

**MINUTES OF THE IEEE ASIA-PACIFIC REGION (REGION 10)
EXECUTIVE COMMITTEE MEETING**

9:00 am to 6:00 pm, Saturday, January 6, 2001
Rose Suite (Level 22), The Pan Pacific Hotel, Singapore.

Present:

Director	Teck-Seng Low
Secretary	Eng-Fong Chor
Treasurer	Seeram Ramakrishna
Membership Development Comm. Chair	Hiromasa Haneda
Student Activities Comm. Chair	Marzuki B. Khalid
Regional Comm. Awards Chair	Yat-Wing Liu
Regional Chapter Coordinator & Section/Chapter Coordinator	Seiichi Takeuchi
Regional Conference Coordinator	Janina Mazierska
Electronic Communications Coordinator	Lawrence Wong
Strategic Planning Coordinator & Recognition Education Program Coordinator	H.P. Khincha
Technical Activities Coordinator	Prahlad Vadakkep
Regional Gold Program Representative	A. Anoop

By Invitation:

IEEE APO Management Staff	Fanny Su
Past Regional Conference Coordinator	Wahidin Wahab
Past Recognition Education Program Coordinator	Xiaoxin Zhou

Apologies:

Director-elect	Jung Uck Seo
Past-Director	Takuo Sugano
Education Activities Chair	Akinori Nishihara
Newsletter Editor	Loreen A. Ozolin

1. Call to order

The Region 10 Executive Committee (ExCom) Meeting was held from 9:00 am to 6.00 pm on Saturday, January 6, 2001 at Rose Suite (Level 22), The Pan Pacific Hotel, Singapore. The Director called the meeting to order at 9:00 am.

2. Roll Call and Welcome

Director Teck-Seng Low welcomed members to the meeting and briefed that

Director-elect	Jung Uck Seo
Past-Director	Takuo Sugano
Education Activities Chair	Akinori Nishihara
Newsletter Editor	Loreen A. Ozolins

could not be present for this meeting owing to their schedule conflict and/or other reasons.

3. Review and Adoption of Agenda

The following agenda was adopted by the Meeting.

IEEE Region 10 Executive Committee Meeting
9.00am to 6.00pm, January 6, 2001 (Saturday)
Rose Suite (Level 22), The Pan Pacific Hotel, Singapore.

Agenda:

1.	Call to order	0900hr	Low
2.	Roll Call and Welcome	0905hr	Low
3.	Review and Adoption of Agenda	0930hr	Low
4.	Opening Remarks by Director Low	0940hr	Low
5.	Budget Development Process	1000hr	Seeram
	Coffee/Tea break	1020hr	
6.	Presentation of Plans & Budgets		
	(a) Membership Development Committee Chair	1040hr	Haneda
	(b) Student Activities Committee Chair	1100hr	Marzuki
	(c) Education Activities Committee Chair	1120hr	Nishihara
	(d) Newsletter Editor	1140hr	Ozolins
	(e) Regional Committee Awards Chair	1200hr	Liu
	(f) Regional Chapter Coordinator & Section/Chapter Coordinator	1220hr	Takeuchi
	Lunch	1240hr	
	(g) Regional Conference Coordinator	1400hr	Mazierska

(h) Electronic Communications Coordinator	1420hr	Wong
(i) Strategic Planning Coordinator	1440hr	Khincha
(j) Recognition Education Program Coordinator	1500hr	Khincha
(k) Regional GOLD Program Representative	1520hr	Anoop
7. Open Discussion	1540hr	
Coffee/Tea Break	1610hr	
8. Budget Region 10 Meeting in 2001	1630hr	Seeram
9. Discussion on Budget	1650hr	
10. AOB	1710hr	
11. Closing Remarks	1740hr	Low
12. Dinner	1930hr	

4. Opening Remarks by Director Low

Director Low shared his vision for Region 10 with members:

To be a vibrant and effective Region.

