

DATE OF MEETING: 25<sup>th</sup> March 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)  
Syd Reed (Honeywell)  
Mel Oliveri (CCI)

**APOLOGIES**

Brian van Bueren (Honeywell)

**NON ATTENDEES**

Nic Christodoulou (BP)  
Sebastian Wood (Flowserve)  
David De Lacey (Murdoch University)

Cc: Rich Timoney

**1. MATTERS ARISING FROM PREVIOUS MINUTES**

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

**2. CORRESPONDENCE**

INCOMING: Ian Verhappen, Fieldbus Foundation, AMS, SAIT, MTL, Krohne/Smar

OUTGOING: SAIT, newsletter, Essentials flier

**3. ACCOUNTS PAID/BALANCE**

Duncan advised that the fixed term deposit amount of \$1700 has been reinvested at an interest rate of 4.4%

No account balance was tabled at the meeting. Total account balance which includes term deposit amount stands at \$27,222.41.

A new accountant Ken Goodwin has been appointed to prepare yearly account statement.

**4. WEB PAGE ON MAIN FF SITE**

It was agreed that photo session will be arranged at the next meeting.

**5. DONATED EQUIPMENT**

Honeywell Experion host system – Mel has received a proposal for the supply of a C200 host system.

WPC replacement DVC – Mel advise that the positioner is located at WPC warehouse.

**6. FIXED RIG**

No further work will be planned to re-establish the Centre of Excellence at CCI due to uncertainty in the level of commitment from CCI. It was agreed that all donated instruments at CCI will not be moved at this stage. The set up of alternate Centre of Excellence will not be pursued in the immediate term until after JA2004. Jim to set up a meeting with Frances to discuss future commitment from CCI.

**7. PUBLICITY**

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

**8. MEETINGS**

Next technical meeting will be scheduled on 2<sup>nd</sup> April. The subject will be to present the content of the FF engineering guide. This will be followed by a report on FF 2004 GA. Jim advised that Moore Industries will be host to visiting Fuji experts from Japan and there may be opportunity to arrange for Fuji to speak at the meeting.

**9. JUMP ABOARD 2004**

Jim, Allen and Lim will initially form the sub-committee for JA2004. More committee members were requested to join with organising the event. First committee meeting is planned for 1/4/04. 'Call for papers' for the event will be discussed as a priority. Jim advised that IICA has yet to confirm co-hosting the event in Melbourne and Gladstone.

**10. FF Essentials Course**

Allen advised that there are 3 or 4 enquiries from WA for the training scheduled for late April but none from Melbourne or Brisbane.

Jim advised that the current license agreement with SAIT will not be renewed after expiry. Jim is yet to hear from SAIT to agree on the proposed 'Bums on seat' arrangement.

**11. FF Training Kits**

Allen advised that the 3 training kits will be built utilising 3 PR Electronics temperature pucks and 3 Smar F/I converters. 3 second hand laptops were purchased from MTL at a cost of \$1350. Jim acknowledged the discounted price offered by MTL and Smar towards supply of the equipment.

**12. Box Hill TAFE**

No responses have been received on survey forms sent out by Box Hill in Melbourne.

Mel advised that he has accepted a new CCI posting in Karratha. Two new trainers have joined CCI training centre at Naval Base.

**13. FF Advance Training**

Allen advised that he is still waiting for kits to be completely delivered. The target date for completion of the training module is July 2004.

**14. Insurance For Laptops**

It was decided that the laptops are to be self-insured. Allen to source suitable Kensington-lock to secure the units when used off site.

NEXT MEETING is on 11/5/04 at **7:00 am**. Venue: **Woodside Energy Office, Woodside Plaza** , 240 ST Georges Terrace, Perth.