination in the coming election.	
6	Memberships/Professional Development Chair's Report	
6.1	Prof Lie Tek Tjing mentioned in the meeting that the HQ was proactively focusing on membership and was running monthly webcast on membership issues. The promotional kits for the membership drive have been shipped to us and upon their arrival we would start using them.	All Chairs
6.2	<p>Prof Lie Tek Tjing then led the meeting through a slide presentation of the overall view on R10 membership profile. There was a net gain in High Grade Membership and Student Membership as at July 2007 but there was a net loss in Society Membership.</p> <p>For example, the Computer Society saw a net loss of 5.9% in membership, the highest attrition rate coming from the student category.</p> <p>The Power Society saw an overall net gain of 4.3%, the highest contribution growth came from again the student category.</p>	
6.3	<p>Prof Lie Tek Tjing informed the meeting that continuous efforts were being made in the following ways to increase and maintain the membership numbers:</p> <ul style="list-style-type: none"> - Update the IEEE database - Welcome back the Sections, Chapters, Students Branches - Promote networking amongst all members (higher and students too) - Promote Senior Member upgrades - Put member get member cards in everyone's pocket - Put MD Desk at local conferences, seminars, meetings - Make IEEE a part of the upcoming 2008 Engineering Week activities 	
6.4	Prof Lie Tek Tjing appealed to all Chapter Chairs to assist in the membership drive.	All Chairs
6.5	<p>Several suggestions came from the floor regarding how to promote membership:</p> <p>a) Computer Chapter Chair, Mr Lau Lee Yee, suggested that we could work with the Science Centre which organizes</p>	Prof Lie Tek Tjing/Eric Chen

	<p>the Science Month in September.</p> <p>b) Section Secretary, Dr Gupta, suggested that IEEE could collaborate with various organizations who host programs such as Engineering Week (November) and other engineering related programs.</p>	
7	Student Activity Chair's Report	
7.1	<p>Dr Sabu Emmanuel reported that the key activity under his purview for the last quarter was the IEEE Region 10 Paper Writing Contest in which the Singapore Section did rather well.</p> <ul style="list-style-type: none"> - Post-Graduate Section First Prize YeZhen - Under-Graduate Section Second Prize Loke Wei Ting - Under-Graduate Section Second Prize Wong Tze Siang 	
7.2	<p>Dr Sabu Emmanuel shared with the meeting the 2007 Project Plan of the JCU IEEE Student branch. In total, 11 activities were planned at a cost of \$1590. By the end of October 2007, we would know whether all the activities were organised.</p>	
7.3	<p>Dr Sabu Emmanuel reported that one presentation was made to UNSW Asia but soon after that UNSW Asia closed its doors.</p>	
7.4	<p>The NTU Student Branch Committee had already been formed with Gaurav Yashwant Sonar as President.</p> <p>The student branch representatives were invited to attend this Gen Com Meeting but they could not come.</p>	
8	E-communication/Webmaster's Report	
8.1	<p>Dr Don Mahinda Vilathgamuwa noted that there was a downward trend in the number of broadcasts sent out. He noted further that this coincided with the downward trend in the L31 activities. He wondered whether this was an indication of shrinkage in our activities or just that the chapters were not making use of the broadcast facility.</p>	
8.2	<p>Xie Min said that he had never received any broadcasts before as a member. It was pointed out that for members to receive the broadcast their email address must be accurate in the SAMIEEE, otherwise they have to go on-line to update it.</p>	
8.3	<p>A suggestion was floated that perhaps the webmaster should consider sending out gentle reminders to the chapters about the impending broadcast to alert users.</p>	Dr Vilathgamuwa

