

Minutes of Meeting held on Feb 15th 2018, 5:30pm
Venue: UQ General Purpose (South) Building, Room 78-421
Webex Meeting Number: 591 164 987 Dial in Number (1800456315)

Dr. Daniel Eghbal, IEEE QLD Section Chair	Dr. Alexandra Posoldova - IEEE QLD Section Secretary
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Office	Attendance	Present	Apology	Webex	Absent
Chair	Daniel Eghbal	X			
Vice Chair	Nilesh Modi	X			
Secretary	Alexandra Posoldova	X			
Treasurer	Vaughan Clarkson	X			
Immediate Past Chair	Garry Einicke				X
Newsletter Editor	David Russel	X			
Webmaster	Farzad Farajizadeh	X			
Professional Activities	Mehdi Mosadeghy	X			
Membership Development chair	Sudarshan Dahal	X			
Awards & Recognition	Marcus (Xinren) Jiang	X			
Student Activities Chair	Rasoul Garmabdari	X			
Student Activities Assistant Chair					
Educational Activities Chair					
Engineers Australia Liaison	Tapan Saha	X			
TISP	Jan McSweeney				
Women in Engineering (Chair)	Marie-Luise Wille	X			
Women in Engineering (Vice chair)	Negareh Ghasemi	X			
Women in Engineering (Secretary)	Hanxiao Zhang	X			
Aerospace and Electronic Systems Chapter (Chair)	Jason Williams	X			
Aerospace and Electronic Systems Chapter (VC)	Ken Morris	X			
Aerospace and Electronic Systems Chapter (Sec)					
Computational Intelligence Chapter (Chair)	Amin Gharipour		X		
Computational Intelligence Chapter (VC)	Andrew Lewis		X		
Computational Intelligence Chapter (Sec)	Zahra Jadidi				X
Computational Intelligence Chapter (Treasurer)	Alan Liew				

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Computer Chapter (Chair)	Amin Gharipour		X		
Computer Chapter (VC)	Rajib Rana				X
Computer Chapter (Sec)					
Computer Chapter (Treasurer)					
Control Sys/Robo & Auto Chapter (Chair)	Luis Mejias Alvarez	X			
Control Sys/Robo & Auto Chapter (VC)	Navinda Kottege		X		
Control Sys/Robo & Auto Chapter (Sec)					
Engineering in Medicine & Biology Chapter (Chair)	Qing Zhang			X	
Engineering in Med & Biology Chapter (VC)	Mohanraj Karunanithi		X		
Engineering in Med. & Biology Chapter (Sec)	Vanessa Smallbon	X			
MTT/AP Chapter (Chair)	Morteza Shahpari	X			
MTT/AP Chapter (VC)	Antony Lui				
MTT/AP Chapter (Secretary)	Konstanty Bialkowski	X			
PE/IE/EA (Chair)	Mahinda Vilathgamuwa				X
PE/IE/EA (VC)	Junwei Lu				X
PE/IE/EA (SEc)	Seyyed Ali Pourmousavi Kani				X
PE/IE/EA (Treasurer)	Mohammadhossein Etesami		X		
Power & Energy Chapter (Chair)	Tapan Saha	X			
Power & Energy Chapter (VC)	Nilesh Modi	X			
Power & Energy Chapter (Secretary)	Mohammadhossein Etesami		X		
Power and Energy Chapter (treasurer)	David Batterham		X		
Signal Pro & Comms Chapter (Chair)	Greg Hislop		X		
Signal Pro & Comms Chapter (VC)	Muhammad Mohtasim				X
Signal Pro & Comms Chapter (Sec)					
Young Professionals Affinity Group (Chair)	Sohrab (Rob) Makaremi	X			
Young Professionals Affinity Group (VC)	Nazanin Nadian		X		
Student Counsellor QUT					
QUT Student Branch, Chair	Nima Khoshsiraf				
QUT Student Branch, Vice-Chair	Afsaneh Narimani				
QUT Student Branch, Secretary	Venkata Satyavani				

