

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

DATE OF MEETING: 28th October 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)

Kevin Barnes (MTL)

APOLOGIES

David Bilsborough (WEL)

Cc Tom Rolton (Emerson Process Management)

1. PREVIOUS Meeting Minutes - Matters Arising

None

2. CORRESPONDENCE

INCOMING: Rich Timoney – Re FDT

OUTGOING: Rich Timoney – Re FDT

3. EVENT DATE - Friday 15th May

4. EVENT LOCATION. And VENUE – Brenton

- Convention Centre – Not Available,

Prices and availability sourced for Parmelia, Hyatt and WACA – See spreadsheet.

Size to cater for max **150 (We had 122 at JA07)** delegates including speakers and sponsors + Table Top Exhibition

Allen and Brenton to look at venues and make decision

Action: Allen/Brenton by 25 Nov 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 25 Nov 08

Theme confirmed as “**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

Call for papers issued.

Specific speaker targets to be contacted including Shell, Fieldbus Foundation, John Rezabek, Bechtel (E & G), Jonas (EDDL), HIMA, Alcan Gove, BHP Ravensthorpe, WEL Angel / NRB, Burrup Fertilizer – Reliance India, Otway – (Brendon Wessling – Lim to get contact details), Blacktip – Lim to get contact details, Kupe, Gunns paper mill, Moly Mines, Worley Parsons. Sasajima (sasajima-hisashi@jp.yamatake.com).
MTL advised that they are likely to be submitting a paper on Fisco Dual Redundancy.

ACTION: Jim/Allen/Lim by 25 Nov 08

7. SPONSORSHIP

There will be Premium and Basic Sponsorships available with a number of entry tickets plus other benefits. Jim/Allen have prepared Sponsor flier. Allen to remove the “time” from the flier. MTL advised they would be taking up the 10 ticket option as a minimum. WPC are likely to take up Premium Sponsorship

Action: Allen by 25 Nov 08

8. PAPER/PRESENTATION REVIEW

David and potentially Duncan.

9. EVENTS CORP GRANT

Jim to explore potential Events Corp Grant.

Action: Jim by 25 Nov 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 (200) to be direct purchased with Logo. Allen to contact Cathy at IICA and purchase after funding approval.

Action: Allen by 25 Nov 08

12. BUDGET

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

13. OTHER EVENT FUNCTION

Dinner or Cocktails on the Thursday night may be an option. Rescheduling of AGM is to be discussed at the next full committee meeting.

14. TABLE TOP EXHIBIT – Allen to prepare a TT detail sheet.

15. AUDIO / VISUAL & VIDEO RECORDING

16. PROMOTIONAL ITEMS

Speaker's gifts
Showbags
Raffle Prizes
Shirts

17. REGISTRATION / MAILING LISTS

Jump Aboard 2009 Committee

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:-

<i>FBus Foundation (100K)-</i> Jim	<i>FFB Vendors-</i> All	<i>ISA-</i> Jim
<i>IDC Technology (22K)-</i> Jim	<i>ICE News-</i> Jim	<i>Petroleum Club-</i> Brenton
<i>IEAust. / IEE-WA-</i> Lim/Allen	<i>FFEUC-</i> Jim	<i>I I C A -</i> Kevin
<i>School of Mines</i>	<i>Other EUC's</i>	

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
- (ii) Glossy + rego
- (iii) Glossy + Ten Reasons + Rego

19. LOGO

Mel Oliveri to forward JA200 logos – need hi-res versions.

20. OTHER BUSINESS

Task Assignments

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

NEXT MEETING – Tuesday 25th November 2008 - 07:00 at Woodside Plaza.

Presentation Listing - JA 2009

Name / Company	Paper Subject / Title	abstract	paper	slides	copyright t	approved	P	X

✓A - Indicates review approval

Venue Bookings / Arrangements

Location (City)	Venue (Organisation)	Room (Presentations)	Contacts (Onsite)	Breaks & Meal Catering	Total (Based on 150 delegates)
PERTH					
	HYATT	Plaza Ballroom – Hire \$1400		\$55 To be firmed up	\$9650
	PARMELIA HILTON	Stirling Room- Hire \$1000 – 8hrs		\$55.50 To be firmed up	\$9325 +
	WACA	Boundary Room – Hire \$485.00		\$40 To be firmed up	\$6485

Jump Aboard 2009 Committee