

MINUTES OF THE 3rd SECTION EXECUTIVE COMMITTEE MEETING HELD ON 4 SEPTEMBER 2009 (FRIDAY), 6:30PM AT NTU ALUMNI CLUB, YUNNAN RESTAURANT @ ONE NORTH

PRESENT:

So Ping Lam (SPL)	Chairman
Don Mahinda Vilathgamuwa (DMV)	Vice-Chairman
Lekha Chaisorn (LC)	Secretary
Rajnish Gupta (RG)	Treasurer
Arokiaswami Alphones (AA)	Executive Committee Member
Sahoo Sanjib Kumar (SSK)	Executive Committee Member
Zeng Yonghong (ZYH)	Executive Committee Member

ABSENT WITH APOLOGIES:

Lalit K Goel (LKG)	Immediate Past Chairman
Bi Guoan (BG)	Executive Committee Member
Darrel Chong (DC)	Executive Committee Member
Lin Fujiang (LFJ)	Executive Committee Member

IN ATTENDANCE:

Jasmine Leong	IEEE Singapore Section Secretariat
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The meeting was called to order at 7:50pm.

		ACTION BY:
1)	CONFIRMATION OF THE MINUTES OF THE LAST MEETING AND MATTERS ARISING	
1.1	The minutes of the last meeting was taken as confirmed, as proposed by Rajnish Gupta and seconded by Arokiaswami Alphones.	
2)	CHAIRMAN'S REPORT	
2.1	<u>IEEE Region 10 Student Congress</u>	
a.	About 150 students and guests attended the IEEE Region 10 Student Congress held in NUS on 16 to 19 July 2009. The Chairman and Secretary represented the Section and attended the Opening Ceremony and Dinner for the Congress.	
2.2	<u>IEEE VIP Dinner</u>	
a.	In conjunction with the IEEE Region 10 Student Congress, the Section organised a IEEE VIP Dinner on 15 July 2009 at Hotel Rendezvous. About 100 people attended the dinner where some General Committee and Chapter Executive Committee members interacted with some dignitaries from IEEE HQ and the representatives of some student activities committees from the Asia Pacific Region.	
b.	Sahoo will include a short write-up about the IEEE VIP Dinner in the website, together with some photographs (with caption) taken during that night.	SSK
2.3	<u>TENCON 2009</u>	
a.	After extending the paper submission deadline, about 950 papers were received. About 580 papers (approximately 61%) were accepted for presentation.	
b.	The meeting was updated about the progress on the change of the online administrator as well as the issue of the registration fee with IEEE Region 10. These matters have been resolved by the TENCON 2009 Organising Committee	
3)	SECRETARY'S REPORT	
3.1	The L31 reports have been submitted for the Section's activities.	
4)	TREASURER'S REPORT	
4.1	The Treasurer reported that to-date, 12 new conference accounts and 2 new Chapter accounts were opened.	
4.2	A bank draft for US\$21,005.80 for the 2009 Section Rebate (for 2008 activities) was received and deposited on 25 May 2009. The draft took about 21 working days to clear and the amount in Singapore Dollars (S\$30,374.39 less bank charges S\$49.28) was credited on 18 June 2009. It was suggested that for future rebates from IEEE HQ, we should request for bank transfers. Jasmine will work on the email to be sent out on behalf of the Treasurer to all Chapter Chairs, about the rebate due to them and if they wish to donate to Section.	Jasmine
4.3	The audit report for the financial year ending 31 December 2008 had been sent to IEEE HQ.	
5)	MEMBERSHIP DEVELOPMENT	
5.1	Email reminders were sent to members who did not renew their IEEE membership	

