

DATE OF MEETING: 12th February 2004

LOCATION: Woodside Plaza – 240 St. Georges Terrace, Perth

Minutes by: TS Lim

PRESENT

T.S. Lim (Secretary - Woodside Energy)
Jim Russell (Chair- Woodside Energy Ltd)
Allen Tighe (Seacove Systems)
Dave Edge (Samson Controls)
Duncan Turner (KJV)
Michael Wagner (KROHNE/Smar)
Brian van Bueren (Honeywell)

APOLOGIES

Sebastian Wood (Flowserve)
David De Lacey (Murdoch University)
Mel Oliveri (CCI)

NON ATTENDEES

Nic Christodoulou (BP)

Cc: Rich Timoney

1. MATTERS ARISING FROM PREVIOUS MINUTES

Minutes was proposed for acceptance as a true record by Duncan and seconded by Allen.

2. CORRESPONDENCE

INCOMING: Ian Verhappen, Fieldbus Foundation, Correspondence from vendors bidding for training kits

OUTGOING: Training Kits correspondence

3. ACCOUNTS PAID/BALANCE

Duncan tabled the account balance for January of \$19,669.96 which was proposed and seconded by David and Lim respectively.

Allen has contacted an accountant who will charge approximately \$400 for the preparation of yearly financial statement. Duncan and Allen to meet and discuss with the existing accountant for a better deal.

4. WEB PAGE ON MAIN FF SITE

Allen advised that the work on www.fieldbus.org.au web site is 80% complete. Committee who wished to use user.name@fieldbus.org.au email address can contact Allen to set up an email account.

5. DONATED EQUIPMENT

Honeywell Experion host system – Brian will provide a host PC system specification.

WPC replacement DVC – Mel to advise status of positioner.

Jim will send a 'thank you' letter to PR Electronics in appreciation of the donated temperature transmitters. Allen advised that 2 transmitters supplied initially with the superseded revision are to be returned.

Jim will send an appreciation letter to Smar with the request to look at replacing the I/F converter to F/I converter.

Allen advised that NI technical support has been coming from the office in China. NI latest software has caused the notebook PC to freeze when online configuration was selected. It was reported that an issue was found with the PCMCIA controller on some notebook PCs.

Mel to provide an updated asset register which is to include additional data such as hardware and DD revisions.

6. FIXED RIG

Jim expressed his concern on the level of commitment from CCI. It was suggested that an extra hour be allocated at the next committee meeting to discuss the way forward for the Centre of Excellence.

7. PUBLICITY

Next edition of FFEUC newsletter will be issued in March 2004.

8. MEETINGS

Next technical meeting will be scheduled on 26th March. The subject will be to present the content of the FF engineering guide. This will be followed by a report on FF 2004 GA.

9. JUMP ABOARD 2004

Jim advised that a joint initiative with IICA was proposed at the IICA meeting. The outcome from the discussion was that the table top exhibitions planned by IICA does not meet FFEUC expectation. Due to the poor response from JA2003, the Eastern States event will not be organised from Perth.

10. FF Essentials Course

Allen is to schedule the next FF Essentials course in late April.

Jim will contact Doug McLaren to discuss a 'Bums on seat' arrangement for the Essentials after the contract expiry.

11. FF Training Kits

Jim advised that the committee has voted positively in support of spending \$12,000 towards purchase of the training kits. The bid to supply the training kits is likely to be awarded to Smar on the basis of cost and level of support. Michael will confirm with Smar host are compatible with Window 2000 or Window XP Pro..

Lim to issue the AGM minutes which is to be posted on the web site.

12. Box Hill TAFE

Allen will contact Box Hill on status of survey form mail out to assess the uptake of fieldbus by local industry in Melbourne.

Mel to advise status on organising a local WA fieldbus breakfast session for business leaders. It was suggested that the session is to be scheduled for March or April of 2004.

13. FFEUAC Meeting

Lim to attend the EUAC meeting and FF GA in New Orleans on 17th February.

14. FF Advance Training

Allen and Jim advised that development of the 1-day 'hands on' training is progressing.

NEXT MEETING is on 25/3/04 at **7:15 am**. Venue: **Woodside Energy Office, Woodside Plaza** , 240 ST Georges Terrace, Perth.