



QUEENSLAND SECTION

THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS INC.

ARBN 078 576 495

Tapan Saha – Section Chair University of Queensland – St Lucia Campus	Andrew Thomas – Secretary University of Queensland – St Lucia Campus
School of Information Technology and Electrical Engineering	School of Information Technology and Electrical Engineering
Brisbane 4072	Brisbane 4072
Phone: (07) 33653962	Phone: (07) 33651654
Fax: (07) 33654999	Fax: (07) 33654999
Email: saha@itee.uq.edu.au	Email: andrew@itee.uq.edu.au

Minutes for November meeting 2005

For Committee meeting: **Tuesday 21 November 2005, 5– 6 PM** at
Owen J Wordsworth Room, Level 12 S-block, Queensland University
of Technology, Gardens Point Campus, Brisbane City

<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	Sheng How Goh	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 5PM. Finished 6 PM
- 1.2 Meeting chaired by Tapan (present @QUT). Minutes taken by Andrew.

2 Confirmation of agenda

- 2.1 Agenda confirmed

3 Confirmation of minutes of last meeting

- 3.1 No changes

4 Business arising

- 4.1 Renate has a document regarding a procedure for new committee members and their involvement in the IEEE. She will send it to Tapan and Goh in February 2006.

- 4.2 Student counsellors need to find thesis students to give the thesis prizes to. Tapan is to circulate an e-mail to the student counsellors.
- 4.3 Toby Myers will be taking over the Control Systems/Robotics and Automation chapter from Ljubo as of January next year.

5 Committee Coordination

5.1 Section issues (Chair)

- 5.1.1 AGM and relevant preparations – Tapan has received reports from all chapter chairs, treasurer, membership co-ordinator etc. However, he only got one student chapter chair report which was from Peter Sutton for UQ.

Tapan also mentioned that he attended the IEAust AGM this year and said that the Minister for Energy attended and it was a very good event. Tapan said that we should try to make next years AGM of similar standing, by inviting an important speaker and catering well etc.

- 5.1.2 Nomination of Vice-Chair (Dr. Vaughan Clarkson) – This year has been a transition year so therefore the vacant Vice-Chair position can be filled by nomination from the committee members without a formal election. There must be a majority vote within the committee though. The nominated Vice-Chair will take the Chair position in 2007 and 2008 and at the end of 2006 there will be a new election for the Vice-Chair.

Tapan proposed a candidate, Dr. Vaughan Clarkson. He has been active in leadership roles at UQ in the past and has done a good job in these roles. He has expressed his desire to take the position. Dr. Clarkson was a graduate from UQ and did his PhD in Melbourne and is now a lecturer at UQ. Joaquin said he approves of the candidate.

No objections were made against the nomination; therefore there was a unanimous approval. Dr. Vaughan Clarkson is now Vice-Chair of the Queensland Section.

- 5.1.3 Other vacant positions – Professional Activities Co-ordinator open (Vallipuram in his second year). Computer chapter chair (Vinod's position) will be becoming open. Power Chapter chair (Joe Dong) will be up to middle of 2006 and will hold an election at that time. MTTAP chapter (Ashley) is about to have an election. The Awards and Recognition position will be vacant along with the Educational Activities Co-ordinator position.

Tapan also mentioned that it would be best if all chapter chairs have a Vice-Chair.

5.2 Chapter Elections and activities in 2005

- 5.2.1 Tapan said that if a chapter doesn't perform (in terms of activities), IEEE does not give a rebate. 2 chapters have only done 1 activity, that being a shared event between the Signal Processing and the Computer Chapter. Tapan said that there are still a couple of weeks and suggested that Vinod should organise one soon. Renate said that it doesn't have to be anyone particularly distinguished i.e. it can be someone local. Vinod said that he will organise 1 or 2 before the end of the year. It was raised that staff and PhD students going to conferences could do seminars before going to conferences – these activities are better than none at all.

6 Student Chapter activities

- 6.1 Tapan to contact student chapter chairs about membership drives etc.

7 Other business

- 7.1 Joe mentioned that the power engineering chapter would be hosting a distinguished lecturer (Dr. Kundur) in February 2006. Joe will write an e-mail to the chair and treasurer to detail costs for this. Joe approximated the costs to be around \$1000.

8 Next meeting

- 8.1 Joaquin suggested that Voice-over IP could be used rather than teleconferencing to save on costs. It will be explored as to whether this is possible.
- 8.2 Next meeting will be in January 2006