Providing value to our members and the engineering community.

Enhancing the connectivity and linkages for our members.

He also briefed the meeting on the organization and management of the Region:

- Electronic means and the Region 10 web page are keys to effective communications.
- Close communications are required for effective dissemination of information and effective management.
- The following meetings have been planned:
 - ExCom 6 January 2001 Singapore
 - Region 10 Meeting 6-7 April 2001 Singapore
 - ExCom Nov/Dec 2001 HK or Australia (tentative)
 - Region 10 Meeting 5-6 April 2001 Bangkok (tentative)
 - Region 10 Meeting with SC2002 Washington D.C.
- Meeting planning and agenda development - by Director, Secretary, Treasurer and Ozolins.
- Training will be planned for Region Meetings
- Development of a Region 10 Operations Manual – by Ozolins and Fanny Su.
- Financial Planning – IEEE is moving towards Concentration Banking – Region 10's responsibility and response will be discussed at the Region 10 Meeting in April 2001.
- Leadership and responsibilities – there is the need to seek out our new able IEEE leaders, getting them involved at Regional level early and introducing them to corporate IEEE – new blood for 2002 (?).

Director Low highlighted the following key activities that he hoped Region 10 could bring to realisation.

- EAC – to have a close working relationship with EAB and societies.
- SAC – to revive activities and to work with MDC and GOLD.

- NEWSLETTERS – to revive electronically and to provide subsidy to sections for printing.
- TRAINING – to be planned for Region 10 Meetings.
- MDC - to develop a plan and policy for India/China and the poorer regions in Asia.
- TECHNICAL ACTIVITIES – to explore new ideas and Technical Activities Coordinator Prahlad has been recruited. Strategic Planning Coordinator Khincha has been requested to prepare a plan for presentation at the Section Congress in 2002.

(Action by Khincha)

Director Low also encouraged members

- to establish contact with their counter parts at the Board/Society level for effective activities planning.
- to form committees, both to tap new ideas and to seek our new IEEE leaders. The committees are preferably of virtual nature as it would not be cost effective to have many physical committee meetings.

Lastly, Director Low stressed that Region 10 must have a strategic plan. Also, we need to organise ourselves well such that the good organisation of Region 10 can be self-propagating.

5. Budget Development Process

Proposed Region 10 budget for 2001 approved at the last Region 10 Meeting, Langkawi, Malaysia was presented by Treasurer Seeram.

Meeting was informed that a concentration banking account in US has been set up for Region 10.

Treasurer Seeram was requested to explore with IEEE HQ the possibility of using electronic transfer, instead of issuing check, for the purpose of fund transfer to the Region. This will save time and processing cost (postage, clearing fee, commission, etc). The meeting was informed that this is possible with reimbursement on a request basis.

(Action by Seeram)

It was noted that the annual income for the Region did not vary much for the last few years and was not within our control. On the other hand, expenses were within our control and Director Low emphasized that we need to plan our expenses well. It was also noted that a fair amount of surplus had been accumulated in past years.

Based on the proposed budget for 2001, Region planned activities would be discussed and budget would be updated during this meeting for final approval at the Region 10 Meeting in April 2001.

6. Presentation of Plans & Budgets

(a) Electronic Communications Coordinator

- Workplan 2001 and budget were presented by Wong.
 - The main concern anticipated is the maintenance of the Events Calendar System.
 - A Section Chairs/Representatives email distribution list is available and will be updated.
 - A Student Section email distribution list will be set up.
- (Action by Wong)**
- A total budget of US\$3,000 was approved.

