IEEE Region 10 EXCOM Meeting 2007
Report

Date: January 5, 2007
Venue: Novotel Langley Hotel, Perth, Australia

0900 – 0905	**Welcome** Janina, the new R10 Director 2007-2008, welcomed everybody to this Ex-Com Meeting and officially started the meeting.	J. Mazierska
0905 – 0935	**Roll Call and Introductions** Marzuki did the roll call. Only 4 Ex-Com and Past-Ex-Com were not present. So this meeting has a quorum.	M. Khalid
0935 - 0945	**Review of Program & Agenda** The Program and Agenda for the Ex-Com Meeting was discussed and adopted by the Meeting.	M. Khalid / L. Fung
0945 - 1000	**Address by R10 Director** Janina presented on the Vision for IEEE R10 for 2007. She proposed 3 goals for R10 which are: (1) Region 10 Ex-Com should be very active, well informed, innovative, dedicated and efficient. (2) Increased roles of the R10 at the HQ level. (3) Increased IEEE collaboration with the industry. She summarized her R10 wish list by 2009 which are as follows: (1) increasing our members by 20,000 (2) to have IEEE to operate in one more country in R10 (3) to increase the proportion of volunteers at the HQ level at RAB, TAB, EAB, Standards and Pubs and to increase benefits for R10 members. Graeme Gwilliams supported the idea on the participation of R10 members in IEEE committee at the HQ level. He mentioned that the way committees and meetings were conducted at HQ level are more professionally done. Helene Fung mentioned that she is on the RAB N&A committee this year to support this goal. Y.W. Liu mentioned that 4 new sections have been formed in China in supporting increment of membership in R10. S. Sankaran mentioned that in addition to be	J. Mazierska

visible in the RAB levels, we should also make our presence in the Technical Societies, EAB, Publication Board and others.

S. Takeuchi commented on the China Initiative which had increased memberships there and thank YW Liu for his support over the last 2 years.

T.N. Tan mentioned that the IEEE Beijing Office is already in operation currently.

Marzuki proposed R10 to set up a list of all R10 members who sit as volunteers in various IEEE committees for the benefit of R10 Sections.

J.U. Seo mentioned about scorecards regarding IEEE members' volunteerism in IEEE Committees in the various committees.

Janina mentioned about experimenting to have committees on different portfolios.

R. Hodgson would like to see goals proposed to be quantified to measure the success of our goals.

Graeme mentioned that the initiative must be from the Sections itself in order to see the success of the committees.

1000 - 1015	**IEEE R10 Bylaws and Meeting Rules Training Session**	A. Nishihara

Akinori Nishihara started by presenting the 'rules and bylaws to follow' in IEEE Committees and Meetings. R10 Ops Manual was first started during TS Low's tenure as Director in 2001 and should be reviewed and updated.
For meetings, Robert's rules of order can be followed. "Guidelines for Conduct at Meetings" and Parliamentary rules were also presented to the members.

Fanny Su mentioned that the R10 Ops Manual should be updated by new and outgoing Ex-Com at any time.

Janina requested Akinori to prioritize the Bylaws for the R10 Meeting in KK.

1015 – 1035	**Financials - Treasurer**	T. Minami / H. Gambe

Gambe first reported the R10 2006 budget.

Minami presented a draft budget for Region 10 in 2007.

1035 - 1105	**Coffee Break**

The meeting stopped for a 30-minute coffee break.

1105 - 1120	**Electronic Communications / Newsletter Coordinator**	Zia Ahmed / H. McDonalds / D.Y. Kim

These portfolios have been combined.

H. McDonalds started by presenting achievements done in 2006: 3 newsletters were published and a newsletter network was set up. He also presented some goals for Newsletter committee for R10 in 2007.

DY Kim presented on ECC activities for 2006. He emphasized on top ten things to have on a Section Website. He also presented on how to organize IEEE Internet Web Conferencing.

Zia presented ECC/Newsletter plans for 2007. Submissions deadline of Newsletter articles and target issues to be published are given as follows:

Submissions Deadline	Target Issue Date
12 Feb 07	2 Mar 07
14 May 07	1 Jun 07
13 Aug 07	31 Aug 07
12 Nov 07	23 Nov 07

Members are encouraged to submit articles and news regarding R10 and Sectional activities to Zia Ahmed according to the deadlines for publication.

1120 - 1140	**Educational Activities Coordinator**	N. Mariun / H. P. Khincha

Norman presented the EAB mission and vision and also EAC responsibilities.

