

IEEE SINGAPORE SECTION
Minutes of the 1st General Committee Meeting
29th Jan 2007 at NUS Guild House

Present:

Lalit Kumar Goel	Chairman
D M Vilathgamuwa	Vice-Chair
Rajnish Gupta	Secretary
So Ping Lam	Treasurer
Chen Boon Khai, Eric	Committee Member (Memberships/Professional Devt Chair)
Lie Tek Tjing	Committee Member (Memberships/Professional Devt Chair)
Sabu Emmanuel	Committee Member (Student Activities Chair)
Tseng King Jet	Co-opted Committee Member (Affinity Group Coordinator)
Lin Zhiping	Circuits and System Chapter Chair
Li Kwok Hung	Communications Chapter Chair
Ng Geok See	Computational Intelligence Chapter Vice Chair
Lau Lee Yee	Computer Chapter Chair
Ong Ee Ping	Consumer Electronics Chapter Secretary
Xie Lihua	Control System Chapter Chair
Lee Kar Heng	Education Chapter
See Kye Yak	Electromagnetic Compatibility Chapter Chair
Chunru Wan	Engineering in Medicine & Biology Chapter Chair
Roger J Jiao	Engineering Management Chapter Chair
Li Zhengguo	Industrial Electronics Chapter Committee Member
Leong Fai Choy	IA/Power Electronics Joint Chapter Chair
S N Piramanayagam	Magnetics Chapter Chair
A Alphones	MTT/AP Joint Chapter Chair
Venugopalan Pallayil	Oceanic Engineering Chapter Vice Chair
Chen Shiun	Power Engineering Chapter Chair
Alastair Trigg	REL/CPMT/ED Joint Chapter Chair
Phee Soo Lay, Louis	Robotics & Automation Chapter Chair
Bi Guoan	Signal Processing Chapter Chair
Hong Geok Soon	Systems, Man and Cybernetics Chapter Chair
Low Yai Yee, Joanna	GOLD Affinity Group Chair

Absent with apologies:

Tan Cher Ming	Immediate Past Chairman (Awards & Recognition Chair)
Liew Yun Fook, Thomas	Committee Member (Educational Activities Chair)
Tay Kay Chen	Computational Intelligence Chapter Chair
Cheng Tee Hiang	Communication Chapter Chair
Nadarajah Sriskanthan	Consumer Electronics Chapter Chair
Lian Yong	Education Chapter Chair
Wen Changyun	Industrial Electronics Chapter Chair
Chin Mee Koy	Lasers and Electro-Optics Chapter Chair
John R Potter	Oceanic Engineering Chapter Chair
Yeoh Wooi Gan	Solid State Circuits Chapter Chair

Huang Dongyan

WIE Affinity Group Chair

In attendance:

Chee Tock Cheng

Secretariat

Ambrose Tham

STB (for initial part only)

Jenny Lim Su Jen

STB (for initial part only)

1	Presentation by Singapore Tourist Promotion Board (STB)	Action By
1.1	<p>STB had kindly consented to sponsor the first General Committee Meeting. They were here also to inform us of the opportunities offered by them to promote Singapore as a convention centre to organizations with a global reach. Interested chapters or affinity groups that would like to link up with STB could contact any of the following two persons.:</p> <ul style="list-style-type: none">a. Ambrose Tham – in charge of Electronic events Email Ambrose_Tham@stb.gov.sgb. Jenny Lim Su Jen – in charge of Info Communication events Email:Jenny_lim@stb.gov.sg	Chapter/AG chairs
2	Chairman's opening address	
2.1	<p>The Chairman of the IEEE Singapore Section, Dr Goel, welcomed all General Committee Members to the first meeting of the year. He introduced the members of the Executive Committee and highlighted that the portfolios of Membership Development and Professional Development were merged into one this year. In addition, an Affinity Group Coordinator was appointed by co-opting Dr Tseng King Jet into the committee.</p>	
2.2	<p>Dr Goel informed the members of the roles of Section Executive Committee and Chapter Committee, particularly to help new members of the General Committee.</p> <p>Section Main Committee:</p> <ul style="list-style-type: none">• Liaise with IEEE R10 and HQ on matters other than technical• Liaise with external organizations like bank, STB, etc• Send e-newsletters to members• Ensure compliance with IEEE policies and government regulations• Usher in emerging technologies <p>Chapter Committees:</p> <ul style="list-style-type: none">• Organise technical activities <p>Joint Activities:</p>	

