

Minutes of Meeting held on March 13th 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				
Newsletter Editor	David Russel	X			
Webmaster	Farzad Farajizadeh	X			
Professional Activities	Mehdi Mosadeghy	X			
Membership Development chair	Sudarshan Dahal			X	
Awards & Recognition	Marcus Jiang		X		
Student Activities Chair	Rasoul Garmabdari	X			
Student Activities Assistant Chair	Mostafa Esmaeili	X			
Educational Activities Chair					
Engineers Australia Liaison	Tapan Saha	X			
TISP	Jan McSweeney			X	
Women in Engineering (Chair)	Marie-Luise Wille	X			
Women in Engineering (Vice chair)	Negareh Ghasemi		X		
Women in Engineering (Secretary)	Hanxiao Zhang				
Aerospace and Electronic Systems Chapter (Chair)	Jason Williams	X			
Aerospace and Electronic Systems Chapter (VC)	Ken Morris		X		
Aerospace and Electronic Systems Chapter (Sec)	Vacant				
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				
Computer Chapter (Sec)					
Computer Chapter (Treasurer)					
Control Sys/Robo & Auto Chapter (Chair)	Luis Mejias Alvarez				
Control Sys/Robo & Auto Chapter (VC)	Navinda Kottege				
Control Sys/Robo & Auto Chapter (Sec)					
Engineering in Medicine & Biology Chapter (Chair)	Qing Zhang		X		
Engineering in Med & Biology Chapter (VC)	Mohanraj Karunanithi				
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)	Firuz Zare				
PE/IE/EA (VC)	Junwei Lu				
PE/IE/EA (SEc)	Seyyed Ali Pourmousavi Kani				
PE/IE/EA (Treasurer)	Mohammadhossein Etesami	X			
Power & Energy Chapter (Chair)	Tapan Saha	X			
Power & Energy Chapter (VC)	Nilesh Modi				
Power & Energy Chapter (Secretary)	Mohammadhossein Etesami	X			
Power and Energy Chapter (treasurer)	David Batterham		X		
Signal Pro & Comms Chapter (Chair)	Greg Hislop				
Signal Pro & Comms Chapter (VC)	Muhammad Mohtasim				
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	Mark Broadmeadow				
QUT Student Branch, Chair	Nima Khoshsirafat			X	
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	X			
UQ Student Branch Chair	Blake Alexander	X			
UQ Student Branch Vice-Chair	Sean Lin	X			
UQ Student Branch Secretary					
UQ PES Student branch Chair	Lakshitha Naranpanawe		X		
UQ PES Student branch Vice-Chair	Ebby Thomas	X			
UQ PES Student branch Secretary	Vacant				
Student Counsellor GU-Nathan	Sascha Stegen				
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				
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				
Power and Energy Chapter (student rep chair)	Lakshitha Naranpanawe				
Power and Energy Chapter (student rep vice-chair)	Ebby Thomas				
IEEE HKN President	Kianoosh Soltani Naveh				
IEEE HKN - Faculty advisor	Tapan Saha	X			
SSIT Australia Chapter - VC	Michael Guihot	X			

Boeing - Phantom Works Amit Singh
Boeing - Phantom Works Rob Kennedy

The 2nd 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 (audio recording enabled).

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 13 Feb 2018 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 13 Feb 2018 be accepted.
Proposer: Tapan Saha **Seconded:** Marie-Luise Wille **Motion PASSED.**
4. **Review of Action List:**
Action items 2018-1-2, 2018-1-3, 2018-1-4, 2018-1-6 and 2018-1-7 were completed. Action item 2018-1-1 remains ongoing as not all committee members have provided their photos.
5. **Section Chair:** Section chair attended IEEE Australia Council face-face meeting on 2nd March 2018 and R10 meeting in Langkawi (3-4th March 2018) and gave a brief report to the committee.
6. **Treasurer:** Treasurer's report was circulated prior to the meeting.
7. **Student branch Activities**
Motion: That Mostafa Esmaili be appointed as 2018 Student Activity Assistant Chair.
Proposer: Daniel Eghbal **Seconded:** Alexandra Posoldova **Motion PASSED**
8. **Power Electronic/Industrial Electronics/ Industry Applications**
 - With Prof. Udaya K. Madawala as the distinguished lecturer, an event on "Grid Integration of Electric Vehicles" was organised on 13 February 2018 with 20 attendees.
 - Requesting seed money from involved three chapters, we are planning to arrange future events.
9. **WIE**
 - Marie-Luise requested approval/decisions on various items regarding the WIE ILS organisation.
 - **Motion:**
 - The initial budget proposal for the WIE ILS provided by Marie-Luise
 - The venue: Brisbane Convention Centre
 - The dates for the ILS: 26/27th Nov
 - A subaccount for the ILS to be opened under the QLD account
 - o **Proposer:** Vaughan Clarkson **Seconded:** Sohrab Makaremi **Motion PASSED.**
 - It was approved that a subaccount be created for 2018 IEEE WIE ILS and signatories be Marie-Luise Wille, Hanxiao Zhang, Vaughan Clarkson and Alexandra Posoldova.
 - It was approved to transfer 5000AUD (seed funding) from QLD Section account to the WIE ILS subaccount.
 - It was decided that a GO/NO-GO date is implemented in the summit planning. The WIE ILS will go ahead subject to securing 23,000 AUD by 20th of August 2018.
 - The committee agreed to consider co-funding/financial sponsorship from other sections. The WIE ILS organising committee and QLD Section executive committee to review each proposal and approve.

Action Item 2018-2-1: Create a subaccount for 2018 IEEE WIE ILS
Action Item 2018-2-2: Transfer \$5000 (AUD) into the 2018 IEEE WIE ILS Subaccount

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Action Item 2018-2-3: Draft an MOU between QLD Section and other Australian Section willing to financially sponsor the 2018 WIE ILS outlining the co-funding options and profit/loss shares.

10. Other Business

Ray Brown from NSW Section gave a presentation on IEEE Registration project explaining the project objective, impacts and possible options. The presentation was followed by a Q&A session. QLD Section will send its view /feedback to the Australia Council by 9th May 2018.

Next meeting is on Tue 9 April 2018.

The meeting adjourned at 7:00pm.

ACTION LIST

Actions shaded dark have been either completed or cancelled.

(Numbering Scheme: Meeting#-Action Number-Year).

Action No	Description	Status
2018-1-1	confirm everyone's email address and send picture for web	Ongoing
2018-1-2	Daniel: forward requests for technical sponsorship to section chairs (2nd symposium on distributed ledger technology in June/July 2018, International Conference on Computers and Telecommunications (ICCT))	Complete
2018-1-3	Add new signatures to access bank account, remove past treasurer	Complete
2018-1-4	Luise: prepare proposal for WIE Leadership summit 2018, registration, budgeting and how to avoid loss to getting support from QLD committee	Complete
2018-1-5	discuss and propose new award process	Ongoing
2018-1-6	Nilesh: Check if UQ student branch is still active	Complete
2018-1-7	Daniel: send information on IEEE promotional material	Complete
2018-2-1	A sub account for the ILS to be opened under the QLD account with signatories Marie-Luise Wille, Hanxiao Zhang, Vaughan Clarkson, Alexandra Posoldova	
2018-2-1	Create a subaccount for 2018 IEEE WIE ILS	
2018-2-2	Transfer \$5000 (AUD) into the 2018 IEEE WIE ILS Subaccount	
2018-2-3	Draft an MOU between QLD Section and other Australian Section willing to financially sponsor the 2018 WIE ILS outlining the co-funding options and profit/loss shares.	