

DATE OF MEETING: 18<sup>th</sup> November 2004

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

Minutes by: TS Lim

**PRESENT**

T.S. Lim (Secretary - Woodside Energy)  
Jim Russell (Co-Chair- ICEweb)  
Allen Tighe (Seacove Systems)  
Syd Reed (Honeywell)  
Gordon Hutchinson (Weidmuller)  
David Edge (Samson)  
David Gonzalez (ABB)  
Jeremy Hales (WPC)  
Karl Haller (Co-chair P&F) via telephone hook-up  
Bill Ramsay (Emerson Process Management)

**APOLOGIES**

Brian van Bueren (Honeywell)  
Duncan Turner (KJV)  
Nick Sima (P&F)

Cc: Rich Timoney

**1. MATTERS ARISING FROM PREVIOUS MINUTES**

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

**2. CORRESPONDENCE**

INCOMING: Ian Verhappen, Fieldbus Foundation, IICA, IDC (S Mackay), JA2004 correspondence, SAIT, Krohne, Michael Churcher, Worsley (Amal)

OUTGOING: JA2004 correspondence, Smar (J Berge), Fieldbus Foundation (S Mitschke)

**3. ACCOUNTS PAID/BALANCE**

Jim's detailing a budget proposal for the incoming year and this was proposed by David E and seconded by Syd. Details of the proposal is attached to the minutes.

Allen will contact Henk on the Fluke meter offer for evaluation by the committee.

**4. WEB PAGE**

Allen will update the web site during xmas holiday. Papers from JA2002 and JA2004 are still to be posted on the web site.

**5. DONATED EQUIPMENT**

Expediting of donated equipment will not be pursued until a resolution on the Centre of Excellence has been reached. DVC positioner is held at WPC warehouse.

- 6. FIXED RIG**  
No further update on the outstanding CCI business plan.  
Updating of the asset register of all equipment is still required.
- 7. PUBLICITY**  
None planned until early in the new year.
- 8. MEETINGS**  
Jim advised there will be a minimum of 4 technical meetings for next year, with the 1<sup>st</sup> meeting planned in March on the engineering guide.
- 9. JUMP ABOARD 2005**  
Theme and date for Jump Aboard 2005 was discussed. One suggested theme was 'Your Questions Answered' and possibly held back to back with the IICA conference. Allen was again nominated to chair the event. Gordon, Jeremy, Dave E, Dave G, Jim, Lim & Carl agreed to be on the committee. A survey of the members was proposed to maximise attendance at the event.
- 10. FF Essentials Course**  
Discussion on the license fee recovery arrangement with the FFEUC for Allen to conduct the Essentials is to be scheduled at a later date.
- 11. FF Training Kits**  
All issues on the training kits are now resolved.
- 12. FF Advance Training**  
Allen planned to schedule a 'Configuration Course' in December.  
  
Allen advised the next SAIT Discovery Make-up course may be attended by 3 CSBP personnel.
- 13. Mailing List**  
Jim would like to mail out a member tracker form to ensure accuracy of the FFEUC database. Jeremy and Gordon agreed to assist in compilation of the list which will consist at least the following fields: name, contact no, and email address.
- 14. Other Business**  
Jim advised that he will be attending the GA in Vienna in February.  
  
Dave E agreed to take on the news editor role.  
  
Eastern State EUC. Jim would like a subcommittee to be set up. All vendors to contact colleagues in Melbourne to help in the subcommittee. 4 technical meetings are to be planned for next year. \$2,000 will be allocated to kick off the group with a total provision of \$5,000 if needed.

NEXT MEETING is 1<sup>st</sup> February 2005 at **7:00 am**. Venue: **Woodside Energy Office, Woodside Plaza** , 240 ST Georges Terrace, Perth.