



QUEENSLAND SECTION

THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS INC.

ARBN 078 576 495

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Minutes for July meeting 2005

For Committee meeting: **Tuesday 19 July 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>Presen t</i>	<i>Apology</i>	<i>Absen t</i>
Section Chair	Tapan Saha	X		
Secretary	Andrew Thomas	X		
Section Treasurer	Amoakoh Gyasi-Agyei	X		
Section Past Chair	Renate Sitte		X	
Newsletter editor	James Birt		X	
Webmaster	Craig Mills			X
Professional Activ	Vallipuram Muthukkumarasamy	X		
Membership Coordinator	Peter McLarty		X	
Computer Chapter Ch	Vinod Chandran		X	
Power Chapter Ch	Joe Dong	X		
Control Systems/Robotics&Autom.	Ljubo Vlacic			X
Signal Proc & Comms VCh	Bouchra Senadji			X
Microvawe Theory&Techniques Antennas &Propag. Ch	Ashley Robinson		X	
Computational Intelligence Ch	Joaquin Sitte	X		
Student Counsellor QUT	Ed Palmer		X	
Student Counsellor UQ	Peter Sutton	X		
Student Chapter GU_GC	Mark Livingstone			X
Awards & Recognition	Paul Gearon		X	

1 About the meeting:

- 1.1 Meeting opened at 5:42 PM. Finished 6:58 PM
- 1.2 Meeting chaired by Tapan (present @UQ). Minutes taken by Andrew.

2 Confirmation of agenda

3 Confirmation of minutes of last meeting

4 Business arising

5 Committee Coordination

5.1 Section issues (Chair)

5.1.1 RAB/TAB Visit – Michael Evans Australia Council chairman wrote an e-mail which was attached to the agenda. A number of cities were to be visited by the RAB/TAB and the possible dates of arrival in Brisbane are the 4th or 5th of December. Tapan asked what the interest was from the Queensland Section to host these groups in Brisbane. However, Tapan also added that he will not be in Brisbane on those dates and Peter Sutton and Joe Dong also indicated that they would be away at those dates. It was agreed that the section would be interested in hosting the groups, however these dates are not suitable for the visit to Brisbane.

5.2 Financial issues (Treasurer)

5.2.1 The rebate has been received for the year 2004. Amoakoh suggested that more need to apply for senior members, as senior members bring in more funds. He also stated that Affinity group meetings (GOLD etc) attract \$200 per meeting. Peter Sutton said that 5 chapters had Affinity group meetings in 2004 which gathered \$1000.

5.2.2 No update on signatories issue for the section account. Peter Sutton to look into this. It was suggested that some money from the account be put into a fixed interest account, possibly 50%, and keep the rest in the normal account. Peter Sutton and Tapan to sort out signatories and also look into the options for the fixed interest account.

5.2.3 The Queensland Section have paid the funds that Tapan requested in previous meetings regarding the flights/accommodation etc for the section congress in Florida. Section 10 will be reimbursing these funds at a later date.

5.2.4 Joaquin raised the point that the section should have a discussion on how to use the money in the section account. He suggested that these funds be used as a catalyst for section activities. Vallipuram Muthukkumarasamy suggested that it could be used for some student scholarships but Peter Sutton said that the section is not allowed to use such money on scholarships. Both Vallipuram Muthukkumarasamy and Joaquin suggested that the money could be used for prizes to encourage student membership. It was also suggested that such prizes incorporate the subsidy of the winning students IEEE membership fees. Tapan is to send out an e-mail regarding this issue and the section is to consider options for prizes or subsidising memberships in order to attract undergraduate student members. This is to be an item of discussion in the next meeting.

5.3 Administrative issues (Secretary)

5.3.1 No issues

6 Coordinators activities

6.1 Membership Development and Email Co-ordinator

6.2 Educational Activities Coordinator

6.3 Professional/Career Activities Coordinator

6.3.1 Vallipuram Muthukkumarasamy stated that he is planning to organise a half day or full day workshop in October or December. He also asked what sort of funding is available for such an event. Tapan stated that a concrete proposal needs to be developed first before any funds may be allocated for those activities.

6.4 Awards & Recognition Coordinator

7 Section/Chapter activities

7.1 Computational Intelligence Chapter

7.1.1 Joaquin stated that there are 4 activities have been planned for this year, with the second activity scheduled for the 19th August. This activity is mentioned in the 2nd Quarter IEEE Queensland Section Newsletter and is part of the series “What is Happening in Computational Intelligence in Queensland” and is presented by Dr Paul Darwen and Dr Yuefeng Li.

7.2 Computer Chapter

7.2.1 Tapan reported an email that he received from the Chair of the Section. The committee discussed this in detail and agreed that Tapan would send an email to the Chair

with the following points:-

- (i) An email is required to put an apology for the meeting, no response does not mean an apology
- (ii) More activities are required to be planned by the Chapter, as this is the largest chapter in the Section
- (iii) Minimum activities should not be the target of any Chapter.
- (iv) Responsibilities of Section Chair should be informed from the RAB manual

7.3 Joint Chapter of Control Systems and Robotics & Automation

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. He mentioned that he has not yet planned any activities but he has some ideas such as a site visit to Microwave and Materials Design Pty Ltd and a seminar by Boeing at Amberly in the future.

7.5 Joint Chapter of Signal Processing and Communications

- 7.5.1 Sridharan has informed Tapan that Bouchra will be taking over as chapter chair.

7.6 Power Engineering Chapter

- 7.6.1 Joe Dong reported that the chapter has already organised 2 seminars with another 2 planned, of which one is confirmed and the other is not. The last activity from the chapter was very well attended.

8 Student Chapter activities

- 8.1 Nothing from Griffith University Gold Coast campus. Ed Palmer said via e-mail that he will be organising a membership drive function together with IEAust at QUT. Peter Sutton said that he is hoping to run a membership function early in the coming semester at UQ. It was discussed that somebody needs to be found to do be involved at the Griffith University Nathan campus.

9 Newsletter

- 9.1 There are no issues with the draft newsletter.

10 Webmaster

- 10.1 No update has occurred with the website and no password has been sent to allow an update to be made by Tapan. Tapan to write an e-mail to Craig Mills to ask if it is alright that he contacts the IEEE website entity to get access to the website.

11 Other business

12 Next meeting

Next meeting to take place on 23rd August at 5:30pm.