

**IEEE Engineering in Medicine and Biology Society (EMBS)
Hong Kong Chapter
2nd Executive Committee Meeting
14 November 2006, 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, Heather Ma, Kevin Hung, Paul Cheung, William Hau, Xiaofei Teng

Apologies: Max Meng

Paul called the meeting to order at 6:37pm.

2. Approval of the Agenda (Paul)

The agenda was approved unanimously.

3. Approval of the Meeting Minute of September 11, 2006 (Paul)

The minute was approved unanimously.

4. Report on the HK Section meeting of Oct 10, 2006 (Heather)

Heather reported on the HK Section meeting she attended on Oct 10, 2006:

- Each Chapter's representative gave a short report during the Section meeting, which was chaired by W.C. Lo.
- The HK Section has given the EMBS HK Chapter HK\$10k as a start-up funding. The Chapter can organize activities and generate some income.
- If the Chapter wants to organize some activities, we can apply for seed fund from HK section. This is forgivable loan, and the upper limit depends on the type and nature of activities
- The Chapter has been given 8 free quotas for the dinner cruise of the 35th Anniversary of IEEE-HK, to be held on Nov 16, 2006. Four officers (Heather, Edmund, Fei, Carmen) from the Chapter will be attending.

5. Report on the current financial situation of the Chapter (Edmund)

Edmund contacted Edward Cheung, the Section's Treasurer, and has the following finding:

- Confirmation of HK\$10k start-up funding from the Section
- The Chapter does not have a separate bank account. Chapters' money is kept in the Section's account.
- Any Chapter office bearer can request for money from the Section

Paul suggested that if anyone in the ExCom wants to request for reimbursement for Chapter's activities, he / she should make a budget, and inform ExCom and see if there is any objection. Request for money from the Section is then done through Edmund. If cash flow is a problem, request should be issued in advance.

Paul will investigate other resources when he meets IEEE's board in the U.S. later this month.

6. Report on invitation to distinguished lecturers (Xiaofei)

Xiaofei has sent email invitations to the list of distinguished lecturers, and has so far received 7 responses:

- Andrew Schwartz (U Pittsburgh): interested in giving a lecture in Hong Kong
- Ron Leder (Mexico City): convenient times are Jan and July '07; can come if funding is provided
- Michael Neuman (Michigan Tech): currently no travel plan, but willing stay in Hong Kong for an extra day if he comes by the orient
- Francis Spelman (U. Washington): No funding
- Walter Freeman (Berkley): Will go to conference in Shanghai in Nov '07, and can pass by HK before that; Considering a conference in Hangzhou in Jun '07, but not yet has funding assured
- Alan Sahakian (Northwestern): Will see how best to work into his schedule for 2007
- Yongmin Kim (U. Washington): Cannot come

Y.T. has contacted Z.P. Liang (U Illinois), one of the distinguished lecturers, and noted that Z.P. should be available either in the week of Dec 18, '06 or the second week of Feb '07 for an academic visit to HK. Paul said he that will find out more about exact arrangement with Z.P. Liang.

Paul asked Xiaofei to forward to him the positive responses received so far. He would choose one or two of these candidates, including Freeman.

In addition, Paul had the following remarks:

- The Society actually has budget for distinguished lecturers. The Chapter does not have enough money to pay for airfares, but will pay for local expenses.
- The HK Chapter needs to coordinate with other regions' chapters to organize a distinguished lectures program
- It would be very bad to have a distinguished lecturer paid for and travel to HK, but end up with low attendance. That is why we have to be more careful when selecting topics.
- Whenever there are lectures of relevant topics at different institutions, the Chapter can label it as part of IEEE-EMBS activity, and therefore can include it in the annual report. HKU has invited Melica Popovic (McGill) to give a seminar on Breast Tumor Screening with Microwaves in Dec. Paul will compile the announcement of this upcoming event, and will send it to Kevin and correspond to the Section's newsletter editor before Dec 6, 2006.

Paul will try to get the Hong Kong Medical and Healthcare Device Manufactures Association (HKMHDMA) to sponsor the Chapter's activities.

Paul hopes that by the next meeting, there will be a more solid program of distinguished lectures.

Bryan is awaiting the membership list from Ken Chan, the Section's membership development coordinator. Paul commented email list is important as it would allow us to reach EMBS members as well as all IEEE members in HK.

7. Report on the search for IEEE-EMBS HK student body and contact with student branches (Carmen)

Carmen has received a list of student members from Jennifer Flexman, student representative of EMBS. According to database, there are 19 EMBS student members in HK.

Carmen also reported that 3 student branches (HKU, CU, PolyU) are active, while the ones at HKUST and CityU are no longer active.

Paul emphasized that there will not be any separate student branch for EMBS.

8. Report on contact with the HK Section for newsletter announcement of founding of the Chapter and website setup

Kevin has contacted Jerome Liu, the Section's newsletter editor. Announcement of founding of the Chapter was in the newsletter of Nov 6, 2006.

Kevin has contacted Calvin Wu, the Section's Web Services Coordinator, and forwarded his contacts to Fei for follow-up.

Paul suggested that all announcements in the future would be sent to the Section's newsletter editor via Kevin.

9. Report on Chapter website status (Fei)

Fei has constructed a four-section website at <http://bme.ee.cuhk.edu.hk/ieee/> It includes Introduction, Committee, Activities, Links. More information has to be collected for website construction.

Fei reported that Calvin Wu, the Section's Web Services Coordinator, has promised to update the Section's website by updating office bearer information and adding a link to the Chapter's website.

The following suggestions on the website were given:

- Paul suggested that the web server should be institution / industry independent, so that the website can be easily maintained for a long time. He commented that the website can be hosted in the current server for now, but will find out if we can use IEEE's server instead. He also suggested uploading meeting agenda / minute, announcements of distinguished lectures, and short descriptions and links of conferences in HK or China onto the Chapter's website.
- Kevin suggested adding a photo album for Chapter's activities. Kevin will remind ExCom to take a group photo in the next meeting.
- Paul suggested that any items to be added to the Chapter's website should be sent to Fei through Kevin, who filters the material. Kevin should approach Paul if he is in doubt.

10. Discuss the source of income and resources for the Chapter (Paul / Edmund / Bryan)

Paul said he will try to get some donation from companies. He stated that we have to be careful with IEEE restriction. It should be ok if the website is sponsored by some companies.

Bryan briefed about the Professional Services Development Assistance Scheme (PSDAS):

- It was established by a government allocation of HK\$100 million.
- The scheme takes applications in a quarterly manner. It can be used for activities such as seminar, conference, training course, promotional event, etc. that do not necessarily have to be in HK.
- We can consider using this scheme. It is a non-cash, matching fund, 50% to be sourced by applicant, 10% of cash amount should be sponsorship

Paul asked if surplus gained from PSDAS-sponsored activities could be kept as Chapter's resource.

Bryan stated that the scheme is supposed to be meant to reduce the cost of activity and not to earn money

Paul suggested that the Chapter might not be using the scheme unless it organizes a conference or oversea visit, but we can bear in mind of these resources.

11. Discuss ideas on the Technical and other Programs in the coming year (All)

Paul encouraged all to come up with more ideas.

12. Comment on the design and content of the Chapter's website and newsletters (All)

This will be discussed when more content is available.

13. A.O.B.

N/A

14. Next Meeting

Venue: 2/F Conference Room 2, HKPC

Time: 6:30pm - 8:00pm, January 9, 2006 (TUE)

15. Adjournment

The meeting was adjourned at 7:38pm.