

**IEEE Engineering in Medicine and Biology Society (EMBS)
Hong Kong Chapter
3rd Executive Committee Meeting
9 January 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, Heather Ma, Kevin Hung, Max Meng, Paul Cheung, William Hau, Xiaofei Teng

Paul called the meeting to order at 6:35pm.

2. Approval of the Agenda (Paul)

The agenda was approved unanimously.

3. Approval of the Meeting Minute of November 14, 2006 (Paul)

The minute was approved unanimously.

4. Report on the Joint Seminar held at HKU on Dec 19, 2006 (Paul)

IEEE-EMBS HK Chapter, Department of Electrical and Electronic Engineering (HKU), and Biomedical Engineering Research Centre (HKU) jointly sponsored a seminar held on Dec 19, 2006.

Topic: Breast Tumor Screening with Microwaves
Speaker: Dr. Milica Popovic (McGill University, Canada)
Venue: Room 603, Chow Yei Ching Building, HKU
Time: 2:30 – 3:30pm, Dec 19, 2006

Paul reported that the seminar was successful with an attendance of 40 people. He suggested that future EMB-related seminars in other institutions can also be held as joint meetings. The Chapter will get rebates for organizing such activities.

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

Paul had read all responses from distinguished lecturers (D.L.), and realized in the communications that there was confusion about funding and the Chapter's position. He suggested that D.L.'s should be informed that they are most welcomed if they happen to come around to this part of the world. The Chapter will fit their schedule.

Paul will write on behalf of the Chapter to thank D.L.'s for their interest, and will explain to them the Chapter's position and limited funding.

Paul suggested having Z.P. Liang for the Chapter's first distinguished lecture. He will write to Z.P.

Edmund had communicated with Laura Wolf regarding matching funds. Edmund said that the Chapter can solicit matching funds from universities or industry up to US\$500 for each Chapter activity. EMBS matches it 2:1. (e.g. if the Chapter solicits \$500, the Society gives \$1000)

Bryan suggested that in exchange of sponsorship for distinguished lectures, the Chapter can provide the following as a package to companies:

- Free-of-charge seats
- Acknowledgement (names, logos) of sponsors in the events' promotional leaflets
- Companies can put their promotional pamphlets in the venue

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

Kevin pointed out that the HKIE organizes technical visit at the Medical Physics Department, Prince of Wales Hospital every two years.

Paul suggested that the technical visit can be a joint activity of HKIE and IEEE.

Bryan indicated that the next visit will be in April '07 tentatively, and will inform ExCom when the date is confirmed.

Paul also suggested visiting companies in the mainland, and that bringing undergraduate students along is a good way to get student members.

7. Report on Membership List (Bryan)

Bryan has received a list of EMBS members in Hong Kong from Ken Chan, who is the Section's Membership Development Coordinator. However, the list seems incomplete.

Bryan will contact Y.W. Liu, who has confirmed that he has a complete membership list.

8. Report on Chapter Website Status (Fei)

Fei reported that he had updated the Chapter's website by adding information of the seminar, which was held at HKU on Dec 19, 2006.

He also communicated with Calvin Wu, the Section's Web Services Coordinator. Calvin has updated the Section's website by adding a link to the Chapter's website.

Fei will continue to communicate with Calvin about moving the Chapter's website into the Section's existing server.

9. Discuss the Source of Income and Resources for the Chapter (All)

Paul indicated that the Chapter is not in urgent need for a large amount of money, so there is no worry at the moment.

10.A.O.B.

The IEEE HK Section / Chapters / GOLD 2006 Joint Annual General Meetings will be held at PolyU on Jan 16, 2007.

Paul encouraged all ExCom members to attend. He also suggested inviting a few guests if the Chapter has enough seats. Kevin will contact Edward Lo, the Section's Chair, to find out if there will be a table for the Chapter.

11. Next Meeting

Venue: 2/F Conference Room 2, HKPC

Time: 6:30pm - 8:00pm, March 13, 2006 (TUE)

12. Adjournment

The meeting was adjourned at 7:13pm.