He also presented R10 EAC Action plan for 2007.

Robert proposed an accreditation workshop by EAB.

1140 - 1200	**Membership Development Coordinator**	T.N. Tan / S. Sankaran

Prof. Sankaran reported on MDC activities of R10 in 2006. He mentioned that R10 lost 1.1% in HG membership but gained 23.8% in Student Members by Nov 2006.

USD26,359 of R10 membership subsidies have been given to SBs. A total of USD1,500 of MD incentives were given to Sections based on M, SM and S memberships in 2005.
MD requested USD33,000 for 2007.

T.N. Tan presented the roles and responsibilities of MDC and also top-three goals of MDC R10. They are:
(1) to have the highest growth rate of Sections
(2) to have the highest growth rate in terms of SMs and Fellows and
(3) to have the highest growth rate in overall membership.
He also proposed to set up a network of MDC chairs in R10 and to survey of needs of R10 sections, publicity/recruitment tours. Tan also proposed to provide a list of IEEE R10 fellows including their expertise.

1200 - 1210	**Industry Liaison Committee** This is a new portfolio in R10 created by Janina.	Isao Shirakawa

Shirakawa presented visions and activities for Industry Liaison Committee. His visions are:
(1) enhance academia-industry collaboration to perform real-time knowledge-sharing dedicatedly for R & D
(2) develop multiple academia-industry human relationships with joint substantive goals and
(3) create benefits for academia-industry partnership to achieve innovation.
The activities he proposed are:
(1) to establish awards for companies and academia-industry partnership,
(2) to have an IEEE Region 10 Milestone Award for outstanding technical achievement,
(3) to have IEEE Region 10 Academia-Industry Partnership Award for outstanding academia-industry collaboration which has contributed to revolutionary technology progress.

1210 - 1230	**Section-Chapter/Regional Chapter Coordinators** T. Satomi, the past Section-Chapter Support Coordinator, presented a summary of new chapters and sections that were set up in 2006.	T. Satomi/ M. Yamamoto

The two portfolios were combined together and M. Yamamoto has been appointed as the 2007 Coordinator.

M. Yamamoto presented Sections that have

chapters in R10 and proposed each Section has a Section promotion committee. He provided the list of activities for 2007 which are as follows:

(1) Provide useful data for sections and chapters in R10

(2) Provide information for Chapter formation

(3) Encourage all sections to have Chapter Promotion Committee (or Chapter Operation Committee)

(4) Provide member information in each society to each section in R10 (useful for promoting new chapters)

(5) Provide operational information to sections and chapters (especially financial support information)

(6) Provide inactive chapter list to section and encourage to start rejuvenation process

(7) If there is an inactive section (e.g. no report to IEEE HQ), contact section officers and encourage them to activate their section.

1230 – 1330	**Lunch Break**	
	The meeting stopped for lunch.	
1330 - 1350	**Recognized Educational Program Coordinator**	R. Hodgson /
	R. Hodgson, the new REP coordinator, proposed his vision of R10 REP i.e. To extend the range of recognition of the IEEE "recognized program" as a brand and to make it sought after.	J.H. Mun
	He also proposed the following approaches to be taken:	
	(1) To develop a database of programs within the region	
	(2) By some means rank the programs in the categories as Outstanding/world class, Highly respected, Satisfactory, Needs further development in staffing and/or facilities and/or student standards. He also proposed to develop a public database of recognized schools/programs.	
1350 - 1400	**Regional Conference Coordinator**	L. Wong /
	Y.J. Park, the past coordinator, presented the new bids for 2010 TENCON.	Y.J. Park
	L. Wong proposed to have a training session at next R10 Annual Meeting on "TQM in Organizing Conferences".	
1400 – 1415	**Technical Activities Coordinator**	M.M. Shah /
	T.H. Cheng presented the report of TEC for	Cheng T.H.

2006 and also goals for 2007 for M Shah, the new Coordinator.

TEC supported the Workshop held in Kuala Lumpur 2006 for an amount of USD1500. The goals for 2007 are:

(1) to call for the proposals from Sections/ Chapters in the first week of February 2007

(2) to encourage Sections/Chapters to organize collaborative technical activities like workshops and seminars,

(3) to support Students Activities Chair in providing assistance to Technical activities like Workshops/Seminars organized by the Student members.