8.4	Dr Vilathgamuwa also informed the meeting that the “History Web Page” was in the making and he would be extracting important events from the past annual write-ups of the Section Chairs to input on to the page.	
9	Affinity Group Report	
9.1	The Affinity Group Report was presented by Dr Goel on behalf of Dr Tseng King Jet.	
9.2	Dr Goel updated the meeting on the status of the formation of the Life Member Affinity Group. Emails had already been sent out twice in the last four months to call for petition to form the affinity group. So far, there were no replies. In addition, it was noted that the potential pool of 8 had dropped to 6. Therefore it was unlikely that this AG could be formed in 2007.	
9.3	There were 344 GOLD members and a database extract had been given to the Chair of GOLD AG, Joanna Low, to help her in organizing more activities and to enlarge her committee.	
9.4	There were 49 WIE members and Dr Huang Dongyan, the AG chair had been aggressively recruiting members and enlarging the committee. Many activities were organized. Details would be given by the chairperson’s presentation in the later part of the program.	
10	Awards and Recognition Chair’s Report	
10.1	The Awards and Recognition Chair’s Report was presented by Dr Goel on behalf of Dr Tan Cher Ming.	
10.2	Dr Goel announced the results of the Best Chapter Award to the meeting. The award this year went to the CAS chapter. There were 3 nominees viz CAS, Control and EMC. Dr Goel congratulated the CAS Chair and his committee for the excellent work.	
10.3	Dr Goel regrettably noted that there was a paucity of response to the nominations for the Outstanding Volunteer Award. As a result the closing date was extended twice. The current year winner of the award would be put forward to compete for the R10 Outstanding Volunteer Award as announced earlier. Therefore, voting would be conducted such that we would be in time to nominate our representative for the R10 award.	
11	Education Activities Chair’s Report	
11.1	Dr Thomas Liew reported about his investigation to link up with	

	the Science Centre and the Zoo to create benefits for IEEE members.	
11.2	<p>With regards to the Science Centre Package we can opt for:</p> <ul style="list-style-type: none"> a) Corporate Membership which will entitle us to 4 cards to be shared amongst 2600 members. This does not appear practical. OR b) Entry of 20 pax per day at one time. This means the Section Secretariat has to coordinate. But it will provide a wider audience to benefit from the arrangement. Dr Gupta suggested that this administrative work could be automated. <p>Members generally felt positive about this type of link up particularly with the Singapore Zoo as it would cater to family as well as conference delegates.</p> <p>Mr Lau Lee Yee suggested that Dr Thomas Liew offer resources to give talks to Science Centre as an incentive to get a better deal from them.</p>	Dr Tom Liew
12	Chapter/AG Chairs' Reports	
12.1	The Chapter/AG Chairs were given time to present the summary of their activities, issues and solutions. A copy of the slide presentation is available on request to those who would like to see the details not recorded in these Minutes.	
12.2	<p>The key highlights of the issues raised by the Chapters for advice and resolutions are:</p> <ul style="list-style-type: none"> a. EMS Chapter wanted advice on whether they should sign the MOU with the EMS of HQ in respect of running IEEM2007. The consensus of the meeting was that EMS Chapter is under the jurisdiction of the Singapore Section and need not be coerced into signing the MOU. b. Magnetism Society Chapter wanted to know why their newly opened bank account is charged \$15 bank charges monthly. Dr So Ping Lam advised that this was an oversight on the part of DBS and the matter had already been resolved. There would be a credit in the Sept 07 bank statement for the amount charged. c. Magnetism Society Chapter wanted to know what would be the best solution for their situation where the Australian colleagues wanted to open a Magnetism Chapter but did not have sufficient members - so should they operate together with a local chapter or with the Singapore 	

	<p>Magnetics Chapter? Chairman answered that it would be best for them to operate with a local chapter.</p> <p>d. Magnetics Society Chapter wanted to know how they could help potential applicants from workshops become IEEE members and Society members. The answer is to refer the cases to the Section Secretariat to assist, in consultation with the Asia Pacific Office.</p> <p>e. Rel/CPMT/ED Chapter wanted to know if IEEE HQ would allow a less formal audit because the audit fees are taking up a disproportionate amount of the profit – about 10%. The answer is that it is not possible because it is the IEEE financial policy that all accounts with revenue above US\$100k must be audited. However, the chapter can save on the audit fees if they request IEEE HQ to do the audit.</p> <p>f. Rel/CPMT/ED Chapter wanted to know whether they could invest their large cash balance into fixed deposits to earn interest income. The answer is no. IEEE policy allows only investment into the US Fund created specially for IEEE Corporations.</p>	
13	Any Other Business	
13.1	There being no other business, the meeting was adjourned at 9.00 pm.	

Minutes prepared by Ms Chee Tock Cheng, Secretariat
Vetted by: Dr Lalit Kumar Goel, Section Chair
Dr Rajnish Gupta, Section Secretary