

**IEEE Engineering in Medicine and Biology Society (EMBS)  
Hong Kong Chapter  
1<sup>st</sup> Executive Committee Meeting  
11 September 2006, 6:30 PM - 8:00 PM  
2/F Conference Room, HKPC**

**M I N U T E**

**1.) Call to Order / Roll Call**

ExCom Attendees:

Carmen Poon, Edmund Lam, Fei Chen, Heather Ma, Kevin Hung, Max Meng, Paul Cheung, William Hau, Xiaofei Teng, Y.T. Zhang

Visiting Attendee:

Bryan So

Paul called the meeting to order at 6:34pm. All attendees took turn introducing himself / herself.

Paul stated that this meeting and future meetings should give an allowance of + 5 minutes maximum. If Chair (Paul) cannot be present on time, Co-chair (Max) starts the meeting, and then if Co-chair cannot be on time, Vice-chair (Heather) starts the meeting.

Paul also stated that:

- Attendees in the meeting are free to raise agenda items;
- Future meetings will be open to EMBS members, but for discussion that only allows involvement of the ExCom, guests can then be asked to be dismissed;
- A meeting should be held once every 2 months.

**2.) Approval of the Agenda**

**Motion** to approve the agenda: Moved by Heather, Second by Max

**3.) Welcome of Members of the Executive Committee**

Paul welcomed all attendees. He stated that since commitment of the ExCom is on a voluntary basis, the two difficulties were to get started and to sustain.

**4.) Approve the proposal by Chair to incorporate Mr Bryan So of HKPC as co-opted member of the Executive Committee**

Paul stated that the Chapter has to be inclusive, and needs to get more people involved. He commented that the Hong Kong Productivity Council (HKPC) plays an important role in HK in commercialization of medical

devices, and that commitment of Bryan from HKPC can add value to the chapter and to the community.

Paul also commented that HKPC is the ideal meeting location since a fixed venue is preferred, and HKPC is geographically central to all.

Y.T. agreed and added that Bryan's association with HKIE (The Hong Kong Institution of Engineers) can enhance the Chapter's collaboration with HKIE, and can help avoid time conflicts with meetings. He also suggested the Chapter be a co-sponsor of some HKIE activities in the future.

Paul suggested holding joint meeting with HKIE when there are distinguished lectures, so that more people can be reached.

**Motion** to incorporate Bryan So of HKPC as co-opted member of the ExCom: Moved by Edmund, Second by Max.

**5.) Discuss how the Executive Committee of the EMBS HK Chapter will be run in the coming year and term of service of the current Committee**

Paul suggested that in coming year the Chapter has to work out programs that make impact on the community, and to make the Chapter's presence felt, and not just another entry.

He also stated that the current term of service is 15 months (up to the next AGM), and that he will serve in the ExCom for only 1 term, and expected others to take over afterward.

**6.) Discuss the role of each member of ExCom and develop working plan (all)**

Chair (Paul Cheung), Co-Chair (Max Meng), Vice-Chair (Heather Ma):

- Jointly responsible for the Chapter's strategy

Secretary (Kevin Hung):

- Prepare agenda and minute
- Call meetings
- Kevin will contact IEEE HK Section to request for announcement of the EMBS HK Chapter in their newsletter and website.

Treasurer (Edmund Lam):

- Manage finance of the Chapter
- File financial form

- In the next meeting, Edmund will report on current financial situation of the Chapter, and suggest ways to get more funding
- Edmund and Paul will approach IEEE and IEEE HK section to get funding

The following suggestions for getting more funding were given:

Max suggested a credit card transaction service, in which a transaction fee is charged towards people in China when they wish to pay for conferences in mainland China through the credit card system. Paul commented that HK section also needs to know if such a service is provided.

Y.T. suggested other sources of funding:

- Distinguished lectures
- EMBS Best Chapter Competition
- Conferences

Bryan suggested getting funding from HK government. One source is the Professional Services Development Assistance Scheme (PSDAS), which sponsors activities such as seminars held in HK, and overseas trip. Bryan will give more details in the next meeting.

Award officer / Industrial Liaison (William Hau):

- Responsible for gifts for speakers and awards

Paul invited William to serve as Industrial Liaison as well, since William has connection with the industry. William accepted.

Student Development Officer (Carmen Poon):

- Responsible for promoting EMBS to undergraduate and graduate student communities in HK

Carmen had found that 5 universities in HK have IEEE student branches, but no IEEE EMBS student branch or club

Paul stated that student branch has no discipline, because of not having enough people at the moment to establish a separate student body for EMBS. However, the Chapter can consider organizing some of kind of structure under the current student branches for EMBS activities

Fei stated that there is an official EMBS student club in HK.

Paul said that there is a respectable student branch at HKU, and there is potential for the Chapter to organize EMBS activities under the branch.

Carmen will contact Jennifer Flexman to check if there is any IEEE EMBS student body in HK. She will also contact the student branches in HK.

Marketing Officer (Fei Chen):

- Responsible for setting up a website for the Chapter within the next few months

Y.T. said he can arrange some help for Fei for making the website

Fei will contact HK Section webmaster to arrange link from the Section's website to Chapter's website

Paul shared his previous bad experience with printed newsletter, and commented that web-based newsletter is cheaper and more effective

Program Officer (Xiaofei Teng):

- Responsible for organizing distinguished lectures and technical programs.

Paul suggested Xiaofei to:

- Get a list of distinguished lecturers from Laura Wolf
- Write email to each lecturer to inform them of founding of the HK Chapter, and to invite them to give a seminar / lecture as a Chapter's activity when they come by HK. IEEE pays for traveling, and Chapter can pay for expenses in HK.

Paul suggested organizing 4 distinguished lectures before the next AGM. Y.T. agreed and suggested inviting foreign speakers for 3 of the lectures and a local speaker for 1 of the lectures. He recommended Y.P. Leung to be the local speaker.

Bryan suggested giving out certificates / points to participants in order to encourage participation. This is similar to the CPD programs at HKIE.

Paul also suggested organizing 1 industrial visit in the Pearl River Delta Region and 1 social activity.

Membership Development Officer / Industrial Liaison (Bryan So)

- Paul invited Bryan to be Membership Development Officer and Industry Liaison. Bryan accepted.

Paul explained that Bryan is suitable to be Membership Development Officer because Bryan already has connection with HKIE.

Paul commented that membership database is a useful tool for membership development, and stressed the importance of confidentiality and privacy.

**7.) Discuss ideas on the Technical and other Programs in the coming year (all)**

To be discussed in the next meeting after Xiaofei has gathered more information.

**8.) Discuss the source of income and resources for the Chapter (Lam/Cheung)**

To be discussed in the next meeting after Edmund has gathered more information.

**9.) A.O.B.**

N/A

**10.) Next Meeting**

**Venue:** 2/F Conference Room 2, HKPC

**Time:** 6:30pm - 8:00pm, November 14, 2006 (TUE).

Subsequent meetings will be held every other month on the second Tuesday of the month. If that day is a holiday, then the meeting will be held on the third Tuesday of the month.

Kevin stated that he may be absent in the next meeting due to business trip. Paul suggested that one of the ExCom members to serve as substitute Secretary for the meeting if Kevin cannot make it. Kevin agreed.

**11.) Adjournment**

The meeting was adjourned at 7:50pm.