

**MINUTES OF THE 1<sup>st</sup> SECTION EXECUTIVE COMMITTEE MEETING HELD ON 29 JANUARY 2009 (THURSDAY), 6:30PM AT THE SINGAPORE POLYTECHNIC, STAFF CENTRE**

**PRESENT:**

So Ping Lam (SPL)	Chairman
Don Mahinda Vilathgamuwa (DMV)	Vice-Chairman
Lekha Chaisorn (LC)	Secretary
Rajnish Gupta (RG)	Treasurer
Lalit K Goel (LKG)	Immediate Past Chairman
Bi Guoan (BG)	Executive Committee Member
Darrel Chong (DC)	Executive Committee Member
Sahoo Sanjib Kumar (SSK)	Executive Committee Member
Lin Fujiang (LF)	Executive Committee Member
Zeng Yonghong (ZY)	Executive Committee Member

**ABSENT WITH APOLOGIES:**

Arokiaswami Alphones (AA)	Executive Committee Member
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**IN ATTENDANCE:**

Jasmine Leong	IEEE Singapore Section Secretariat
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The meeting was called to order at 7:10pm.

		<b>ACTION BY:</b>
<b>1)</b>	<b>CONFIRMATION OF THE MINUTES OF THE LAST MEETING AND MATTERS ARISING</b>	
1.1	Amendments to Point 7.1a - Science Centre Tie-Up The payment for the Corporate Membership with the Science Centre Singapore should be S\$1,600 and not S\$16,000 as minuted.	
1.2	vTools – as time was too short for the implementation, the vTool was not used for the election at the last AGM. The new Executive Committee will take this up. Rajnish Gupta will assist Lekha Chaisorn in this.	<b>RG / LC</b>
1.3	TENCON 2009 – the meeting was informed that there were some issues with the appointed Secretariat (Integrated Meeting Services) and a new Secretariat had been appointed.	
1.4	Bi Guoan proposed and Darrel Chong seconded the adoption of the minutes of the 2008 3 <sup>rd</sup> Executive Committee Meeting held on 25 August 2008.	
<b>2)</b>	<b>INTRODUCTION OF EXECUTIVE COMMITTEE</b>	
2.1	The following are the positions nominated and elected at the AGM held on 4 December 2008:  Chairman: So Ping Lam Vice-Chairman: Don Mahinda Vilathgamuwa Secretary: Lekha Chaisorn Treasurer: Rajnish Gupta Committee Members: - Arokiaswami Alphones - Bi Guoan - Lin Fujiang - Zeng Yonghong	
<b>3)</b>	<b>NOMINATION OF CO-OPTED MEMBERS</b>	
3.1	Darrel Chong and Sahoo Sanjib Kumar were co-opted into the IEEE Singapore Section Executive Committee as proposed by So Ping Lam and seconded by Don Mahinda Vilathgamuwa.	
<b>4)</b>	<b>ROLES OF EACH COMMITTEE MEMBER</b>	
4.1	Arokiaswami Alphones was appointed as the Chair for the Membership Development and Professional/Career Activities Committee, with Lin Fujiang and Zeng Yonghong as Committee Members.	<b>AA / LF / ZY</b>
4.2	Bi Guoan was appointed as the Chair of the Educational Activities Committee.	<b>BG</b>
4.3	Darrel Chong was appointed as the Chair for Student Activities.	<b>DC</b>
4.4	Sahoo Sanjib Kumar will take care of the E-commerce and website with the help of Don Mahinda Vilathgamuwa	<b>SSK / DMV</b>

