

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

DATE OF MEETING: 29 April 2009

LOCATION: Woodside Plaza - Perth
Minutes by: Cathie Tynan via phone 03 9772 0944

PRESENT

Allen Tighe (SEACOVE Systems)
Jim Russell (ICEweb)
T.S. Lim (Woodside Energy)
Duncan Turner (Apache)
Kevin Barnes
Mel Oliveri (Southern Cross Electrical)
Kevin Lewis (MooreHawk)
Tom Rolton (Emerson Process Management)
Cathie Tynan (IICA)

Meeting opened 7.11am

1. PREVIOUS Meeting Minutes

Matters Arising :- None

2. CORRESPONDENCE

INCOMING: None

OUTGOING: To / from the FF re presentation.

Action: Duncan to follow up details from FF

3. EVENT LOCATION and VENUE – Allen + Jim

Allen to re confirm numbers of 100 people & menu catering.

Action: Allen to re confirm the catering numbers

4. PAPER Reviews / SPEAKERS

Duncan to send email to all Speakers reminding them of the requirements. Allen has completed the draft program.

Action: Duncan to send email to Speakers

5. SPONSORSHIP

Premium – WPC (1st payment received)

Basic – MTL, E&H, MooreHawke

Second payments received from MooreHawk. Still awaiting payments from the other Sponsors.

E & H have indicated withdrawal from the speaker list.

Action: Jim to check payments

6. EVENT TICKETS

Emerson – list of attendees received but no email addresses

ECU – Allen to invite six students at no cost

MooreHawk – Kevin L to follow up

E+H – a decision to be advise re participation

MTL – Kevin B to request list of attendees

Action: Jim to contact Emerson for email addresses. Allen to invite ECU students. Kevin L to follow up MooreHawk attendees. Kevin B to request attendee list from MTL.

7. **DOCUMENTATION / USBS / WEBPAGE**

Allen to prepare topic questionnaire.

USB keys have been shipped on 28 April Allen will bring to next meeting + show bags.

Lim will load the presentations & sponsor information on to USB keys.

Final cut off date for presentations is 4 May. Website information is up to date.

Action: Allen to prepare questionnaire.

Lim to load information on to USB keys.

8. **'MEET THE SPEAKERS' COCKTAIL FUNCTION**

Cocktail Function to be held Thursday evening before JA 09 at 5 – 7 pm. Kevin L contacted various venues with the Chifley Hotel considered the most appropriate. A section can be roped off with costs of \$45 per platter (10 required) and drinks at \$19 per head. The committee agreed on a budget of \$1000. Kevin B to assist with preparations.

Action: Kevin L to book Chifley Hotel

9. **TABLE TOP EXHIBIT**

Kevin B to phone all prospective Exhibitors. Jim to provide last year's list.

Free tables to be offered to:

IICA – Kevin B to contact Roy C

Challenger TAFE – Kevin B to contact Stephen E

ACCEPT – Mel to contact

ECU – Allen to contact students & staff

Table Top will remain in separate room to presentations.

Action: Jim to send distribution list to Kevin B. Kevin to do phone campaign. Kevin B, Mel & Allen to contact organisations listed above.

10. **AUDIO / VISUAL**

IICA PA system to be used. Long cords will be required (VGA x 10m, Audio x 10m).

Action: Mel to purchase cables listed above

11. **PROMOTIONAL ITEMS**

Speaker's gifts – Clock chosen previously by the committee is \$96.00 including engraving with a one off artwork fee of \$35.00. 10 clocks to be ordered.

Shirts – 20 shirts to be ordered in the required sizes.

Action: Mel to order clocks & shirts. Allen to bring showbags & USB keys to next meeting

12. **REGISTRATION / MAILING LISTS**

Jim has mailing lists in hand.

13. **PUBLICITY / MARKETING HOOK**

Awaiting more information from Sponsors. If not received a Reasons flyer (rather than Ten Reasons) to be produced. Allen to produce flyer.

a. Glossy + Ten Reasons + Rego - to go out 30 April with the glossy as a link

b. Glossy + Ten Reasons + Rego - to go out 7 May

Action: Allen to finalise Reasons flyer. Jim & Cathie to send emails on 30 April & 7 May.

