

Meeting Minutes

AOC Executive Board Bimonthly Teleconference

3:00 – 4:00 pm (Central Time), April 26, 2004

Attendees: Ying Chen, Zhongli Pan, Rongsheng Ruan, Juming Tang, Shaojin Wang, Hongwei Xin, Jiannong Xin, Chenghai Yang, Naiqian Zhang, Qiang Zhang, Ruihong Zhang

Absentees: Yanbin Li, Xiwen Luo, K.C. Ting, Ying Wang, Guoqiang Zhang, Senwen Zhang, Yuanhui Zhang

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

1. Approval of Agenda

The agenda for today's meeting was approved unanimously by the board.

2. Review of minutes of February 27, 2004

The meeting minutes for the 27 February 2004 board meeting was approved unanimously by the board.

3. Old Business

3.1. 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 finalized and will be published in the meeting program.

3.2. 2004 annual meeting in Ottawa

3.2.1. Business meeting (Qiang)

The annual AOC business meeting will be held one hour prior to the AOC banquet. Qiang will prepare an agenda for the AOC business meeting. The meeting is open to all ASAE/CSAE participants.

3.2.2. Banquet (Chen Ying and Tao Yang)

Ying Chen updated on the menus and prices for the banquet at the National Art Center, which is about 15 minutes (walking distance) from the meeting site. A chicken or a fish (salmon) entry along with drinks, salad and dessert will cost approximately US\$20. Tips and taxes are also included. Pork, beef, and shrimp are also available, but the choices will most likely be limited to chicken and fish. The prices are based on a minimum of 50 people. There will be a free dinner for every additional 20 guests. Ying Chen may send the possible menus to the members and will make a final decision based on the responses.

A registration fee will be charged for the AOC business meeting and banquet. The registration fee will be \$50 for professionals, \$20 for students, and free for Chinese guests. Some guests, including ASAE past-president, president, president-elect, vice-president; CSAE president; and CIGR president will be invited to the banquet. AOC honorary members will also be invited.

3.2.3. Awards (Chen Ying)

Ying Chen sent out the announcement for the student paper competition. Another notice will be sent before the deadline. The AOC award committee will evaluate the papers based on the ASAE standards on written papers.

3.2.4. Student activities (Chen Ying and Wang Ying)

Keynote speakers will be invited for the student gathering at the annual meeting. Ying Chen will coordinate this issue with Ying Wang.

3.3. Update on joint journal publication (Roger)

Roger reported that he has not heard anything from China about the financial issue for the journal. Once sufficient money is secured from various sources in China, Roger will start applying for a Tax-exempt ID and an ISSN number.

4. New Business

4.1. Election of executive board members (Naiqian)

The appointments for most of the elected and appointed board members will expire at the annual meeting. Naiqian will send a letter to the AOC members to describe the vacancies and election procedures.

5. Other business

5.1. Update on CIGR Beijing Conference

Naiqian reported that about 250 papers have been submitted for session III for the CIGR Conference to be held in October, in Beijing. Zhongli reported that over 600 papers may have been received for the conference. The board suggested that there should be a social gathering between overseas AOC members and AOC members in China during the meeting. AOC president-elect, Juming Tang, along with many other AOC members will attend the meeting.

5.2. Membership update

Ruihong Zhang reported on the membership status. Currently there are 47 regular members and 20 student members in North America.

5.3. Newsletter issue

Zhongli suggested that a fee be charged for advertising open positions on IMPACT. The member list needs to be updated regularly. Zhongli will contact Jiannong regarding the membership update on the AOC webpage. The fourth issue of the newsletter will be published around June 30. Yanbin Li will be featured in the next issue. Naiqian will prepare an article on Kansas State University.

The meeting was adjourned at 4:30 pm.

Respectfully submitted by

Chenghai Yang