4.5	The roles and responsibilities of each committee was mentioned briefly at the meeting. Jasmine will forward the details via email to each Committee Member.	<b>Jasmine</b>
<b>5)</b>	<b>STATUS OF CHAPTER COMMITTEE</b>	
5.1	The election results and the co-opted member list of each Chapter were shown during the meeting. Jasmine will send an email to all the Chapter Chairs to remind them to finalise their committee list by using the co-option form.	<b>Jasmine</b>
5.2	The GOLD Affinity Group was not formed as there were less than 4 positions filled. Lekha Chaisorn will help with the forming of this AG committee.	<b>LC</b>
<b>6)</b>	<b>CHANGE OF BANK SIGNATORIES</b>	
6.1	There are 22 bank accounts with the DBS Bank - 1 Section Account and 21 Chapter Accounts. 5 Chapters need not change their bank signatories as there were no changes in positions for the authorized signatories.	
6.2	Two days (3 February 2009 at NTU and 6 February 2009 at NUS) were allocated for the authorized signatories to sign on the bank forms which will be witnessed by Dr Rajnish Gupta, the Section Treasurer.	
6.3	For the conference accounts with the OCBC Bank, Jasmine will prepare a letter informing the bank about the change in signatories of the Section Executive Committee.	<b>Jasmine</b>
<b>7)</b>	<b>BUDGET PLANNING</b>	
7.1	The proposed budget prepared by Rajnish Gupta was discussed. This budget would be presented at the General Committee Meeting to be held on 12 February 2009.	<b>RG</b>
<b>8)</b>	<b>ANY OTHER BUSINESS</b>	
8.1	<u>General Committee Meeting</u> The meeting would be held on 12 February 2009 at the Suntec Singapore International Convention & Exhibition Centre. Suntec would sponsor the use of the meeting room as well as dinner	
8.2	<u>Membership Development</u>	
a.	The Chairman encouraged the Executive Committee Members to help develop and increase the IEEE membership. The contacts of the members from the industry and academia can help in this.	<b>ALL TO NOTE</b>
b.	It was suggested that some networking activities could be organised to promote membership.	<b>AA / LF / ZY</b>
c.	Another method to promote membership is to give benefits to members like free admission to the Singapore Science Centre which the Section has at the moment. Other suggestions include tie-up with banks for free credit card subscription, Singtel or MI corporate rates, etc.	<b>AA / LF / ZY</b>
d.	Members are also encouraged to look out for existing members who are eligible for upgrade of membership, e.g from Member to Senior Member. The Membership Development Committee will help with the assessing and recommending of members for upgrade.	<b>ALL TO NOTE AA / LF / ZY</b>
8.3	<u>Committee Members' IEEE Membership Status</u> The meeting was informed that the 2008 Chair for the GOLD Affinity Group did not renew his membership for the year 2008. To avoid this happening again, Jasmine will check the IEEE membership status of all the Executive Committee Members of the Chapters.	<b>Jasmine</b>
8.4	<u>Region 10 Meeting</u> The Chairman would be attending the Region 10 meeting to be held in Hanoi, Vietnam from 28 February to 1 March 2009. The expenses would be paid for by Region 10. For the Vice Chair's travel to this meeting, S\$1,000 was budgeted.	
8.5	<u>Feedback on 2008 AGM</u>	
a.	The meeting was informed that the Indian Vegetarian food provided during the 2008 AGM was of low quality and quantity.	
b.	A member (Er Meng Joo) claimed that he lost his door gift at the hotel and requested for a replacement during the AGM, When told that there was no extra to spare, he approached a few Executive Committee members and finally called the Section Secretariat for the replacement. He also requested to have a list of the registered participants at the AGM.	
c.	The meeting put the following to vote and the meeting agreed that: 1) There shall be no replacement for any lost door gift. 2) The list of participants of the AGM shall not be released.	
d.	Lalit Goel will reply to Er Meng Joo on this matter.	<b>RG</b>

8.6	<u>Opening of Bank Account for Engineering In Medicine &amp; Biology Chapter</u> There was a request to open a bank account for the Engineering in Medicine & Biology Chapter. The Chapter Chair will have to present the request at the General Committee Meeting for approval.	
8.7 a.  b.	<u>Student Activities</u> The NUS Student Branch is organising the IEEE 125 <sup>th</sup> Anniversary R10 Student Congress from 16 to 19 July 2009. This event is jointly organised with the Student Branch of CEC, Kerala and will be held in Singapore at the NUS campus.  For the sponsorship of this event, Darrel Chong will present the budget at the General Committee Meeting for Chapter Chairs' consideration.	<b>DC</b>

There being no other matters, the meeting concluded at 8:35pm.

Minutes Prepared By: Jasmine Leong  
 Minutes Vetted By: Dr Lekha Chaisorn  
 Minutes Approved By: Prof So Ping Lam