

MINUTES OF THE 3rd SECTION EXECUTIVE COMMITTEE MEETING HELD ON 25 AUGUST 2008 (MONDAY), 6:15PM AT THE NTU STAFF CLUB

PRESENT:

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

ABSENT WITH APOLOGIES:

Tan Cher Ming	Immediate Past Chairman
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IN ATTENDANCE:

Jasmine Leong	IEEE Singapore Section Secretariat
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The meeting was called to order at 6:35pm. The Chairman welcomed Mrs Jasmine Leong, who took over as the Section Secretariat from Ms Mary Lim from 15 August 2008.

		ACTION BY:
1)	CONFIRMATION OF THE MINUTES OF THE LAST MEETING	
1.1	Prof Mahinda proposed and Prof PL So seconded the motion to adopt the minutes of the 2 nd Executive Committee meeting held on 11 April 2008, without any amendments.	
2)	MATTERS ARISING	
2.1	4.0 – 3 persons attended the training on L31 held on 18 April 2008.	
2.2	5.2 – OCBC Bank has agreed to waive the \$20 charge for the DigiPass token. Jasmine will re-confirm with the bank about the arrangement for the DigiPass. <i>POST MEETING NOTE: Ms Seah Huei Ching (OCBC Bank's Group Transaction Banking – Implementation) confirmed that there is no need for a DigiPass and password if the authorised signatory has an existing account with the OCBC Bank and holding a login ID in Velocity. The bank will open the access for the user to view the account together with the other accounts he/she has. DigiPass and password would only be issued to any authorized signatory who are not OCBC account holders or signatory of other IEEE accounts.</i>	
2.3	6.4 – There was no membership drive and it was mentioned that the membership development activity was rather low for the past months.	
2.3	9.1 – Dr Bose mentioned that there is no article or contribution for the e-Newsletter. So far, there were no membership drives at the polytechnics.	
3)	CHAIRMAN'S REPORT	
3.1	<u>Section Secretarial Support</u> - Chairman reported that the agreement with IES for the use of the Secretariat Services was terminated as IES wanted to increase the fee from S\$1,330 to S\$5,000 per month. Mrs Jasmine Leong who was working full-time with the IEEE Singapore Section in the late 1980s had been appointed as the new Secretariat. She is working from home and the monthly secretarial fee is S\$1,600.	
3.2	<u>IES-IEEE Joint Medal of Excellence</u>	
a	The winner of the Medal of Excellence has been identified. He will be honored at the IES Annual Dinner & Dance, which will be held on 17 October 2008 (Friday).	
b	The Director of Region 10 and the VP of IEEE Inc would be attending this event. Chairman mentioned that IEEE would book a table and Executive Members are encouraged to attend.	
3.3	<u>TENCON 2009</u> - Chairman informed the Committee that TENCON 2009 would be held from 23 to 26 November 2009 at the Suntec City Convention Centre. It was confirmed that Prof PL So will be on the committee.	
3.4	<u>IEEE Sections Congress 2008</u>	
a	The Congress would be held in Quebec City, Quebec, Canada from 19 - 22 September 2008. It is a triennial gathering of section leadership sponsored by the Member and Geographic Activities Board. It is the only major IEEE meeting that convenes the IEEE's grassroots leadership to share ideas, concerns and solutions.	

b	The Congress will focus on issues to be contributed by all IEEE Section Chairmen. Amongst other problems faced in the Asia Pacific region, Prof Goel will bring up the issue of insurance coverage which is available only in North America. Prof Goel has compiled a list of key issues which he will circulate to the Executive Committee members.	Prof Goel
4)	SECRETARY'S REPORT	
4.1	<u>Annual General Meeting</u>	
a	The AGM is planned for the last week of November or first week of December 2008, on a Friday or Thursday evening. Prof PL So (Committee Chair) will assist in the organisation of AGM. The budget for the AGM is S\$20,000.	
b	With an expected attendance of about 100 to 170 persons, Jasmine will help to source for a hotel to hold the AGM. The cost was about S\$50 per head for the AGM held at the Furama Riverfront in 2007.	Jasmine
c	The AGM Subcommittee comprises So Ping Lam, R Gupta and Mahinda.	
d	Following the deadlines for 2007, the registration nomination and proxy forms would be sent out on 21 September 2008. The submission deadlines are 20 th October (Registration form), 22 October (Nomination form) and 15 November (Proxy form) .	Dr Gupta
e	The submission deadline for the Chapter and Interim Financial Reports would be 15 October 2008.	
4.2	<u>L31 Forms</u>	
	Dr Gupta will email to Chapter Chairs to remind them to submit the L31 Forms for their Chapter activities. Each Chapter must conduct at least two technical activities to be eligible for the rebate.	Dr Gupta
4.3	<u>Student Branch</u>	
a	Dr Gupta reported on the NUS Student Branch AGM he attended on a Saturday morning. About 100 persons were present for the voting of the posts of Executive Members of the students' branch. There were interesting presentations made by the candidates.	
b	At this juncture, the question of whether students need to be IEEE members in order to cast their votes was discussed. It seems that the practice is: candidates running for the election have to be IEEE members, but those casting votes need not be members. It was confirmed that students need to be IEEE members before they can vote.	
c	The issue of whether Student Branch Chairs should be invited to the General Committee Meetings was also raised. Chairman mentioned that the Student Branch leader may not be interested in the matters of the Section. It was suggested that they could submit a one-page report of their activities.	
5)	TREASURER'S REPORT	
5.1	Dr Mahinda reported that the account is in a healthy state. Some conferences have paid 10% profit and some 20% profit to the Section. The audit was completed recently.	
6)	MEMBERSHIP DEVELOPMENT	
	Dr Liew mentioned that there has not been any request from conference committees for membership drive materials which were sent from IEEE Inc. He felt that having a membership promotion desk at the conference is one way to promote the membership.	
7)	EDUCATIONAL ACTIVITIES	
7.1	<u>Science Centre Tie-Up</u>	
a	The Corporate Membership with the Science Centre Singapore has been confirmed for a period of one year from 6 June 2008 to 6 June 2009. The payment of S\$16,000 has been made.	
b	Jasmine will work with Dr Liew to finalize the write-up to be included in the e-Newsletter to inform all IEEE members of this benefit. Jasmine will contact the Science Centre about the information required from members in order to confirm their visit to the Centre.	Jasmine
c.	After some discussions, it was confirmed that the IMAX Movie vouchers (which come with the Science Centre membership) would be given out during the AGM on a first-come-first-served basis.	
8)	AWARDS & RECOGNITION	
8.1	Dr Tan Cher Ming was not able to attend the meeting and it was understood that there was no new development for the nomination of the Best Chapter Award which has been extended to 31 July 2008.	
8.2	The closing date for the nomination of Outstanding Volunteer Award has also been extended to 31 July 2008. It was mentioned that the Engineering Management Chapter is nominating a member and the form is being signed and sent to Jasmine. Chairman informed Jasmine to send an email to all the General Committee members to extend the deadline to Friday, 29 August 2008.	Jasmine