	<ul style="list-style-type: none"> • Complete Form L50 • Complete Form L31 • Organise IEEE Conferences <ul style="list-style-type: none"> o Seed Money and other admin o Profit Sharing • Conduct Membership Drive <ul style="list-style-type: none"> o Retention o Recruitment o Publicity o Education Program o Affinity <p>Dr Goel emphasized that membership growth would continue to receive focused attention..</p>	
2.3	Dr Goel updated the General Committee on the results of the R10 Outstanding Volunteer Award. Dr Tseng King Jet had clinched the award for 2006, in addition to two other winners from Gujarat and Thailand respectively. Dr Tseng was congratulated on this major achievement.	
2.4	Dr Goel informed the committee that the IEEE Region 10 Meeting would be held on 24 th and 25 th Mar 2007 in Kota Kinabalu, Malaysia. The Singapore Section will be sponsoring the Vice Chair, Dr D M Vilathgamuwa, for the conference. Dr Goel will be sponsored by R10. Dr Goel requested members to advise him of any specific issues that they would like him to bring up at the R10 meeting.	Members
2.5	Dr Goel updated all present on the discussion between the Section and Total Digital Movement (TDM): <ul style="list-style-type: none"> o TDM consists of young people, including first year university students o They are looking for informal setting to relate their learning to practice in the IT and Info Communication area o Dr Goel thinks it is best to be handled at the relevant chapter level <p>Dr Goel invited the Computer Chapter to consider TDM's request.</p>	Mr Lau Yee Lee
2.6	Dr Goel informed members that the R10 Industry Liaison Committee is looking for a suitable person to serve on the committee: <ul style="list-style-type: none"> o Must be a dedicated person o Working in the industry (not an academic) o Nominations close on 5th Feb 2007 <p>The details on the slide would be circulated to all chapters/affinity groups for their participation in nominations, if any.</p>	Chapter/AG Chairs Ms Tock Cheng