(b) Membership Development Committee (MDC) Chair

- 2000 summary, 2001 workplan, 2001 budget and deliverables were presented by Haneda.
- Goals are:
 - 15% membership growth,
 - 20 new Student Branches,
 - 15 Senior Member upgrades,
 - Member upgrade from Associate Member,
 - 5 new GOLD Committees, and
 - 2 new Affinity Groups (e.g., Women in Engineering).
- Deliverables are:
 - More stress on quality shift from quantity in terms of membership grade distribution toward higher retention in Region 10.
 - Upgrade shift of Associate Members to Members.
 - Increase Senior Members by upgrade Members who are potential leaders in future.
 - Publicize advantages programs and services of IEEE to administrators of Sections/Chapters/Subsections within Region 10.
- A total budget of US\$14,000 was approved.

(c) Student Activities Committee (SAC) Chair

- Major activities, budget, problems and deliverables were presented by Marzurki.
- It was noted that many activities exist for the participation by students. Such information is available on the IEEE web site.
- It was emphasized that budget requested should be for core activities, and not for ad-hoc activities.
- The meeting approved a travel budget of up to US\$1000 for winner of Region 10 Postgraduate Student Paper contest to attend TENCON.
- Concerns were raised on the cost effectiveness in sending student leaders to RSAC Meeting.
- The meeting was informed that a SAC committee has been formed.
- Deliverables are:
 - At least 1 new student branch.
 - Organise an Annual Student Conference similar to SCOReD 2001.
 - Create inter-regional Student Branch Activity (at least once a year) through emails.
 - Provide awareness to Student Branches to have own websites. Student Branch web sites will be linked to SAC web site.
 - Provide a Student Activities Calendar of Events on Region 10 SAC web site.
 - Retention of Student Membership.

- Four names were nominated for Regional Student Representative (RSR). Ms Helene Hoi-Ying Fung, from the University of Western Australia, will be appointed as RSR.

(Action by Mazurki)

- A total budget of US\$13,000 was approved.

(d) Education Activities Committee Chair

- Reported was submitted by Nishihara, who was not able to attend this meeting owing to conflict of schedule.
- Activities and deliverables will be finalised by Director Low and Nishihara.
- A budget of US\$18,500 has been requested and will be finalised by Treasurer Seeram and Nishihara.

(e) Newsletter Editor

- Plan, goals and budget were presented by Chor and Fanny on behalf of Ozolins, who was not able to attend this meeting owing to conflict of schedule.
- Goals are:
 - to publish a minimum of 4 (aim is 6) electronic newsletters in 2001 with the first issue planned for release at the end of January 2001.
 - To establish and publish the Region 10 Operations Manual by end-August 2001.
- The proposed format of the electronic newsletter was presented and approved.
- The meeting was informed that an Editorial Committee for the newsletter had been formed.
- The Region 10 Operation Manual is intended to capture the hard earned knowledge of past ExCom members, particular that on the day to day workings of the Region, and to reduce reinventing the wheel. The Region 10 Operation Manual will outline the key components for managing Region 10 and will compliment the IEEE HQ Operations Manual.
- The proposed Region 10 Operations Manual sections were presented and approved.
- The meeting was informed that an Editorial Committee for the newsletter had been formed.
- Ozolins has been requested to link up with the Editor of The Institute. It was felt that the IEEE HQ publication could be engaged effectively to publicize Region 10 activities and to dissemination information to our members. Such publicity could also increase visibility of the Region.

(action by Ozolins)

- A budget of US\$500 has been requested to subsidize the printing of paper versions of the Newsletters and/or Operations Manual for Sections/Chapters/Subsections that lack internet access.

(f) Regional Committee Awards (RCA) Chair

- Plan, deliverables and budget were presented by Liu.
- The Outstanding Volunteer Award (started in 1995) and the Best Award (started in 1999) will be continued.
- The connection between Region 10 and HQ in Award Programs will be strengthened.

- RCA to map its effort to that of HQ.
- Advisory on nominations for HQ Awards will be provided to Sections/ Chapters/Subsections - in the form of a template.
- RCA will promote and coordinate nominations to HQ Awards from Region 10.
- Sections/Chapters/Subsections of Region 10 will be encouraged to set up awards.
- A Region Award Committee for presentation at Region 10 Meeting in April 2001.

