

DATE OF MEETING: 11<sup>th</sup> May 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)  
Michael Wagner (KROHNE/Smar)  
Markus Kern (Honeywell)

**APOLOGIES**

Brian van Bueren (Honeywell)  
Dave Edge (Samson Controls)  
Duncan Turner (KJV)  
Syd Reed (Honeywell)  
Mel Oliveri (CCI)  
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 Allen and seconded by Michael.
- 2. CORRESPONDENCE**  
INCOMING: Ian Verhappen, Fieldbus Foundation, IICA, JA2004 correspondence  
  
OUTGOING: SAIT, JA2004 correspondence
- 3. ACCOUNTS PAID/BALANCE**  
Annual account statement for 2003 was to be typed up and presented to the accountant for sign off.  

**Action: Duncan**
- 4. WEB PAGE ON MAIN FF SITE**  
Photo session will be arranged at the next meeting.
- 5. DONATED EQUIPMENT**  
WPC replacement DVC – positioner has been located at WPC warehouse.
- 6. FIXED RIG**  
Jim to set up a meeting with Frances to discuss future commitment from CCI.  

**Action: Jim**

- 7. PUBLICITY**  
Next edition of FFEUC newsletter is to be drafted.  
**Action: Jim**
- 8. MEETINGS**  
Next technical meeting will be scheduled in mid June. Jim requested Honeywell to advise if a presentation on the Enfield project can be arranged.  
**Action: Markus**
- 9. JUMP ABOARD 2004**  
Jim tabled a budget of \$10,000 to fund the JA2004 event. Allen and Michael proposed and seconded the motion respectively. Jim advised that IICA has agreed to co-host the event in Melbourne and Gladstone.
- 10. FF Essentials Course**  
Allen advised that there were only 2 attended the training held in WA in late April. No Essentials course was conducted in the East Coast due to lack of response.  
  
Jim has yet to hear from SAIT to agree on the proposed 'Bums on seat' arrangement.
- 11. FF Training Kits**  
RFQ is to be prepared for the supply of 3 temperature instruments. Allen advised that PR Electronics supplied temperature pucks were noted to have issues with the DD files.  
**Action: Allen**
- 12. FF Advance Training**  
Allen advised that he is still waiting for parts in order to fully assemble the kits. The target date for completion of the training module is October 2004.  
**Action: Allen**
- 13. Insurance For Laptops**  
Allen advised that he has purchased Kensington lock which cost \$61 each.
- 14. Mailing List**  
Jim will contact Nic to retrieve the membership database.  
**Action: Jim**  
Markus to investigate and report on possible use of Plexo to manage the database.
- 15. Publicity/ CD ROM**  
The JA 2004 proceedings will be produced in identical format to the JA2003 CDROM. Lim to advise the cost to produce these CDs.  
**Action: Lim**
- 16. Web Site**  
Jim to contact Nic on updating the Foundation website.

NEXT MEETING is on 9/6/04 at **7:00 am**. Venue: **Woodside Energy Office, Woodside Plaza** , 240 ST Georges Terrace, Perth.