

# Meeting Minutes

**AOC Executive Board Bimonthly Teleconference  
3:00 – 4:00 pm (Central Time), February 27, 2004**

**Attendees:** Ying Chen, Yanbin Li, Juming Tang, K.C. Ting, Shaojin Wang, Hongwei Xin, Jiannong Xin, Ying Wang, Chenghai Yang, Naiqian Zhang, Qiang Zhang, Ruihong Zhang, Yuanhui Zhang

**Absentees:** Xiwen Luo, Zhongli Pan, Rongsheng Ruan, Guoqiang Zhang, Senwen Zhang

AOC President Qiang Zhang brought the meeting to order at approximately 3:00 pm. The following issues were discussed:

1. Approval of Agenda  
Qiang Zhang drafted a standard meeting agenda. The agenda was approved unanimously by the board (moved by Ying Chen, seconded by Ruihong Zhang).
2. Review of Minutes of December 19, 2003  
The meeting minutes for the December 19, 2003 board meeting was briefly reviewed and approved unanimously by the board.
3. Old Business
  - a. 2004 China Exchange session (Qiang)  
The program for the third China Exchange Session at the 2004 ASAE/CSAE Annual Meeting in Ottawa, Canada has been tentatively determined. Six speakers have been invited and confirmed. The session will be extended from two hours to two and a half hours. USDA Undersecretary Joseph Jen will be the session keynote speaker. He will be given 30 minutes and the rest of the speakers will be given 20 minutes. Refreshments will be provided.

Session 806 - CHINA EXCHANGE (Invited Lecture & Forum)

1. Science and Technology Exchanges between US and China. Joseph Jen, Under Secretary, Research, Education, and Economics, USDA, Washington, D.C., USA
2. Twenty Years of CIDA China Cooperation in Agriculture Fields. Walter Redekop, Manager, China Agriculture Program, BSC, CIDA, CIDA China Division, Gatineau, Quebec, Canada
3. To be advised. Ming Zhu, President, Chinese Academy of Agricultural Engineering, Beijing, China
4. Bioproduction and Resources Sustainability in Northwest China. Xiusheng Yang, Professor and Director, Connecticut State Climate Center, University of Connecticut, CT, USA

5. Microwave Processing in China: Technology Transfer and Development, Raghavan Raghavan, Professor, McGill University, Quebec, Canada

6. Progress and Future Perspectives of CAAS-ISU Collaboration on Animal, Hongmin Dong, Director, Chinese Academy of Agricultural Sciences

b. Standing committees of AOC (Qiang)

Qiang Zhang has drafted a frame for terms of reference for the AOC committees. Each of the 11 committees needs to have a term of reference based on the frame. AOC president appoints new committee chairs every year and new chairs will form the committees. Ying Chen was appointed as the award committee chair.

Terms of Reference

The ??? Committee is a standing committee of the Association of Overseas Chinese Agricultural, Biological, and Food Engineers (AOCABFE, or AOC). The role of the ??? Committee is to ??????? (one or two lines). The membership of the ??? Committee shall include a Chair, a Vice Chair, a Past Chair, and members appointed by the Chair. The Vice Chair proceeds to be the Chair and a new Vice Chair is selected by the Committee (or appointed by the AOC Executive Board) every year at the annual meeting.

c. Student paper awards in China (KC and Qiang)

The student paper competition guideline was approved unanimously (moved by K.C. Ting and seconded by Jiannong Xin).

d. Update on joint journal publication (Roger)

Roger was absent for the meeting, but sent an email to ask the board members to review some documents on the joint journal. His recommendation is that AOC go ahead with the non-profit Tax-exempt ID number application to include the journal publication. Roger will then start the ISSN number application process.

e. AOC Forum in China (Qiang)

No news to report.

4. New Business

a. 2004 annual meeting in Ottawa

i. Business meeting (Qiang)

The annual AOC business meeting may be held separately from the banquet if the banquet location is not suitable for meetings. This will be determined soon.

ii. Banquet (Ying Chen and Tao Yang)

Ying Chen reported on several possible banquet locations and the costs for meals and equipment. The meal price should be around CAN\$30. The number of the menus should be limited to 2-3. The National Art Center, which is close to the meeting site, may be a good choice. Ying Chen will negotiate with the management to finalize the selection and prices.

iii. Student activities (Chen Ying and Wang Ying)

Ying Wang is the Chair of student activity committee. A student gathering is being planned at the meeting.

b. 2004 awards (Ying Chen and KC Ting)

Ying Chen and KC Ting will work together on the award nominations. There is sufficient fund for the awards.

c. Update on CIGR Beijing Conference (Naiqian)

Naiqian reminded that the deadline for paper submission for the CIGR Beijing conference is April 15. He is communicating with the Chinese organizers to have Juming Tang, AOC president-elect, and other volunteering AOC members in the academic and organizing committees and session programs. Some participating AOC members may be asked to review the papers submitted to the conference. Naiqian and Qiang will find out how many AOC members will attend the conference and decide if AOC will hold a forum at the conference.

5. Other business

Ruihong Zhang spoke on behalf of Zhongli Pan about the newsletter. The release date for the third issue was set on April 15. A student column will be added to the newsletter and Zhongli will send requests to students for information. Jiannong Xin will be featured in the third issue. Shaojin Wang and Juming Tang will write an article on Washington State University.

The meeting was adjourned at 2:20 pm.

Respectfully submitted by  
Chenghai Yang