

**MINUTES OF THE IEEE ASIA_PACIFIC REGION (REGION 10)
EXECUTIVE COMMITTEE MEETING**

Date: January 26, 2003

Venue: Pearl Room, 3rd Floor

Lotte Hotel Seoul-Jamsil, Seoul KOREA

Present :

Director	Jung-Uck Seo
Past-Director	Teck-Seng Low
Director-elect	Seiichi Takeuchi
Secretary	Yong-Jin Park
Treasure	Dae-Young Kim
Membership Development Comm. Chair	Hiromasa Haneda
Student Activities Comm. Chair	Marzuki Bin Khalid
Educational Activities Comm. Chair & Recognized Education Program Coordinator	Akinori Nishihara
Regional Award Chair	Y.W Liu
Section/Chapter Coordinator & Strategic Planning Coordinator	Lawrence Wong
Electronic Communication Coordinator	Kae Dal Kwack
Regional GOLD Coordinator	Tuptim Ankaew
Newsletter Editor	Harry McDonald
Regional Chapter Coordinator	Miki Yamamoto
Technical Activities Coordinator	Tee-Hiang Cheng

By Invitation:

IEEE APO Management Staff	Fanny Su
Student Representative	Darrel Chong

Apologies:

Regional Conference Coordinator	Janina Mazierska
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1. Roll Call

Yong-Jin Park called to order at 8.30a.m and introduced 2003-2004 EXCOM members.

2. Welcome and Introductions

Jung Uck Seo welcomed EXCOM members and Region 10 Director-Elect, Seiichi Takeuchi to the Meet.

3. Review of Program and Agenda

The following Program and meeting agenda was approved:

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0830 - 0840	Roll Call	YJ Park/Fanny Su
0840 - 0850	Welcome and Introductions	JU Seo
0850 - 0900	Review of Program and Agenda	JU Seo
0900 - 0930	Status of Operations Manual	Fanny Su
	Status of Nomination and Appointment Committee	H. Haneda
0930 - 1030	Review of Planning of IEEE Region 10 in 2003 (refer to footnote)	
	Financials: DY Kim	
	Regional Awards Chair: Y.W. Liu	
	Section/Chapter Coordinator: L.W.C. Wong	
1030 - 1050	Break	
1050 - 1210	Educational Activities Comm. Chair: A. Nishihara	
	Electronic Communication Coordinator: Kae Dal Kwack	
	GOLD Coordinator: Tuptim Angkaew	
	Membership Development Comm. Chair: H. Haneda	
1210 - 1330	Lunch	
1330 - 1450	Technical Activities Coordinator: Tee Hiang Cheng	
	Recognized Education Program Coordinator: A. Nishihara	
	Newsletter Editor: Harry McDonald	
	Regional Chapter Coordinator: M. Yamamoto	
1450 - 1510	Break	
1510 - 1610	Regional Conference Coordinator: J. Mazierska	
	Student Activities Comm. Chair: M.B. Khalid	
	Strategic Planning Coordinator: L.W.C. Wong	
1610 - 1630	Any other businesses , Adjournment	

4. Status of Operations Manual

Fanny reported on the status. Operations Manual is in phase 4 and being reviewed with the help of RAD (Dan Toland) and Fanny. Dan did not come back with the review comments in time for this EXCOM meet but expect to receive shortly. [*Action: Dan Toland*]

Will have the contributions for the Operations Manual posted on the website within the next 2 weeks for everyone to review before Region 10 Meet. It is a living document and suggestions and recommendations are welcomed.

5. Status of Nomination and Appointment Committee (N&AC)

Hiromasa Haneda reported on the N&A Committee findings. Any changes to the Region 10 By-laws must have a 2/3 majority vote at Region 10 Meet. Notification must be 20 days before the Region 10 Meet where the votes are to take place.

Since Khincha is no longer in the EXCOM, Seiichi Takeuchi volunteers to be included in the committee besides Hiromasa Haneda and Harry McDonald. The committee will discuss and take it to further action at the Region 10 Meet. [*Action: S Takeuchi, H Haneda & H McDonald*]

6. Financials

Dae Young Kim requests that all committees stay within the approved allocated budget for 2003.

7. Awards Chair

YW Liu proposed that there be more Outstanding Volunteer Awards (instead of current 5) but need to strike a balance lest they should lose their value. YW will form an Award committee with Low Teck Seng, Jung Uck Seo and Harry McDonald to further review. Seiichi Takeuchi suggests building a database on the Awards to see the trend.

[Action: YW, TS Low, JU Seo & H McDonald]

8. Section/Chapter Coordinator (SCC)

Lawrence Wong expressed a need to differentiate the roles between the Section/Chapter Coordinator and the Regional Chapter Coordinator for the R10 Operations manual. Miki Yamamoto and Lawrence Wong should work out their respective roles. Due to many Section and Chapters in this Region, there's a need to promote good governance and consistencies, share best Section/Chapter practices and bring about better information flow. There is also a need for Section/Chapters, Chapters and Technical Activities to work closely together.

