



QUEENSLAND SECTION

THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS INC.

ARBN 078 576 495

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Minutes for September meeting 2005

For Committee meeting: Tuesday 20 September 2005, 5:30 – 7:10 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>
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 Ch	Bouchra Senadji		X	
Microwave 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 5:34 PM. Finished 7:10 PM
- 1.2 Meeting chaired by Tapan (present @UQ). Minutes taken by Andrew.

2 Confirmation of agenda

- 2.1 Addition of a discussion concerning student prizes – Section 11
- 2.2 Remaining agenda confirmed

3 Confirmation of minutes of last meeting

- 3.1 No changes

4 Business arising

4.1 None

5 Committee Coordination

5.1 Section issues (Chair)

- 5.1.1 IEEE Scoop – Tapan requested photos from committee members from IEEE events (as detailed last meeting) however he has not received any. Tapan requested again and Renate said she would send some photos.
- 5.1.2 Queensland Section funds – In previous meetings it was agreed that some of the balance of the QS account should be invested in a saving's account to accrue interest. Peter said that \$30,000 has been put into a 1 year term deposit and \$10,000 has been put in a 3-month term deposit for quick access if needed. The S1 account signatories were also discussed, and it was stated that there are now four signatories for that account.
- 5.1.3 Distinguished Lecturer program – A document was sent around regarding the DL program and it was stated that in the future this document should be the guide followed for future DL programs.
- 5.1.4 Web update – Tapan now has the password and he had updated the office bearers for the QS site. Tapan requested information from chapter chairs so further updates could be made, but some chapters have not sent any information.
- 5.1.5 Election procedure – Peter Sutton has looked at the by-laws and his reading of them was that the committee can appoint a Vice-Chair through a group decision without the need for an election. This is because the Vice-Chair will only be replacement and will serving for 1 year until the Vice-Chair is due to be formally elected in 2007. It was suggested that someone who has been involved in the IEEE actively in the past should be selected. Amoakoh suggested that someone be appointed who has been in a similar position before in another organisation if someone who has been previously active in the IEEE cannot be found. Tapan said if anyone can think of a suitable person, please send him an e-mail.
- 5.1.6 Chapter elections – Tapan said he thinks it is important that every chapter should hold a chapter election before the end of the year. The QS committee agrees then the chapter chairs should be asked to hold elections for new chapter committees.

5.2 Financial issues (Treasurer)

- 5.2.1 The relevant information was discussed above.

Administrative issues (Secretary)

- 5.3.1 No issues

6 Coordinators activities

6.1 Educational Activities Coordinator

- 6.1 Renate said that the thesis competition for students is in March, but the students need to know by around September. E-mails need to be sent around to the student counsellors so that they can circulate the appropriate information to the students. Renate is to send an e-mail to Tapan regarding the competition and Tapan will forward the e-mail on to the student counsellors.

A discussion prevailed about some membership benefits or incentives to give to the first students to join. It was suggested that the first 20 students to join from each university get their 1 year membership for half price. Half price will cost \$1000 for 1 year. This was generally agreed upon and its results will be monitored and re-accessed if necessary. It was also suggested that the students who get this membership be noted, and then follow them up a year later to see if they continue to be members (and ask them if they want to re-join for the next year). Tapan said the student counsellors should have the responsibility for all of these tasks, them being Ljubo and Renate at the two GU campuses (10/campus), Peter and Ed at UQ and QUT and Amoakoh at CQU.

Mark Livingstone suggested (conveyed by Renate) getting IEEE t-shirts printed. Tapan is to find out if printing the IEEE logo on shirts is permitted.

6.2 Professional/Career Activities Coordinator

6.2.1 A seminar is being organised for October/November and there is also a plan for a membership drive in the future.

6.3 Awards & Recognition Coordinator

6.4.1 Absent

7 Section/Chapter activities

7.1 Computational Intelligence Chapter

7.1.1 Apology

7.2 Computer Chapter

7.2.1 Apology

7.3 Joint Chapter of Control Systems and Robotics & Automation

7.3.1 L31 has been submitted and a new chairperson of the chapter will take over as of January next year. This new chairperson is Mr Toby Myers who is a PhD student at Griffith University.

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

7.4.1 Absent

7.5 Joint Chapter of Signal Processing and Communications

7.5.1 Apology

7.6 Power Engineering Chapter

7.6.1 Apology

8 Student Chapter activities

8.1 QUT – Ed had a joint membership drive function with IEAust.

UQ – Peter is planning for a membership drive after the mid-semester break sometime.

GU-GC – There is a plan for an upcoming membership drive.

9 Newsletter

9.1 Apology

10 Webmaster

10.1 Absent

11 Other business

11.1 Added item – Student prizes: Renate said that the student prizes are always at the end of the year, where she wants to make one at the beginning of the year. Renate proposed a competition which involves a New Inventors type scheme, whereby the students identify a problem and then come up with a solution. She also proposed a hierarchical type scheme whereby the overall 3rd prize is given at the campus level, the 2nd prize at the university level and the 1st prize will be at the state level. Renate proposed that it be open to everyone, i.e. postgraduates, undergraduates etc.

Tapan asked that Renate writes these proposal/criteria in a document and circulate it around to all the committee members for further discussion before the next meeting.

12 Next meeting

Next meeting to take place on 25th October at 5:30pm.