

Minutes of the 1st Meeting of the IEEE Power Engineering Chapter Committee, Singapore

Date: 01 February 2002, Friday
Time: 6:30 PM
Venue: Ngee Ann Polytechnic NET Restaurant VIP Room

Present:

Dr. Lalit K. Goel (LKG) - Chairman
Dr. Rajnish Gupta (RG)
Dr. M.H. Haque (MHH) - Recording Secretary
Dr. So Ping Lam (SPL)
Dr. Govinda B. Shrestha (GS)
Dr. Chen Shiun (CS)
Mr. Teh Gek Huat (TGH)
Dr. Dipti Srinivasan (DS)
Mr. Ian Butt (IB)

Absent with apologies:

Dr. Deepak Waikar (DW)
Mr. Seow Kang Seng (SKS)
Mr. Sim Wee Meng (SWM)

	Items	Action by
1	Welcome Address by Chairman The Chairman, Dr. Goel, welcomed the committee members to the 1 st committee meeting of 2002. He also thanked the past committee members, especially the past chairman Dr. Shrestha, for their invaluable contributions in 2001.	Information
2	New Committee Members and Duty Allocation	
2.1	The seven elected members of the new committee are: Dr. Lalit K. Goel (Chairman) Dr. Rajnish Gupta (Deputy Chairman) Dr. M.H. Haque (Secretary) Dr. So Ping Lam (Treasurer) Dr. Govinda B. Shrestha (Member) Dr. Chen Shiun (Member) Mr. Teh Gek Huat (Member)	Information
	The chairman proposed to co-opt five members and circulated an email on 21 January 2002 to the elected members to seek their approval. All elected members agreed to the proposal and the co-opted members are: Dr. Deepak Waikar Mr. Seow Kang Seng Mr. Sim Wee Meng Dr. Dipti Srinivasan Mr. Ian Butt	

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2.2	<p>Signatories</p> <p>The authorized signatories of the IEEE Power Chapter Account (at DBS bank) for the year 2002 are:</p> <p style="padding-left: 40px;">Dr. Lalit K. Goel (Chairman) Dr. Rajnish Gupta (Deputy Chairman) Dr. M.H. Haque (Secretary), and Dr. So Ping Lam (Treasurer)</p> <p>A "Change in Authorized Signatories" form has been completed and signed by the above four members. The form will be forwarded to the Section for necessary action.</p>	Information Chairman												
2.3	<p>Duty Allocation</p> <p>The committee has formed four sub-committees to look after various activities of the Chapter. The names of the sub-committees and the members-in-charge are:</p> <table border="0" style="width: 100%; margin-left: 40px;"> <thead> <tr> <th style="text-align: left;"><u>Sub-committee</u></th> <th style="text-align: left;"><u>Member(s)-in-charge</u></th> </tr> </thead> <tbody> <tr> <td>Awards</td> <td>GS (Chair), IB and SWM</td> </tr> <tr> <td>Social Activities</td> <td>RG (Chair), and TGH</td> </tr> <tr> <td>Memberships</td> <td>CS and DS</td> </tr> <tr> <td>Website</td> <td>CS</td> </tr> <tr> <td>Technical Talks/Conferences/ Seminars/Short Courses</td> <td>DS (Chair), SKS, DW and IB</td> </tr> </tbody> </table>	<u>Sub-committee</u>	<u>Member(s)-in-charge</u>	Awards	GS (Chair), IB and SWM	Social Activities	RG (Chair), and TGH	Memberships	CS and DS	Website	CS	Technical Talks/Conferences/ Seminars/Short Courses	DS (Chair), SKS, DW and IB	All
<u>Sub-committee</u>	<u>Member(s)-in-charge</u>													
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3	Matters arising from the last meeting of 2001													
3.1	The minutes of the last meeting held on 31 October 2001 was confirmed with two minor corrections. The corrections are: Item 2, line 2: "recdived" should read as "received" and Item 3, line 3: "year is is" should read as "year is".	Information												
3.2	Dr. Keith Cornick has left Singapore and thus the suggested technical talk on "Voltage Dip Mitigation Measure" is cancelled.	Information												
3.3	Mr. Ian Butt has been nominated for the "Regional Outstanding Engineer Award" for 2001 and all necessary information has been forwarded to PES.	Information												
3.4	The Section has forwarded a cheque of S\$1718.22 to the Chapter in connection with US\$1,000 received from PES, USA as "High Performing Chapter Grant" in 2000. The Chairman also mentioned that the application for the 2001 "High Performing Chapter Grant" has already been sent to PES, USA.	SPL												
4.	Technical Talks													
4.1	The Technical Talks Subcommittee will plan and come up with a tentative list of technical talks for the year 2002. It is expected that there will be at least one talk in every quarter. The committee has approved a budget of \$15,000 to cover the cost associated with the technical talks, short courses, workshops and seminars in 2002.	DS, SPL												