14. **OTHER BUSINESS**

No other business

Task Assignments

Call for Papers	Jim / Allen
Budget	Jim
Perth Venue Coordination	Jim / Allen
Event Flyer	Allen / Jim
Website	Allen
Paper review group	David, Duncan
Vendors Table Top	Kevin Lewis
Speaker Gifts / Promotional	Mel / Jim
Registration / Mail Lists	Jim / Cathie
Shirts, Showbags + contents	Allen / Jim
Documentation & USBs	Lim
Audio Visual	Mel

NEXT MEETING – [Wed 6 May](#) - 07:00 WDT at Woodside Plaza

Presentation Listing - JA 2009

	Company	Subject / Title	Speaker	Abstract	Paper	Slides	© OK	Final	PER
1	Western Process Control	Diagnostics & PST for Valves	Hun Koy Kong Fisher – AP	✓	✓	✓			S
2	MTL Instruments	Powering the Bus Which PS to use When	Michael Gauci MTL Brisbane	✓		✓			S
3	Emerson Process Management	EDDL Diagnostics	Jonas Berge EPM Singapore	✓	✓				S
4	Pepperl & Fuchs	DART - Dynamic Arc Recognition & Termination	Christian Stroehle Singapore	✓	✓	✓			
5	Endress & Hauser	FF – Applications in the Field	Jonathan Soanes Sydney	✓					S
6	Emerson Process Management	FF – Designing within the Limits	Murali Krishnan EPM – AP	✓	✓	✓			
7	ASEA Brown Boveri	Diagnostic Benefits using Namur NE107	Kenneth Fridholm ABB Singapore	✓	✓	✓			
8	Moore-Hawke	Redundant H 1 & FISCO	Mike O’Neil MooreHawke UK	✓	✓	✓			S
9	HIMA Australia	FF-SIS vs PCS the Differences	Alex Tomiyama Perth	✓	✓	✓			
V	Fieldbus Foundation	<i>“Future Directions”</i>	Bill Tatum Foundation		--				
R	Deakin University	Neural Networks in Function Blocks	Hamid Abdi Deakin Uni	✓	✓	✓			

✓ A - indicates review approval / complete **R** - indicates reserve paper **S** - indicates sponsorship
V – video or DVD presentation

JA09 - Table Top Marketing Status

Company	Contacts	Phone	Status	Comment
WPC/EPM	Tom R David S	03 9721-0240 08 9344-4211	Confirmed 1 or 2 tables ?	Premium Sponsor ✓
MTL	Tina R Michael G	040 357-7029 040 357-7029	Confirmed 1 table	Sponsor ✓
E+H	Jozef C Jonathan S	041 846-8047 02 8877-7080	Confirmed ? 1 table	Sponsor ✓
Moore Hawke	Kevin L	040 9228-4435	Confirmed 1 table	Sponsor ✓
FF Vendors				
P & F	Vince D	040 942-3124		Follow-up
Flowserve	John M	08 9336-3400	Booked	✓
Wika	Brian C	042 302-8823	Declined	-----
BioLab	Brad T	041 934-4340	Message left	Follow-up
AMS	Dirk K	03 9017-8225		Follow-up
Samson	Angus W	044 823-1615	Booked	✓
ProChem	Ian B	08 9458-7777	Contacted – waiting	Follow-up
Siemens	Andy L	041 751-6552	Contacted – waiting	Follow-up
Invensys	Peter H	041 798-5659	Contacted – waiting	Follow-up
Honeywell	Brian / Bill	08 9362-9566	Contacted – waiting	Follow-up
Yokogawa	Nick S	041 890-5051	Contacted – waiting	Follow-up
ABB (PER)	Matthew R	08 9455-9400	Contacted – waiting	Follow-up
Krohne	Kevin G	08 9426-1700	No Contact	
HIMA	Dean McN	08 9323-2105	Declined	-----
Pacific EX	Warwick G	040 220-5525	Contacted – waiting	Follow-up
Educational				
TAFE	Stephen E		Email – waiting	Follow-up
IICA	Roy C	041 799-8722	Accepted freebie	----- ✓
ACEPT	Olive MacK	08 9494-8924	Confirmed (Mel/Roy)	----- ✓
ECU	Daryoush H		Allen - emailed offer	Follow-up
Consultants				
Hatch		08 9428-5000		
Clough		08 9486-9400		
Worley E		08 9442-4242		
Worley P		08 9278-8600		
Plexal		08 9426-5700		
SKM		08 9469-4400		
GHD		08 6222-8222		
Proteus		08 6313-3200		