9. Educational Activities Committee Chair (EAC)

Akinori Nishihara expressed concern that EAC is not a committee and is not defined in the Bylaw. During the discussion, it was determined that it is the privilege of EAC to form his committee.

10. Electronic Communication Coordinator (ECC)

Lawrence was co-opted as co-chair for ECC to assist Kae Dal Kwack. Lawrence would manage the Section indexes and Miki the Chapter indexes. There was suggestion for a competition to select best Section homepages, as well as link to regional conferences. Due to connection capability in some countries, it was also suggested that the R10 homepage should have a feature to disable pictures capability.

11. GOLD Coordinator

Tuptim Angkaew suggested a GOLD congress and proposes to start it only next year. However, there was concern whether Region would be able to support. Suggestion was given to start more GOLD affinity groups in more established Sections, e.g Thailand, Singapore, Korea, Japan, etc.

12. Membership Development Committee Chair (MDC)

Hiromasa Haneda expressed that student retention rate is still a problem and a challenge. MDC will also focus on SM upgrades and conversion of associate to full members, and on higher retention of students and active student branches rather than student membership.

Discussion on the R10 subsidies to Student branch subsidies and if it reaches the Student Branches it was intended for through the Sections. Darrel Chong will document a money flow process of this subsidy and report to R10

Director. The issue of R10 subsidy to newly formed Student Branches was also discussed if it served its purpose to keep the Student Branches active. These R10 subsidies will be further discussed and reviewed.

[Action: Darrel Chong]

13. Student Activities Committee Chair (SAC)

Marzuki Bin Khalid will appoint the SAC committee from the list of delegates coming to Region 10 Meet in Penang. SAC committee will hold a meet a day before Region 10 Meet.

[Action: Marzuki bin Khalid]

Marzuki Bin Khalid highlighted a concern that more than 60 Student Branches are in the delinquent list. A delinquent Student Branch (SB) is one that has less than 10 active members and has been inactive for past 3 years.

GOLD Coordinator and Regional Student Representative will work together to increase retention rate. Mission has to be passed down to Section Chair to maintain the SBs. IEEE regulations have been amended to reflect SBs belong to Sections. Section Chairs have responsibility to keep SBs active. Make Section Chairs responsible to close down these inactive SBs.

Hirromasa Haneda and Marzuki Bin Khalid will review on R10 subsidy to Student Branches and will be resolved at Penang..

[Action: H Haneda & MB Khalid]

R10 will not give Student Travel grants to attend conferences. These grants should be responsibility of their respective universities.

Marzuki Bin Khalid to work with Janina Mazierska will fund proposed Student CONTEST through conference profits.

[Action: MB Khalid & J Mazierska]

14. Technical Activities Coordinator

Societies have their own Distinguished Lecture Program. Should utilize this first before using Region 10 funds. Suggested to take advantage of speakers from this region to minimize travel expense, and to find funding from various sources. Find volunteers whose companies may pay for their expenses to give lectures in the region. Compile list of experts from this region, and extend invitation to them. Activity should be autonomous, i.e should be self-funding or generate surplus. Another option will be remote lecture/seminar, using video conferencing.

If required, R10 can use Director's-discretionary budget to fund the special project with seed money. But the money used should be for long range program which will provide returns.

Akinori Nishihara and Tuptim Angkaew will help in Cheng Tee Hiang's committee.

15. Recognized Education Program Coordinator

Nishihara does not need budget except for telephone bills. The challenges are in India and China to update the REP list. Suggestion to Co-op volunteers from these countries to help with REP list.

16. Newsletter Editor

Harry McDonald completed a late issue of a 2002 Newsletter and this has been posted on the IEEE home page. The target is 4 issues for 2003 and contributions and assistance from EXCOM and Council/Section chairs is still desperately needed. The first deadline is 7th Feb 2003. Other assistance is still required with editorial, proofreading and article style. R10 SR D Chong will seek assistance from his contacts in Singapore. Other important messages from other IEEE Web sites will be reused where they add value. Some effort will be expended encouraging sections to use IEEE newsletters to better serve members. If finances are an obstacle in achieving this then they will be steered towards SSVR funds(Section Support Via Region).

17. Regional Chapter Coordinator

Miki Yamamoto plans to work with TH Cheng, to improve on the DLT program.

Lawrence Wong suggested that Section/Chapter Coordinator should focus on the governance as Section/Chapter Coordinator and Regional Chapter Coordinator focus on the Activities.

Lawrence Wong will focus on business models, best practices and synergies as Section/Chapter Coordinator, and Miki Yamamoto will encourage activities.

18. Strategic Planning Coordinator

Lawrence will look at the executive summary of Strategic planning and take to next level.

[Action: L Wong]

19. Regional Conference Coordinator

Fanny read the report submitted by Janina Mazierska. Suggestion from the floor that she gathers feedback/evaluations on past conferences so that they can improve on future ones, and to take an overview of all IEEE Region 10 conferences.

20. Adjournment

Meeting adjourned at 4.30pm

Recorded by Secretary, Yong-Jin Park