Items	Action by
5. Conferences	
5.1 The International Power Quality conference (IPQC) will be held in October 2002 and PEC is one of the co-organizers of the conference without any financial commitment. GS, SPL and DW are involved in the organizing committee through PEC, NTU and SP, respectively.	Information
5.2 The EMPD conference has been merged with the IPEC and the next IPEC conference is likely to be held in 2003.	Information
6. PEC Website	
6.1 The Chairman reported that the Section has arranged to post the Section and Chapters' activities on the IEEE Singapore website through a professional organization "CalendarOne" at a startup cost of \$10,000 and a running cost of \$5,000/year. The URL of the website is http://www.ieee.org.sg . The Section will contribute \$5,000 as startup cost and the rest \$5,000 will be shared by the Chapters. In sharing the running cost in subsequent years, the contribution of the Section will be the same as an individual Chapter. Section will advise Chapters on their part of the share.	Chairman
6.2 Chairman appointed Dr. Chen Shiun as the webmaster for the PEC website within the IEEE Singapore website. Dr. Chen Shiun has developed a separate website for the Power Chapter to post its activities. The URL of the website is http://ewh.ieee.org/soc/pes/singapore/ and this is linked to the website created by "CalendarOne". Dr. Chen Shiun will post details of the current PEC committee members on the website very soon because it is one of the requirements of getting the "High Performing Chapter Grant". Dr. Goel reported that the Section has received an updated list of PES members and it will be forwarded to the Chapter soon. It is planned to post the list of the PES members on the website as well.	CS
7. Social Activities	
7.1 The social activities subcommittee will plan the social activities for the year 2002. There will be at least two such activities, e.g.	RG
<ul style="list-style-type: none"> ▪ Social gathering of PEC committee members and their spouses ▪ Annual dinner 	
The chairman reported that if the total cost of any such event exceeds \$5,000, it is necessary to obtain the Section approval.	
7.2 The Chapter Treasurer will prepare a tentative annual income/expenditure plan for various activities, such as, social activities, technical talks, conferences, etc.	SPL

Items	Action by
8. AOB The Chairman reported the following items:	
8.1 "Integrated Management Services" is no longer the Secretariat of the Section.	Information
8.2 Section has encouraged the Chapters to increase expenditure through various activities in order to reduce the income tax burden.	Information
8.3 Chapter Secretary needs to inform the Section of all the activities carried out by the Chapter by completing the "Report of Meeting Activity" form within 10 days of the activity. The form is located at http://www.ieee.org/scsreports .	MHH
8.4 Chapter Treasurer needs to forward the original receipts of all expenditure to the Section for their record at the end of the year. The Section will keep the receipts for seven years.	SPL
8.5 IEEE Student Branch of NTU is organizing a Mathematics Olympiad in Feb./March 2002 and has requested for some financial support. The committee has approved a contribution of \$250 in the form of prizes.	LKG, SPL
8.6 IEEE Student Branch of NUS is organizing a "Region 10 Student Congress 2002" in July 2002 and has requested for some financial support. The committee has approved a conditional contribution of \$500. The conditions are: <ul style="list-style-type: none"> ▪ Inclusion of the IEEE Student Branch of NTU as a co-organizer. ▪ Reduction of the total budget to less than \$10,000. 	LKG, SPL
8.7 The Committee approved the reimbursement of \$120 to Mr. Anthony Yee (with proper receipt) to cover the cost of the wreath for Dr. Phillip Chin, a former Chairman of Power Chapter, who passed away on 17 January 2002.	SPL
8.8 Committee members are encouraged to upgrade their IEEE membership grade. If necessary, the application can be filed through the Chapter.	All
8.9 Section has promised to organize a Chinese New Year Lunch or Dinner for committee members of all Chapters in Feb./March 2002.	Information
8.10 IEEE/IES are calling for nominations for the Award of Excellence, 2002. Anyone interested in being nominated through the PEC may approach the Chairman or IEEE or IES for more details.	Information

The tentative date of the next PEC meeting is on Thursday, 21 March 2002.

The meeting ended at 8:45 PM.

Recorded by: Dr. M.H. Haque
Vetted by: Dr. Lalit K. Goel