

IEEE UAE Section - Executive Committee **Meeting Minutes**

Time: 07:35pm - 10:10pm
Date: Thu. 14/05/2009
Place: BITS-Dubai campus, Dubai

Attendees (12): Dr. Eesa Bastaki, Dr. Mohammed Al-Mualla, Dr. Abdullatif Glass, Dr. Fadi Aloul, Dr. Hassan Al-Nashash, Eng. Abdulkhadir Suhair, Dr. G. Vijaya, Dr. Hussain Al-Ahmad, Dr. Boutheina Tlili, Essa Al Suwaidi, Essa Basaeed, Dr. Raed Shubair.

Apologies (2): Adeel Sultan, Eng. Taj, Eng. Maryam Ali Al Thani.

#Approval of the agenda

The ExeComm approved the agenda of the meeting with one modification proposed by the chair (adding "nominating an acting treasurer" to the agenda).

#Approval of previous meeting minutes

The ExeComm approved the previous meeting minutes with one comment. The comment is to add the attendees and apologies to all coming meeting minutes.

Follow-up: Dr. Bastaki will bid for Globcom conference 2012.

Action: Essa Basaeed to add attendees and apologies in all future meeting minutes.

#Briefing of the IEEE R8 Meeting in Venice

Dr. Bastaki briefed the ExeComm about R8 meeting.

Action: Dr. Eesa Bastaki encouraged chairs of the GOLD, WIE, and Student Activities committees to enhance their communications with the respective regional and global committees.

#Publishing the meeting minutes

Dr. Al-Mualla proposed to make the ExeComm meeting minutes publicly available. The ExeComm decided the following: Meeting minutes should be accessible to ExeComm members only whilst the resolutions should be made publicly available.

Action: Essa Basaeed to publish the resolutions on IEEE UAE Section's website once approved by the ExeComm.

#Sponsoring IEEE ISSPIT 2009

The ExeComm approved sponsoring the conference. The conference will be held in Ajman, UAE on December 14-17, 2009 (<http://www.isspit.org/isspit/2009/>).

#Preparations for AGM 2009

The ExeComm decided to hold the AGM 2009 on Nov. 21st, 2009. The AGM this year will include "Elections of Officers". A committee formed of: Dr. Abdullatif Glass, Dr. Fadi Aloul, and Dr. Raed Shubair will be in charge of the nominations and elections.

Action: Eng. Maryam Ali Al-Thani to organize the event. Elections committee to prepare for

the elections.

#IEEE UAE Section's Awards

The ExeComm approved eight annual awards; the (1.company / 2.government organization / 3.chapter) with the largest number of members, the academic institution with largest number of (4.faculty or staff / 5.student) members in addition to 6.WIE, 7.student branch of the year, and 8.best student volunteer awards. Additional awards may be presented subject to the approval of the section's chair. The awards committee formed of: Dr. Abdullatif Glass, Dr. Hassan Al-Nashash, Dr. Hussain Al-Ahmad. The ExeComm decided to distribute the awards during the Annual General Meeting (AGM).

Action: Awards committee to define criteria and procedure, announce, and distribute awards.

#Technical activities & conferences

As reported by the chair of the technical committee, University of Sharjah and Ajman University asked for a sponsorship of two conferences in March 2010 and April 2010 respectively. Since there are multiple request for conference sponsorship, the ExeComm suggested to prepare a standard criteria of technical sponsorship.

Action: Dr. Hussain Al-Ahmad to prepare a standard criteria of technical sponsorship. Once approved by the ExeComm, Essa Basaeed to post the criteria on the website.

#High school project

R8 has approved the establishments of student clubs. Eng. Essa Al-Suwaidi updated the ExeComm of the current status in the UAE. In addition, a new award for high school students has been proposed. It is called "IEEE Young Engineer Award". The ExeComm approved all initiatives in principle.

Action: ExeComm members to provide feedback before 28/05/2009 on the charter and the procedure off the award.

#Student member in IEEE UAE Section's ExeCom

R8 recommended the presence of a student member in the ExeComm to be the student representative. five (5) ExeComm members were for it, whilst seven (7) thought student members are well represented by the chair of the student activities committee.

#Budget discussions for 2009

Due to the absence of the treasurer, discussing this item has been postponed to the next meeting.

#Membership issues & non-renewal of memberships by ExeCom members

As reported by Eng. Adeel Sultan, all ExeComm members have renewed their membership. Earlier, members had issues with using their credit cards to renew their membership. This is no longer an issue.

#Chapter formations

Engineering in Medicine and Biology (EMB) Society Chapter has been established in the UAE. EMB has been very active and organized three activities so far. Circuits and Systems Society chapter is under processing. The ExeComm suggested the establishment of Engineering Management Society chapter and Eng. Adeel Sultan to take the lead.

Action: Dr. Vijaya to coordinate with Dr. Nazar Ali to form Circuits and Systems Society Chapter, and with Eng. Adeel to consider establishing Engineering Management Society chapter.

#EE Vision edition

With the submission of many articles for the EE Vision newsletter, an edition on June09 shall be published.

Action: All organizational units to submit their activities report to Eng. Suhair by the 1st week of June.

#Participation in (SME) EXPO & CONFERENCE 2010

The ExeComm approved the participation of IEEE UAE Section in the SME 2010. IEEE UAE Section to provide a speaker in "commercializing IT projects" or any other related field.

Action: Eng. Essa Al-Suwaidi to handle the IEEE participation in the event.

#Celebrating IEEE 125 years

The ExeComm agreed to celebrate the 125 anniversary of the IEEE immediately after the AGM.

Action: Eng. Maryam Ali Al Thani to organize the event.

#IEEE GCC in UAE, March 2011

ExeComm agreed to meet on May 27th, 2009 in BITS or MSU to discuss all issues related to IEEE GCC conference 2011.

Action: ExeComm members to attend the meeting, Dr. Vijaya to respond regarding the venue.

#Outstanding Large/Small Section Award

The chair encouraged the ExeComm to work hard in order to win the outstanding large section award.

Action: Dr. Glass to organize the efforts towards winning the award.

#Nominating an acting treasurer

Due to the busy schedule of Eng. Taj, the ExeComm nominated Eng. Essa Al-Suwaidi to be the acting treasurer till the AGM.

Action: Eng. Essa Al-Suwaidi to be the acting treasurer.

Next Meeting: TBA

Essa Basaeed
Secretary, IEEE UAE Section.