2.7	<p>Dr Goel requested the members to note the months in which GenCo meetings would likely be arranged:</p> <ul style="list-style-type: none"> •Jan 07 •Apr 07 •Aug/Sep 07 <p>As per a member's request, a survey would be carried out to determine the best day of the week for the committee to meet.</p>	Ms Tock Cheng																										
3	Confirmation of minutes of the last meeting																											
3.1	<p>The Minutes of the 3rd General Committee Meeting held on 24th August 2006 was presented and confirmed.</p> <p>Proposer: Dr Tseng King Jet Seconder: Dr D M Vilathgamuwa</p>																											
4	Secretary's Report																											
4.1	The Secretary, Dr Gupta, presented the composition of each Chapter's Committee and highlighted the following vacancies:																											
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	All Chapter/AG chairs were requested to co-opt or elect members for vacant positions before 23 rd February.																											
4.2	<p>Dr Gupta briefed the members on the qualifying criteria for Chapter/AG group rebate of US\$200 each:</p> <ul style="list-style-type: none"> • Maintain a membership of no fewer than 10 members (excluding student members) • Hold and report not less than 2 technical meetings per year • All meetings held in 2006 must be reported by 23rd February 2007 • L31 forms must be raised to report the meetings and can be accessed at www.ieee.org/l31 <p>All Chapters/AGs reporting 6 or more meetings of a technical nature would be able to receive an additional US\$75.</p>	Chapter/AG Chair																										
4.3	Dr Gupta explained to the members that all Chapter/AG Chairs could access their own members' database in the SAMIEEE database using their website password at www.ieee.org/samieee .	Chapter/AG Chairs to note																										
5	Treasurer's Report																											
5.1	<p>Treasurer, Dr So Ping Lam, presented the budget for 2007:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"><u>Revenue</u></td> </tr> <tr> <td>Regular</td> <td style="text-align: right;">\$20,305</td> </tr> <tr> <td>Irregular - others</td> <td style="text-align: right;">2,000</td> </tr> <tr> <td>Irregular - conference</td> <td style="text-align: right;">60,000</td> </tr> <tr> <td></td> <td style="text-align: right;">-----</td> </tr> <tr> <td></td> <td style="text-align: right;">\$82,305</td> </tr> <tr> <td colspan="2"><u>Expenditure</u></td> </tr> <tr> <td>Regular</td> <td style="text-align: right;">\$53,360</td> </tr> <tr> <td>Irregular</td> <td style="text-align: right;">10,300</td> </tr> <tr> <td></td> <td style="text-align: right;">-----</td> </tr> <tr> <td></td> <td style="text-align: right;">\$63,660</td> </tr> <tr> <td>Surplus</td> <td style="text-align: right;">\$18,645</td> </tr> <tr> <td></td> <td style="text-align: right;">=====</td> </tr> </table> <p>The regular revenue is less than the regular expenditure for IEEE Singapore Section. Hence, the Section income from co-sponsorship of conferences is very crucial.</p>	<u>Revenue</u>		Regular	\$20,305	Irregular - others	2,000	Irregular - conference	60,000		-----		\$82,305	<u>Expenditure</u>		Regular	\$53,360	Irregular	10,300		-----		\$63,660	Surplus	\$18,645		=====	
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5.2	Dr So Ping Lam reminded all Chapter/AG Chairs of the time frame for submitting the financial reports to IEEE HQ:	Chapter/AG Chairs to note																										

	31 st Jan 2007 – Part I Submit the Bank Account Disclosure Form 23 rd Feb 2007 – Part II Submit the 2006 L50 Financial Report																	
5.3	<p>Dr So Ping Lam informed the meeting that the 2007 Signatory Update exercise had been scheduled on 2 days, viz 31st January 2007 at NTU and 2nd February 2007 at NUS. The members inquired the necessity of this exercise especially when there is no change in the nominated signatories. Dr So Ping Lam advised that so long as there is a change in position or number of signatories, it would be necessary to do this exercise. The members requested for the procedure to be reviewed.</p> <p><i>Post meeting notes: Dr So Ping Lam reviewed the position and reverted by email to all that the re-signing was necessary whenever a change in title or position took place; this being an audit requirement from IEEE USA in their "Bank Disclosure Form" from 2005 onwards. An independent check could be made by IEEE USA audit team directly with our bankers to see whether our declaration in the bank disclosure form were in sync with the information with the bank.</i></p>	Chapter/AG Chairs																
5.4	<p>Dr So Ping Lam briefed the meeting that the following three chapters had requested for bank accounts to be opened and operated under their names:</p> <ol style="list-style-type: none"> a. Magnetics Chapter b. Computational Intelligence Chapter c. Engineering in Medicine and Biology Chapter <p>The Section approved the request to open these accounts.</p> <p>Dr Louis Phee So Lay requested for consideration to be given to Robotics and Automation Chapter to have a US\$ chapter account. The Section agreed to their request.</p> <p><i>Post meeting notes: The Robotics and Automation chapter reverted that the US\$ Chapter Account would not be needed after they had deliberated at the chapter committee.</i></p>	<p>Dr Piramanayagam</p> <p>Dr Tan Kay Chen Dr Chunru Wan</p> <p>Dr Louis Phee</p>																
5.5	<p>Dr So reported the status of the no. of bank accounts:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Section Account with DBS</td> <td style="text-align: right;">1</td> </tr> <tr> <td>Section Account with OCBC</td> <td style="text-align: right;">1</td> </tr> <tr> <td>Chapter Accounts with DBS</td> <td style="text-align: right;">17</td> </tr> <tr> <td>Conference Accounts with DBS</td> <td style="text-align: right;">10</td> </tr> <tr> <td>Conference Accounts with OCBC</td> <td style="text-align: right;">17</td> </tr> <tr> <td></td> <td style="text-align: right;">-----</td> </tr> <tr> <td></td> <td style="text-align: right;">46</td> </tr> <tr> <td></td> <td style="text-align: right;">=====</td> </tr> </table>	Section Account with DBS	1	Section Account with OCBC	1	Chapter Accounts with DBS	17	Conference Accounts with DBS	10	Conference Accounts with OCBC	17		-----		46		=====	
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In reply to a query on the monthly bank charge of \$15, Dr So mentioned that the bank charge would be waived so long as our number of accounts with DBS does not exceed 30 and the total balance in all accounts adds up to a minimum of \$600,000 at all times.