(Action by Liu)

- A total budget of US\$5,000 has been approved.
- Director Low informed the meeting he is in discussion with the Institute for Engineers, Singapore (IES) to set up a national award.

(g) Regional Conference Coordinator (RCC)

- Plan and budget were presented by Mazierska.
- Planned activities are:
 - to assist conference organizers in Region 10 by providing information and contacts.
 - to clear financial reporting for previous TENCONs (1999-Seuol, 2000-Malaysia) and seed money given to Queensland Section.
 - to choose a site for TENCON 2003.
 - to liaise with organizers of TENCON 2001 (Singapore) and TENCON 2002 (Beijing) to sign agreements.
 - to invite proposals for TENCON 2004 and 2005.
- Director Low informed the meeting that a new committee under TAB, Technical Meeting Development Committee (TMDC), has been formed to bring technical conferences to regions. In view of this, Region 10 will not organise technical conferences.
- Sections/Chapters/Subsections can propose new conferences and submit to Region 10 for support. All requests for support must go through the RCC and will be considered at Region 10 ExCom Meeting.
- A total budget of \$1,000 was approved.

(h) Regional Chapter Coordinator & Section/Chapter Coordinator

- Goals and budget were presented by Takeuchi.
- Coordinator will proceed with the activities planned. In addition, the following will be undertaken:
 - to form a committee to coordinate activities.
 - to have more activities via working with HQ, TAB, RAB, etc
 - to link people with common interest, e.g., nanotechnologies and robotics, through the formation of mini-colloquies.
- A total budget of US\$6,000 was approved.

(i) Strategic Planning Coordinator

- Plan and budget were presented by Khincha.
- Director Low commented that the document submitted by Khincha provide a guide for Region 10 to move forward. A strategic plan for Region 10 will be formulated, with inputs from Committee Chairs and Coordinators, for presentation at the Region 10 Meeting in April 2001 as an information item.

This will be further discussed, refined and possibly finalized at the next ExCom Meeting in December 2001.

(Action by Khincha)

(j) Recognition Education Program (REP) Coordinator

- Plan and budget were presented by Khincha.
- Director Low commented that this is an established program and requested Khincha to work with Zhou xiaoxin to formulate a plan for India and PRC.

(Action by Khincha)

- A total budget of US\$1,000 was approved for both Strategic Planning and (REP).

(k) Regional GOLD Program Representative

- Review of activities in 2000, plan and deliverables for 2001 and budget were presented by Anoop.
- Deliverables are:
 - to increase GOLD awareness.
 - to help form new GOLD groups.
- Anoop was advised to form a nucleus group to plan and coordinate GOLD activities in Region 10. Such a group should help to raise GOLD awareness and the effort could be self propagate.

(Action by Anoop)

- A total budget of US\$4,000 was approved (US\$2000 for the purchase of GOLD kits and materials to support activities, US\$1500 for the travel of Coordinator to Professional Development Conference and US\$500 for operations).

7. Budget Region 10 Meeting in 2001

After consolidation, the Region 10 budget for 2001 was developed, as follows -

	2000 Finance as of December 31 (tentative) - in USD			Budget Approved in ExCom Meeting (6 Jan 2001)
	Akinori Nishihara			Seeram Ramakrishna
INCOME	1999 Actual	2000 Budget	2000 Actual	2001 Budget (USD)
Regional Allocation	\$79,500.00	\$79,500.00	\$79,500.00	\$79,500
Regional Assessment	\$132,768.72	\$120,000.00	\$112,498.48	\$130,000
Section Support via Region	\$4,125.00	\$4,125.00	\$4,125.00	\$4,125
Region 10 Conference Return	\$0.00	\$5,000.00	\$4,000.00	\$5,000
Interest	\$5,868.35	\$5,000.00	\$4,894.63	\$5,000
Other Income	\$0.00	\$0.00	\$0.00	
Section Congress subsidy from HQ	\$48,012.45			
Total Income	\$270,274.52	\$213,625.00	\$205,018.11	\$223,625.00

