

DATE OF MEETING: 20th October 2005

LOCATION: Woodside Plaza, Perth

Minutes by: TS Lim

PRESENT

T.S. Lim (Secretary - Woodside Energy)
Jim Russell (Co-Chair- ICEweb)
Allen Tighe (Seacove Systems)

APOLOGIES

David Edge (Samson)
Colin Yates (P&F)
Bill Ramsay (Honeywell)
Brad Tindall (Metquip Systems)
Kevin Barnes (MTL)
David Gonzalez (ABB)
Duncan Turner (Apache)

Cc: Rich Timoney

Meeting was called off as there wasn't sufficient numbers for a quorum. Update in bold was made to the items in minutes where relevant.

1. MATTERS ARISING FROM PREVIOUS MINUTES

Minutes proposed for acceptance by Brad and seconded by Allen.

2. CORRESPONDENCE

INCOMING: JA2005 correspondence.

Ian Verherhappen, Request for CD (from Mexican), Maggie Carlson, Dirk Pieterse, FUG (Peter Inns)

OUTGOING: JA2005 correspondence, JA2005 Flier, VIC FUG correspondence.
Matrikon

3. ACCOUNTS PAID/BALANCE

No account was presented at the meeting.

Operating Account balance to date is \$11,157.77 with additional \$20,000 held in term deposit account.

4. WEB PAGE

No update on the subject.

5. DONATED EQUIPMENT

Allen to post the equipment asset register on the webs site once it has been updated.

Action. Allen

6. FIXED RIG

No further update on the outstanding CCI business plan.

Update of asset register of all equipment donated at CCI is still outstanding. Kevin Barnes and Scott Wilson will arrange a visit to CCI to enquire on the status of their donated equipment.

Action. Kevin/Scott

Update required on meeting with AOGITC at next meeting.

Meeting with Australian Centre for Energy and Process Training (Ex AOGITC) was attended by Jim, Allen, Ian Verhappen and Rich Timoney. ACEPT gave an overall project proposal and has expressed an interest for the centre to be set up as a FF Centre of Excellence.

7. PUBLICITY

Brad Tindall has taken on the role to assist in review of newsletter.

8. MEETINGS

Jim advised that due to other commitment, the engineering guide and FF training kit presentation will be rescheduled to a later date. Subject to be discussed at the next committee meeting.

Jim will put together a forward technical meeting plan. Items will be included in the technical meeting plan.

9. JUMP ABOARD 2005

JA2005 was a success with Melbourne noted to improve slightly from last year. Lim to send the attendee list to all sponsors detailing names, email address and company or affiliation. Lim to send invoice to tabletop vendors who agreed to share the happy hour cost.

Allen has forwarded JA2005 attendees details to all sponsors. A list of attendees with email addresses will be forwarded to tabletop vendors when requested.

No definite plan to hold similar jump aboard event for next year. The possibility of holding an event modelled on recent China event was discussed. Jim to request from Foundation a sample letter to commit vendors to market the model.

10. FF Essentials Course

Allen to advise next training date at next committee meeting.

Training with provisional dates will be scheduled in March, June and September.

11. FF Advanced Training

Allen to advise next training date at next committee meeting.

12. Mailing List

David Gonzalez has agreed to take on the role of maintaining the mailing list database.

13. Eastern State FFEUC

Further update on FUG is to be discussed at next committee meeting.

Jim to contact Peter Inns on the status of the next FUG committee meeting.

14. FFEUC Co-Chair Position

Jim indicated that he will be delegating more of his work to the committee from now on. Jim will try to invite Vinod from CSBP to the future committee meeting. Lim will extend the invite to John Ness to attend future committee meeting.

15. Other Business

Syd raised the issue that requirement for training of Greenfield project personnel has not been covered in adequate detail. This is to be raised for action by EUAC.

Action. Jim

Jim to put together FFEUC activity plan for the year and will send to committee for review.

Allen requested that the FFEUC laptop be upgraded with window XP Pro. Jim advised Allen to proceed.

Allen requested that the FFEUC should consider the purchase of Adobe Distiller software. Allen will check the price of the software.

Allen to proceed with purchase of a business card reader.

Jim to proceed with purchase of a digital camera.

Jim to respond on the document from John Dustin. He will also pass the document to Ian and Dave Glanzer for comments.

NEXT MEETING is 22nd November 2005 at 7:00 am. Venue: Woodside Plaza