1415 – 1430	**GOLD Representative**	Y. Ohgoe

Y. Ohgoe presented his vision of R10 GOLD for 2007 which are:

(1) to increase value and worth of IEEE services and programs to young professionals and recent graduates,

(2) to promote and coordinate the establishment, support, and sustainability of GOLD Affinity Groups,

(3) to promote the GOLD program to students; Recruit, develop and nurture volunteers.

He also proposed the following activities for 2007:

(1) To increase the awareness of local GOLD activities by R10 GOLD Website and creating a newsletter for GOLD and WIE

(2) To increase the value of being the GOLD members by organizing local events

(3) To call for organizers for the next GOLD congress 2008.

1430 - 1450	**Students Activities Coordinator / Student Representative**	M. Thomas / M. Khalid / K.Sudoh

Marzuki, the Past SAC Chair, presented the activities of SAC for 2006.

Mini S, Thomas presented her goals for 2007:

(1) to enhance Networking Among Branches

(2) to empower the Branch Counselor

(3) to set up IEEE Alumni Groups, and

(4) to publish a Branch Operations Guide/Newsletter.

1450 - 1515	**Awards and Recognition Committee Chair**	H. Gambe / YW Liu

H. Gambe presented the Awards and Recognition Committee Vision:

(1) to establish greater publicity and prestige,

(2) to promote R10 and HQ Award nominations,

(3) to improve industry communication links and closer tie with sponsors,
(4) to enhance visibility of Award with sister societies,
(5) to offer Joint Award with national societies
(6) to support section anniversary certifications.

An Awards and Recognition Committee was set up comprising of H. Gambe, H, McDonalds, YW Liu and S. Sankaran.

In addition to the 3 current awards in R10, Gambe proposed 4 new awards at the R10 Level:
(1) WIE,
(2) EAC,
(3) Special Projects and
(4) SAC.

He would need to work with the various R10 coordinators for these awards.

1515 - 1530	**Life Member Coordinator** G. Gwilliams presented the benefits of being an IEEE Life Member. He has made a draft on the activities and benefits of IEEE Life Members committee and this will be presented at the R10 Annual Meeting later in March.	G. Gwilliam
1530 – 1550	**Tea Break** The Meeting stopped for tea break for 20 minutes.	
1550 - 1610	**Strategic Planning Coordinator** Lawrence Wong presented the strategic planning session which was done in Chiang Mai in April 2006. M. Evans proposed two ways of organizing Strategic Planning in the form of training at R10 Annual Meeting. Janina proposed to call this portfolio "Leadership Training". Lawrence proposed a half-day "Team-Building Exercise" among Section Chairs at the R10 Annual Meeting. He and Mike will write a proposal.	M. Evans / L. Wong
1610 - 1625	**Women in Engineering Representative** Tuptim presented the plans of her WIE committee for 2007 which are as follows:	T. Angkaew / M. Haseyama

(1) Member Affinity Group Support,
(2) to set up working groups,
(3) to make a database of Role Model of successful women Engineers,
(4) to set up R10-WIE Website for career building,
(5) to set up R10 GOLD/WIE Newsletter for Young Professional Engineers (E- Form),
(6) to promote STAR Program, and
(7) to prepare for 2008 Student/GOLD/WIE Congress.

1625 – 1635	**Special Projects Coordinator** L. Fung presented on R10 new portfolio on "Special Projects". One of the projects is on "History of R10".	L. Fung
1635 – 1645	**By Laws/Ops Manual Coordinator** Nishihara presented the current status of R10 Ops Manual and By Laws and rules for intention to change By Laws.	A. Nishihara
1645 - 1700	**R10 Annual Meeting 2007 Agenda Discussion** Marzuki presented the proposed the draft agenda for the R10 Annual Meeting to be held in Kota Kinabalu, Sabah on 24-25 March 2007. Agenda will be reconfirmed again by Janina.	M. Khalid
1700 - 1710	**Re-confirmation on Financials** Minami presented an updated financial report for 2007 as provided by the Ex-Com members.	T. Minami
1710 - 1735	**Any Other Business** In any other business, Ohgoe proposed the 2008 GOLD Congress to be held jointly by SAC, GOLD and WIE. Mini S. Thomas should publicize and call for proposals for the Joint Congress as soon as possible.	J. Mazierska

Meeting Ends and Adjournment
Janina adjourned the meeting at 1715 and thanked the Excom and also Past Excom members. Special mention to Fanny Su and Serena for their support from IEEE APO.

REPORTED by R10 2007 Secretary
Marzuki Khalid
(9th January 2007)