EXPENDITURE	1999 Actual	2000 Budget	2000 Actual	2001 Budget (USD)
ExCom Meeting	(\$21,834.45)	(\$25,000.00)	(\$13,128.01)	(\$15,000)
Regional Meeting	(\$73,223.02)	(\$80,000.00)	(\$66,651.09)	(\$90,000)
Sections Congress	(\$107,117.97)	\$0.00	\$0.00	\$0.00
Newsletter	\$0.00	(\$3,600.00)	\$0.00	(\$500)
Region 10 Conference	(\$7,475.00)	(\$5,000.00)	\$0.00	(\$5,000)
Educational Activities Committee	(\$2,478.00)	(\$7,000.00)	\$0.00	(\$18,500)
Student Activities Committee	(\$3,503.36)	(\$10,000.00)	(\$3,927.50)	(\$13,000)
Awards	(\$635.00)	(\$5,200.00)	(\$2,460.53)	(\$5,000)

Membership Development Committee	(\$1,155.03)	(\$17,000.00)	(\$11,929.00)	(\$14,000)
Regional Conference Coordination	(\$520.10)	(\$2,000.00)	(\$889.15)	(\$1,000)
Electronic Comm Coordinator	(\$2,050.00)	(\$3,000.00)	\$0.00	(\$3,000)
Sec/Chapter Coordination & Regional Chapter Coordinator	\$0.00	(\$1,500.00)	\$0.00	(\$6,000)
Regional Strategic Planning	\$0.00	(\$5,000.00)	(\$4,956.42)	
Section Support via Region	\$0.00	(\$5,000.00)	\$0.00	(\$1,000)
Strategic Project & Miscellaneous*	(\$4,125.00)	(\$4,125.00)	(\$4,125.00)	(\$4,125)
	(\$10,515.00)	(\$40,000.00)	(\$3,000.00)	(\$16,000)
Gold Activities	\$0.00	\$0.00	\$0.00	(\$4,000)
Regional Office	(\$1,552.19)	(\$16,500.00)	(\$12,799.08)	(\$10,000)
Miscellaneous*	\$0.00	\$0.00	(\$3,847.27)	\$0.00
Section Congress Reserve	\$0.00	(\$20,000.00)	(\$20,000.00)	(\$20,000)
Region 10 Reserve	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenditure	(\$236,184.12)	(\$249,925.00)	(\$147,713.05)	(\$226,125.00)
SUMMARY				
Balance B/F	\$163,581.25	\$237,671.65	\$237,671.65	\$294,976.71
Total Income	\$270,274.52	\$213,625.00	\$205,018.11	\$223,625.00
Section Congress Reserve	\$40,000.00	\$0.00	\$0.00	\$0.00
Total Expenditure	(\$236,184.12)	(\$249,925.00)	(\$147,713.05)	(\$226,125.00)
Grand Total Summary				
Balance Carry Forward	\$237,671.65	\$201,371.65	\$294,976.71	\$292,476.71

R10 Reserve	\$80,000.00	\$80,000.00	\$80,000.00	\$80,000.00
Section Congress Reserve	\$0.00	\$20,000.00	\$20,000.00	\$40,000.00
Grand Total Carry Forward	\$317,671.65	\$301,371.65	\$394,976.71	\$412,476.71

8. Discussion on Budget

Treasurer has been requested to explore with HQ on the possibility for the Region to hold petty cash for the daily running expanses.

(Action by Seeram)

9. Closing Remarks

Director Low closed the meeting by requesting Committee Chairs and Coordinators to firm up their plans, given the approved budget.

Meeting closed at 5.10 pm.

Recorded by Secretary, EF Chor.