

**IEEE Engineering in Medicine and Biology Society (EMBS)
Hong Kong Chapter
4th Executive Committee Meeting
13 March 2007, 6:30 PM - 8:00 PM
Conference Room 2, 2/F, HKPC Building**

M I N U T E

1. Call to Order/Roll Call (Paul)

ExCom Attendees: Bryan So, Carmen Poon, Edmund Lam, Fei Chen, Kevin Hung, Paul Cheung, William Hau, Xiaofei Teng

Apologies: Heather Ma, Max Meng

Paul called the meeting to order at 6:36pm.

2. Approval of the Agenda (Paul)

The agenda was approved unanimously.

3. Approval of the Meeting Minute of January 9, 2007 (Paul)

The minute was approved unanimously.

4. Report on the Section meeting held on February 28, 2007 (Kevin)

Kevin reported the following:

- There are two other new groups: EMC Chapter and WIE (Women in Engineering)
- Four people from HK Section ExCom have volunteered to serve in the Financial Committee, which will deal with execution of the centralized account and initiation of an online system. After their initial work, a representative from each Chapter will be invited to Financial Committee meetings to give input and raise questions.
- Kevin has reported to the Section about the joint seminar (by Popovic) on December 19, 2006, and the Chapter's plan to have 6 seminars this year.
- The next Section meeting will be at HK Aviation club.

5. Report on Responses from Distinguished Lecturers (Xiaofei / Paul)

Xiaofei reported that details of the distinguished lecture by Z.P. Liang had already been fixed and announced. She indicated that it was too late to make changes.

Paul is planning to invite a Professor from M.I.T. for a talk, which can be co-sponsored by the Chapter. Details have not been fixed yet.

Paul is also planning to invite Dr. Richard Gowen to give a talk around March 27 to 30, 2007. Topic of the talk will be confirmed. Dr. Gowen is the President of the IEEE foundation. He was the President of IEEE, IEEE-EMBS, Dakota State University, and Eta Kappa Nu. He had also worked with NASA.

Xiaofei reminded that Prof. Walter Freeman will pass by HK in November. Paul will welcome him to come. He suggested paying two nights' local expenses, which can be covered by HKU, if Freeman requests. Edmund will request for matching fund from EMBS after Freeman's confirmation.

Xiaofei reported about a reply from distinguished lecturer, Prof. David Rivkin, who has no current plan to travel to the region but will be happy to come if the Chapter can afford 1/3 of the cost (with EMBS DL program paying the 2/3). Paul will thank and welcome him, and will reply that the Chapter will only be able to sponsor his local expenses.

6. Discuss Ideas on Technical and Other Programs (All)

Regarding the joint HKIE-IEEE technical visit, Bryan had contacted Dr. K.Y. Cheung of Medical Physics, Prince of Wales Hospital. Dr. Cheung replied that April will not be the best time for visit due to installation of new equipment. Tentative date of visit is June 9, 2007 when new equipment is ready. Dr. Cheung will confirm after discussing with management. Quota for number of visitors will be 40.

Kevin suggested visiting the Hong Kong Museum of Medical Sciences. Paul commented that the museum displays some interesting issues, but these will not be of interest to members.

Paul suggested organizing a visit to biomedical engineering companies in the mainland later.

7. Report on Membership List (Bryan)

Bryan has received from Y.W. Liu the full list of 39 EMBS members in HK. The fields include name, gender, membership class, and email address.

8. Report on Chapter Website Status (Fei)

Fei reported that he had uploaded the following to the website:

- ExCom group photo
- Previous meeting agenda and minutes
- Chapter activities and photos taken in HK Section AGM 2006

The host is still at CUHK. Fei will contact the Section's Web Services Coordinator to see if the website can be migrated to the Section's server. Paul also pointed out that IEEE has electronic hosting service in U.S. headquarter.

9. A.O.B.

Bryan had talked to some manufacturers about sponsoring the Chapter's future events. Pharos Medical Company Limited has shown interest in providing cash sponsorship, which may be up to HK\$10000. The company manufactures oral care products, and is also exploring new businesses.

Paul commented that the Chapter can approach them for sponsorship when there is a substantial event.

Edmund commented that it is better to match an event with the company's interest.

10. Next Meeting

Venue: 2/F Conference Room 2, HKPC

Time: 6:30pm – 8:00pm, May 15, 2007 (TUE)

11. Adjournment

The meeting was adjourned at 7:27pm.