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QUT Student Branch, Treasurer	Aaron Liu				
Student Counsellor UQ	Chandima Ekanayake		<i>X</i>		
UQ Student Branch Chair	Glen Javier				
UQ Student Branch Vice-Chair	Dzung Nguyen				
UQ Student Branch Secretary	Andrew Le				
UQ PES Student branch Chair	Lakshitha Naranpanawe		<i>X</i>		
UQ PES Student branch Vice-Chair	Ebby Thomas				
UQ PES Student branch Secretary	Mohammadhossein Etesami		<i>X</i>		
Student Counsellor GU-Nathan	Sascha Stegen		<i>X</i>		
GU Nathan Student Branch Chair	Ian Ockenden				
GU Nathan Student Branch Vice-Chair	Abdul Rehman				
GU Nathan Student Branch Secretary	Douglas Skinner				
GU Nathan Student Branch Treasurer	Joseph Simeon				
Student Counsellor GU-GC	Stephen So		<i>X</i>		
GU-GS Student Branch Chair	Ben John				
GU-GS Student Branch Treasurer	Elise Jenkins				
Student Counsellor USQ	Vacant				
Student Counsellor CQU – Brisbane	Sangeetha Kutty				
Student Counsellor CQU – Rockhampton	Ed Palmer				
Australian Oceanic Engineering Chapter – Queensland Rep	Navinda Kottege		<i>X</i>		
Power and Energy Chapter (student rep chair)	Lakshitha Naranpanawe				
Power and Energy Chapter (student rep vice-chair)	Ebby Thomas				
IEEE HKN President					
IEEE HKN - Faculty advisor	Tapan Saha		<i>X</i>		

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The 1st Queensland Section meeting for 2018 started at 5:30pm after Chair noted that the required quorum was present and welcomed the members. Alexandra Posoldova (Secretary) recorded the minutes.

1. **Attendance and apologies:** As noted.
2. **Confirmation of agenda:** agenda confirmed.
3. **Approval of minutes of the last meeting:** Minutes of the section meeting on 10 Oct 2017 was circulated before the meeting. No changes or corrections were suggested. A motion was moved by the secretary for the acceptance of the minutes as true record of the meeting.
Motion: That the minutes of the meeting held on 10 Oct 2017 be accepted.
Proposer: Daniel Eghbal **Seconded:** Nilesh Modi **Motion PASSED.**
4. **Review of Action List:** no action item from last meeting.
5. **Section Chair:**
 - **Motion:** That \$300 be approved to cover one night accommodation and expenses for the section chair to attend the Australia Council face-face meeting prior to R10 meeting in Langkawi, Malaysia on 2nd March 2018.
 - **Proposer:** Daniel Eghbal **Seconded:** Nilesh Modi **Motion PASSED.**
 - **Action item 2018-1-1:** Alexandra to confirm committee members' email addresses and remind all committee members to send their contact details and photo to the webmaster.
 - Daniel Eghbal was nominated as QLD section representative to IEEE Australia Council. Nilesh Modi, QLD Section Vice Chair, was appointed as substitute representative in the event Daniel Eghbal is unable to attend an Australia Council meeting.
 - Ray Brown from NSW Section will give a 30min presentation on International Registration Project at the next meeting on 13th March.
 - The section had received requests to sponsor (technical sponsor) 2nd Symposium on Distributed Ledger Technology and International Conference on Computers and Telecommunications (ICCT). Due to paper review and quality concerns the committee decided not to sponsor. Future requests should be forwarded to relevant chapters to review and make recommendation.
 - Due to food leftovers at previous committee meetings, the refreshments will from now on be only water bottles and light snacks (up to \$100 catering budget per meeting).
7. **Vice-Chair:** The proposal for “KNX Standard in Building Automation” technical seminar will be passed to Professional Activities or YP to organise.
8. **Secretary:**
 - **Motion:** That meeting audio be recorded to generate minutes of the meeting using voice to text algorithms.
Proposer: Alexandra Posoldova **Seconded:** Nilesh Modi **Motion PASSED**

The committee noted that the data must be securely stored and it will be possible to pause recording when requested by a committee member.

9. Treasurer:

Rob Kennedy has been graciously handling things during January while Vaughan Clarkson is without access to the Section's accounts. From next month, Vaughan will present financial updates. In the interim, Vaughan will meet with Rob to complete the changeover.

Action item 2018-1-2: Add signatures of new treasurer (Vaughan Clarkson), Section Vice-Chair (Nilesh Modi) and Section Secretary (Alexandra Posoldova) to Everyday Saver and Three Term Deposits. All New signatures have full internet banking access to both accounts. Remove signatories Garry Einicke, Tapan Saha, Robert Kennedy, Abbas Bigdeli and Ruifeng Yan.

10. Awards and Recognition:

Action item 2018-1-3: The section chair to draft a proposal for review/update section's awards and recognition process

11. Membership Development:

Action item 2018-1-4: Daniel to circulate a list of IEEE promotional materials for the section membership development activities.

12. Webmaster:

The committee approved the appointment of Farzad Farajizadeh as the section webmaster in 2018.

