



QUEENSLAND SECTION

THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS INC.

ARBN 078 576 495

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Minutes for May meeting 2005

For Committee meeting: **Tuesday 25 May 2005, 5:30 - 6:30 PM teleconference at**
UQ General Purpose South Building Room 78-219 --
Phone 3365-9113
and Central Queensland University Phone (07) 4930 6491

<i>Office</i>	<i>Attendance</i>	<i>Present</i>	<i>Apology</i>	<i>Absent</i>
Student Chapter GU_GC	Stuart Bain			
Newsletter editor	James Birt			
Computer Chapter Ch	Vinod Chandran			
Power Chapter Ch	Joe Dong			
Awards & Recognition	Paul Gearon			
Section Treasurer	Amoakoh Gyasi-Agyei			
Membership Coordinator	Peter McLarty			
Webmaster	Craig Mills			
Student Counselor QUT	Ed Palmer			
Microvawe Theory&Techniques Antennas &Propag. Ch	Ashley Robinson			
Signal Proc & Comms VCh	Bouchra Senadji			
Section Vice Chair	Tapan Saha			
Computational Intelligence Ch	Joaquin Sitte			
Section Chair	Renate Sitte			
Signal Proc & Comms Ch	S. Sridharan			
Section Past Chair	Peter Sutton			
Professional Activ	Muthu Vallipuram			
Control Systems/Robotics&Autom.	Ljubo Vlacic			
Secretary	Andrew Thomas			

1 About the meeting:

- 1.1 Meeting opened at 5:35 PM. Finished 6:42 PM
- 1.2 Meeting chaired by Renate (present @UQ). Minutes taken by Andrew.

2 Confirmation of agenda

3 Confirmation of minutes of last meeting

- 3.1 In section 7.6, Joe reported that they had a seminar, and the DL professor is from Canada, rather than Singapore.
- 3.2 No other revisions.

4 Business arising

5 Committee Coordination

5.1 Section issues (Chair)

- 5.1.1 Renate and Tapan reported about Section 10 meeting. Student memberships are now divided into 2 categories, Student and Graduate Student memberships. Graduate students can now take an official office in IEEE. RAB is coming to Australia to visit. Approximate date was said to be 15th December. Tapan is to find out where they are going, as they may not be visiting Brisbane. Renate to forward e-mail containing the minutes regarding this visit.
- 5.1.2 Tapan said that lots of members want to upgrade to senior members, but don't know who to contact. Tapan is to contact Peter McLarty to get a list of senior members with their e-mails and then contact Craig Mills to put this on the web. Tapan to follow up Craig Mills about the website.
- 5.1.3 Renate asked to receive comments, but has not received any. Peter Sutton needs to be contacted to complete document.
- 5.1.4 Renate to give Tapan a CD containing the handover information.

5.1 Financial issues (Treasurer)

5.2 Administrative issues (Secretary)

6 Coordinators activities

6.1 Membership Development and Email Co-ordinator

6.2 Educational Activities Coordinator

6.3 Professional/Career Activities Coordinator

6.4 Awards & Recognition Coordinator

- 6.4.1 Renate to send Paul a list of those who are candidates for the recognition awards.
- 6.4.2 It was stated that a Queensland section award should be created, whereby the Chair, the Past Chair and the Awards and Recognition Coordinator form part of the recognition sub-committee.
- 6.4.3 The IEEE logo needs to be changed on all documents. How this can be done needs to be looked into.

7 Section/Chapter activities

7.1 Computational Intelligence Chapter

- 7.1.1 Had inaugural meeting on the 15th April, which featured two 30min presentations from an academic and a professional.

7.2 Computer Chapter

- 7.2.1 Informed Renate by e-mail that they have submitted their L31.

7.3 Joint Chapter of Control Systems and Robotics & Automation

- 7.3.1 An e-mail needs to be sent to the members that the chair needs to be changed because of the 3 year maximum tenure being exceeded.

7.4 Joint Chapter of Microwave Theory & Techniques / Antennas and Propagation

- 7.4.1 Ashley Robinson was unable to attend, however he sent an e-mail detailing the chapter news. This news is summarised below. The MTT conference is coming up in mid-June and either Ashley or another Micro employee should be able to go to the chapter chairs meeting that is held as part of this conference. There is also plans for a site visit with the EMC seminar to Boeing at Amberley.

7.5 Joint Chapter of Signal Processing and Communications

- 7.5.1 Tapan to look into chair being changed due to reason stated in 7.3.1 above.

7.6 Power Engineering Chapter

- 7.6.1 Expecting distinguished lecturer from Canada. Also expecting lecturer Prof. K.P. Wong from Singapore to give presentation in June/July.

8 Student Chapter activities

- 8.1 Another Post Graduate Student for the Student Chapter Chair needs to be found. Another councillor needs to be found also, however, this person must be an academic.

9 Newsletter

- 9.1 James will send out code.

10 Webmaster

- 10.1 Tapan to send an e-mail to Craig Mills.

11 Other business

- 11.1 Those present at meeting support the Women In Engineering proposal by Bouchra, however it was stated that the Signal Processing Chapter needs attention. Tapan is to discuss with Bouchra.
- 11.2 It was discussed whether Craig can give the website access to a senior member so modifications can be made directly.
- 11.3 Renate to send Tapan details about the official process required to instate Andrew Thomas as the Queensland Section Secretary. IEEE needs to be informed about the appointment.
- 11.4 Tapan will be attending IEEE 2005 Section Congress to be held in Tampa Florida during 14-20 October. Region 10 have paid for registration and accommodation, however Tapan has requested that obtains the funds for his airfares from the Queensland section (minus \$500 which is paid by the section) and gets Region 10 to reimburse these funds at a later date.
- 11.5 Tapan to send e-mail to everyone to find out what time is best for meetings to take place.

12 Next meeting