

Foundation fieldbus End User Council, P.O.Box Z5546, Perth, WA6831

DATE OF MEETING: 16<sup>th</sup> September 2008

LOCATION: Woodside Plaza - Perth

Minutes by: Jim Russell

PRESENT

T.S. Lim (Woodside Energy)  
Jim Russell (ICEweb)  
Brenton Lynch-Rhodes (WPC)  
Allen Tighe (SEACOVE Systems)  
David Bilsborough (WEL)  
Kevin Barnes (MTL)

APOLOGIES

Duncan Turner (Apache Energy)  
Vince Derriman (MTL)  
Rob Bush (Yokogawa)  
Cc Tom Rolton (Emerson Process Management)

1. **PREVIOUS Meeting Minutes - Matters Arising**

None- Kick Off Meeting

2. **CORRESPONDENCE**

INCOMING:

OUTGOING:

3. **EVENT DATES**

Dates based on no other conflicting events.

**WA School Holidays - 10 April to 27 April 2009**

**Easter - Good Friday - Friday 2 April**

**Easter Monday - Monday 5 April**

**IICA "Industrial Wireless" Seminar – Wed 15<sup>th</sup> April**

**ANZAC Day Public Holiday - Monday 26 April**

**Suggested Date based on the above - Friday 15<sup>th</sup> May**

4. **EVENT LOCATION. And VENUE**

Because of resource issues it was decided that the location would be Perth only.

Venues to be contacted for budget pricing include WACA, Convention Centre, Parmelia, Hyatt – Size to cater for max **150 (We had 122 at JA07)** delegates including speakers and sponsors + Table Top Exhibition

**Action: Brenton by 28 Oct 08**

5. **THEME.**

There are some reports that the FFSIS project is stalled with concern about update times. Allen is to confirm latest status with Dave Glazner and Tim Rowton.

**Action: Allen by 23 Sept 08**

Theme is to be "**Foundation Fieldbus – the Next Generation**".

Sub Themes – FFSIS / EDDL/ Case Studies/End User Experiences/Cost savings/ Lessons Learnt and Wish list.

**6. CALL FOR PAPERS**

Jim/Allen to put together a call for papers using previous call as basis.

**Action: Jim/Allen by 23 Sept 08**

Specific speaker targets to include Shell, Fieldbus Foundation, John Rezabek, Bechtel, Jonas, HIMA, **Alcan Gove, BHP Ravensthorpe, WEL Angel**

**7. SPONSORSHIP**

There will be Gold, Silver and Bronze Sponsorships available with a number of entry tickets plus other benefits. The cost is still to be decided. Jim/Allen to prepare Sponsor flier. MTL advised they would be taking up the 10 ticket option as a minimum.

**Action: Jim/Allen by 23 Sept 08**

**8. PAPER/PRESENTATION REVIEW**

David and potentially Duncan.

**9. EVENTS CORP GRANT**

Jim to explore potential Events Corp Grant.

**Action: Jim by 28 Oct 08**

**10. EVENT TICKETS**

When the flier goes out it is to advise potential delegates that they can possibly get free entry via Sponsors.

**11. DOCUMENTATION / CDROMS / WEBPAGE**

USB Keys to be direct purchased with Logo.

**12. BUDGET**

\$15,000 to be allocated at the next full committee meeting.

**13. OTHER EVENT FUNCTION**

Dinner may be an option.

**14. TABLE TOP EXHIBIT**

**15. AUDIO / VISUAL & VIDEO RECORDING**

**16. PROMOTIONAL ITEMS**

Speaker's gifts  
Showbags  
Raffle Prizes  
Shirts

**17. REGISTRATION / MAILING LISTS**

Jim & Allen will handle the registration which will primarily be via email. The EUC phone line for JA09 use of **(08) 6262-9365** will be the main contact number - Allen will answer this when available with a diversion to Jim's phone on no pickup. Jim will call all the sponsors with a request to them to use their mail lists to promote JA09.

**ACTION: Jim/Allen**

**EXTERNAL MAILING LISTS**

Outside mailing lists again can be used to add to the current mail out. Suggested ones with actionees are shown below:-

## Jump Aboard 2009 Committee

*FBus Foundation (100K)- Jim*  
*IDC Technology (22K)- Jim*  
*IEAust. / IEE-WA- Lim/Allen*  
*School of Mines*

*FFB Vendors- All*  
*ICE News- Jim*  
*FFEUC- Jim*  
*Other EUC's*

*ISA- Jim*  
*Petroleum Club- Brenton*  
*I I C A -Kevin*

### 18. **PUBLICITY / MARKETING HOOK**

Two versions are to be produced- Glossy and Ten Reasons  
These are to be issued as follows:

- (i) Glossy - Warm up - completed
- (ii) Glossy + rego
- (iii) Glossy + Ten Reasons + Rego

### 19. **LOGO**

Mel Oliveri has forwarded JA2007 - 2015 logos.

### 20. **OTHER BUSINESS**

## **Task Assignments**

<b>Call for Papers</b>	<b>Jim / Allen</b>
<b>Budget</b>	<b>Jim</b>
<b>Perth Venue Coordination</b>	<b>Brenton</b>
<b>Event Flier</b>	<b>Allen / Jim</b>
<b>Website</b>	<b>Allen</b>
<b>Paper review group</b>	<b>Duncan, David</b>
<b>Vendors Table Top</b>	<b>Kevin</b>
<b>Speaker Gifts / Promotional</b>	<b>Rob Bush</b>
<b>Registration / Mail Lists</b>	<b>Jim</b>
<b>Shirts, Showbags + contents</b>	<b>Allen / Jim</b>
<b>Documentation &amp; USBs</b>	<b>Lim</b>
<b>Audio Visual</b>	<b>?</b>

**NEXT MEETING – Tuesday 28<sup>th</sup> October 2008 - 07:00 at Woodside Plaza.**