	and most of them have responded.	
5.2	Section Secretary has helped 2 members and Alphones has helped 3 members to upgrade to Senior Members successfully. More Chapter Chairs are encouraged to do this.	
5.3	It was suggested that ways to encourage more Fellows in Singapore should be explored.	
5.4	Jasmine contacted the UOB Bank but they do not seem to be interested in a credit card tie-up. As IES has this tie-up, she will contact the IES Senior Manager, Siew Keow about this.	Jasmine
6)	EDUCATIONAL ACTIVITIES	
6.1	The committee will be organizing seminars and workshops in which the speakers are post-graduates who are completing or completed their thesis. The details will be finalized and it is expected to be organized in November 2009.	BG
7)	AWARDS & RECOGNITION	
7.1	A few nominations have been received. Prof Goel has requested that Jasmine will proceed with the voting for the Best Chapter Award from members of the General Committee via email. The results should be compiled by 18 September 2009.	Jasmine
8)	STUDENT ACTIVITIES	
8.1	The Chairman reported on the IEEE Region 10 Student Congress on behalf of Darrel as he was tied-up with work and could not make it for the meeting.	
8.2	The committee discussed the air-ticket sponsorship of Ramesh Krishnan, the IEEE Region 10 Student Congress Chair, who had received an invitation to Portugal to attend a joint section SAC student congress. The hotel accommodation and registration fee will be paid for by IEEE HQ.	
8.3	After much deliberation, the committee agreed that the S\$1,000 budget set aside for the student activities will be used for this. The Section will sponsor the balance of S\$300. The condition for this sponsorship is that: upon his return, Ramesh will give a talk to the students.	
9)	E-COMMUNICATIONS	
9.1	<u>v-Tools</u> The committee discussed if v-Tool should be used for the next AGM. After much deliberation, the committee decided that the AGM Election Sub-committee will discuss this further and make the decision.	DMV
9.2	<u>e-Broadcast</u> The meeting was informed that since the inclusion of the notice about complimentary pass to the Singapore Science Centre in the e-Broadcast, there are more members utilizing the privilege.	
10)	ANY OTHER BUSINESS	
10.1	<u>IES Dinner & Dance</u>	
a.	As most Executive Members are not available for this dinner on 11 September 2009 (Friday), Lekha and Sahoo agreed to represent the Section to attend the dinner. Jasmine will contact IES about the registration.	Jasmine
10.2	<u>Life Members to form Affinity Group</u>	
a.	Jasmine requested for the list of Life members in Singapore from the Asia Pacific Operations office. There are currently 8 members. As a minimum of 4 persons is needed to form an Affinity Group, Alphones will contact these members.	AA
10.3	<u>3rd General Committee Meeting</u>	
a.	Singapore Tourism Board (STB) had contacted Jasmine about making a presentation to highlight STB's sponsorship for conference organisers. In return, Jasmine had requested for sponsorship of the meeting venue or dinner. STB managed to get Maxwell Chambers to agree to let us use the meeting room without charge but we need to pay for the catering for dinner. The committee is agreeable to this arrangement.	
b.	After some discussions, the date for the 3 rd General Committee Meeting was confirmed as 25 September 2009 (Friday). Jasmine will contact Maxwell Chambers to find out if the room is available on this evening.	Jasmine
10.4	<u>32nd Annual General Meeting</u>	
a.	After some discussions, it was agreed that 20 November 2009 (Friday) would be a good date for the AGM. As suggested, Jasmine will contact Rasa Sentosa and Furama to find out their room availability and rates.	Jasmine
b.	The meeting was informed that Furama Riverfront Hotel charged S\$45nett for the buffet dinner in 2007 and Holiday Inn Atrium Hotel charged S\$55++ in 2008. The	

	<p>door gift "Bluetooth Earpiece" purchased in 2008 cost about S\$42 each. The budget for this year AGM is about S\$25,000 to S\$26,000.</p> <p>c. The following members were appointed on the AGM Sub-committee:</p> <ol style="list-style-type: none"> 1) Chairman - Mahinda 2) Members - Alphones Sahoo Zeng Yonghong <p>10.5 <u>Jasmine's Contract</u> In the absence of Jasmine, the committee discussed Jasmine's contract which will expire on 31 December 2009. The committee agreed unanimously that Jasmine's contract will be renewed for another year. The incremental fee will be confirmed at a later date.</p>	
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There being no other matters, the meeting concluded at 10:00pm.

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