Dr Chen Shiun of Power Engineering Chapter raised the problem that the \$30 audit fee is always being debited from their account by DBS program by default. He requested the Section Treasurer to look into this problem.

Dr So Ping Lam

5.6 Dr So Ping Lam reported the status of the conference accounts with DBS:

1	IEEE Powercon 2004	Closing in progress
2	IEEE Workshop on Bio Circuits & Systems 2004	Closing in progress
3	IEEE ICFPT 2005	Closing in progress
4	IPEC 2005	Closing in progress
5	IEEE PEDS 2005	
6	IEEE CET 2006	
7	IEEE Oceans Asia 2006	Account audit in progress
8	IEEE ICIEA 2006	Account audit in progress
9	IEEE CIS/RAM 2006	
10	IEEE ICMIT 2006	Account audit in progress

5.7 Dr So Ping Lam reported the status of the conference accounts with OCBC:

1	IEEE IPFA 2006	Account audit in progress
2	IEEE INDIN 2006	
3	IEEE ICON 2006	
4	IEEE IWDTV 2006	
5	IEEE IWDTV 2006 US\$	
6	IEEE CIS/RAM 2006 US\$	
7	IEEE ICCS 2006	
8	IEEE APCCAS 2006	
9	IEEE EPTC 2006	
10	IEEE ICIEA 2007	
11	IEEE ICCA 2007	
12	IEEE CEC 2007	
13	ISIC 2007	
14	ICUWB 2007	

	15	IEEE MSC 2007		
	16	IPEC 2007		
	17	IEEE IEEM 2007	Opening of account in progress	
6	Memberships/Professional Development Chairs Report			
6.1	<p>Mr Eric Chen presented a plan of activities for 2007</p> <ul style="list-style-type: none"> • Greater collaboration activities with industries such as Motorola, National Instruments, Philips, etc • More social and technical activities for members and non-members • Lookout of new benefits for members • More support to the affinity groups (GOLD & WIE) • Work closely with student branches <p>The goals for 2007 were:</p> <ol style="list-style-type: none"> 1. Retain existing members and recruit new members 2. Elevation in the number of senior members. <p>Dr Goel informed members that statistically 40% of IEEE members were not associated with any society. This would be an area for the Memberships/Professional Chairs to explore for recruitment. Also, the UNSW Asia campus will be up soon and we should try to recruit members from there / open a student branch there.</p>			Mr Eric Chen Dr Lie TT Dr Sabu
7	E-communication Chair Report			
7.1	<p>Dr Don Mahinda Vilathgamuwa reported that two broadcasts were carried out per month – one at the beginning (1st of each month) and another in the middle of the month (16th of each month). Chapter/AG Chairs were requested to send information to be broadcasted via email to Dr Vilathgamuwa three days before the date of broadcast. Job vacancies could also be broadcasted after approval from the Memberships/Professional/Educational Activities Chairs.</p> <p>He also pointed out that the list of conferences announced on the Section web page could be linked to the web-sites of the chapters sponsoring the respective conference. He requested the owners of conferences to provide him their website addresses.</p>			Chapter Chairs
8	Affinity Group Coordinator Report			
8.1	<p>Dr Tseng King Jet informed the committee that Affinity Groups are to be treated in status as equivalent to Chapters. The governance of Affinity Groups was provided under Section 9 of the RAB. The guideline that governed a Chapter should also be followed for Affinity Groups. Hence, Affinity Groups should be included in the AGM Election.</p>			