13. Student branch Activities

Action item 2018-1-5: Nilesh to contact the student councillors and confirm their plan to continue their roles.

14. UQ Student Branch:

Dr Rahul Sharma is on SSP leave in S1/2018. Dr Chandima Ekanayake will take over the student councillor role for 2018 and revitalise the Student branch.

15. Control Systems/Robotics & Automation

Finishing appointments for Vice-chair and planning for the year ahead. CS/RAS will be having few activities on the back of a big international robotics conference, IEEE ICRA 2018. <http://icra2018.org>

16. PES/DEIS

PES QLD Chapter has won Outstanding Runner Up award in 2017 and a cheque of US\$250 was deposited from the award to the section account.

PES President Prof Saifur Rahman visited QLD PES Chapter and had a busy day on 22 November 2017. He gave an inspiring talk to HKN Members in the celebration of IEEE Founders day. Then he delivered an IEEE PES-DL at 447 Upper Edward St. Engineers Australia office, which was attended by more than 70 EA/IEEE Members.

PES Chapter bid for ISGT 2019 was not successful and PES Students Chapter submitted bid for PES Student Congress was not successful either.

17. Power Electronic/Industrial Electronics/ Industry Applications

Following the request from PE/IE/IA committee, a budget of \$150 was approved to make banner.

18. WIE

Following the discussions at the Australia Council meeting in August 2017, Queensland Section WIE chair in collaboration with WIE volunteers from other Australian sections prepared and submit a proposal for hosting a WIE International Leadership Summit (ILS) in Brisbane. IEEE MGA approved the proposal in Feb 2018. Queensland Section will be responsible for all financial surplus and losses of the event. It is expected that any surplus from the program will be reinvested in local activities that support IEEE WIE members. IEEE WIE Program headquarters will provide approved proposals with seed funding in the amount of \$1,500 USD to be applied to the costs associated with the IEEE WIE Leadership Summit only. The tentative date for the summit is 26-27 November 2018. Marie-Luise Wille, QLD Section WIE Chair & the summit chair, request approval from Queensland Section to proceed with the proposal and host the conference in Brisbane. The committee was supportive in principal and raised a number of questions before making decision.

Action item 2018-1-6: Luise to prepare and send the committee a document outlining the summit budget and registration and seek approval by email before the next meeting.

19. IEEE HKN Mu Kappa Chapter

A number of UQ HKN chapter members have graduated in 2017 and they have left UQ. So they are not anymore active members of UQ HKN Chapter. Accordingly, we have endorsed six new members to be inducted for the HKN chapter.

Previously Qld Section approved 50% discount for the IEEE HKN chapter joining fee for student members. Now the fee has increased to US\$70. Can I request US\$35 discount for six members? That means, I am requesting \$210 US for this. This was approved in the meeting.

IEEE HKN will have annual new member's induction and AGM on 15th March at Advanced Engineering Building room 502 starting at 4pm.

- **Motion:** That \$300 budget be approved for the BBQ event for the 15th March event.
Proposer: Tapan Saha **Seconded:** Daniel Eghbal **Motion PASSED**

Mu Kappa Chapter has received US\$100 discounted coupon for their successful IEEE founder's day event. They are purchasing IEEE HKN table cloth for their functions.

20. IEEE HKN Mu Kappa Chapter

Next meeting is on Tue13 March 2018.

The meeting adjourned at 7:30pm.

ACTION LIST

Actions shaded dark have been either completed or cancelled.
 (Numbering Scheme: Meeting#-Action Number-Year).

Action No	Description	Completion Date	Statu
2018-1-1	Alexandra to confirm committee members' email addresses and remind all committee members to send their contact details and photo to the webmaster.	12 March	
2018-1-2	Add signatures of new treasurer (Vaughan Clarkson), Section Vice-Chair (Nilesh Modi) and Section Secretary (Alexandra Posoldova) to Everyday Saver and Three Term Deposits. All New signatures have full internet banking access to both accounts. Remove signatories Garry Einicke, Tapan Saha, Robert Kennedy, Abbas Bigdeli and Ruifeng Yan.	1 March	
2018-1-3	The section chair to draft a proposal for review/update section's awards and recognition process.	12 March	
2018-1-4	Daniel to circulate a list of IEEE promotional materials for the section membership development activities.	12 March	
2018-1-5	Nilesh to contact the student councillors and confirm their plan to continue their roles.	1 March	
2018-1-6	Luise to prepare and send the committee a document outlining the summit budget and registration and seek approval by email before the next meeting.	1 March	