8.2	Dr Tseng King Jet mentioned that the SAMIEEE database could not be accessed yet. This has temporarily impeded the study and evaluation of how best to increase membership for the Affinity Groups.	
8.3	Dr Tseng King Jet reported that R10 had sent out the call for a joint congress in 2008. He advised that GOLD and WIE can contribute together towards this joint effort.	
9	Awards and Recognition Chair Report	
9.1	Dr Tseng reported, on behalf of Dr Tan Cher Ming, that the objective of the best chapter award is to recognize the volunteers' effort from among the chapters of the IEEE Singapore Section.	
10	Student Activities Chair Report	
10.1	<p>Dr Sabu Emmanuel briefed the committee on the upcoming activities organized for the students :</p> <ol style="list-style-type: none"> a. The Region 10 Website contest 2007 – Target participants will be student branches in Asia Pacific. <ul style="list-style-type: none"> • At stage 1, each region holds its own regional website contest. • At stage 2, all regions including Region 10 submit the top entry to all the 2007 IEEE Student Branch Web Site Contest • The deadline for submission is 10 Mar 07 • Request for participation form from interested student branch by 15 Feb 2007. b. Exhibition: NI Days Singapore <ul style="list-style-type: none"> • Venue: Biopolis Matrix Building, 2 Feb 07 • IEEE Singapore Section has been allocated an exhibition booth c. R10 Student Congress 2008 <ul style="list-style-type: none"> • A call has been issued to form an organizing team for the event • Proposal deadline is 15 Mar 07 d. Rocket Competition – Target participants are JC, Poly and University students. <ul style="list-style-type: none"> • Venue: SRC Field 2, NUS, • Date: 7 Feb & 8 Feb 07 • Time: 10am to 5pm • Expenditure \$2850. Chapters can consider to sponsor this event. <p>The expenditure breakdown is as follows:</p> 	

	<table border="1"> <thead> <tr> <th>Sponsorship Package</th> <th>Sponsorship Amount</th> </tr> </thead> <tbody> <tr> <td>Platinum Sponsor</td> <td>\$1000 or attractive prizes worth the same for winners</td> </tr> <tr> <td>Golden Sponsor</td> <td>\$500 or goodies/t-shirts worth the same amount</td> </tr> <tr> <td>Silver Sponsor</td> <td>\$300</td> </tr> </tbody> </table> <p>The Singapore Section has a budget of \$1500 to support Student Activities but this is not sufficient. Chapters are encouraged to contribute to support students' activities. Dr Sabu Emmanuel would be circulating a list of items for which chapter sponsorship are required. He will also contact R10 SAC.</p>	Sponsorship Package	Sponsorship Amount	Platinum Sponsor	\$1000 or attractive prizes worth the same for winners	Golden Sponsor	\$500 or goodies/t-shirts worth the same amount	Silver Sponsor	\$300	Chapter/AG chairs Dr Sabu Emmanuel
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11	Chapter and Affinity Groups Report									
11.1	The committee noted the various plans proposed by Chapters and Affinity Groups for the year 2007. A copy would be made available on request.									
12	Any Other Business									
12.1	Dr Venugopalan Pallayil mentioned that there were some bags left from their conference and would like to give them away. It was proposed that he bring them at the next General Committee Meeting to give them away.									
12.2	There being no other business the meeting was adjourned at 9pm.									
12.3	Minutes prepared by: Ms Chee Tock Cheng, Secretariat Vetted by: Dr Lalit Kumar Goel, Section Chair Dr Rajnish Gupta, Section Secretary									