



QUEENSLAND SECTION

THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS INC.

ARBN 078 576 495

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Minutes for March meeting 2006

For Committee meeting: **Tuesday 21 March 2006, 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>
Section Chair	Tapan Saha	X		
Section Vice-Chair	Vaughan Clarkson	X		
Secretary	Andrew Thomas	X		
Section Treasurer	Amoakoh Gyasi-Agyei		X	
Section Past Chair	Renate Sitte	X		
Newsletter editor	Yong Peng	X		
Webmaster	Sheng How Goh	X		
Professional Activ	Vacant			
Membership Coordinator	Peter McLarty	X		
Computer Chapter Ch	Vacant			
Power Chapter Ch	Joe Dong	X		
Control Systems/Robotics & Autom.	Michael Lees	X		
Signal Proc & Comms Ch – Vice Chair	Jasmine Banks	X		
Microwave Theory & Techniques Antennas & Propag. Ch	David Thiel/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	Michael Lees	X		

1 About the meeting:

- 1.1 Meeting opened at 5:34PM. Finished 7:48 PM
- 1.2 Meeting chaired by Tapan (present @UQ). Minutes taken by Andrew.

2 Confirmation of agenda

- 2.1 No changes

3 Confirmation of minutes of last meeting

- 3.1 Items for change, once changed, minutes accepted.

4 Business arising

4.1 Thesis prize – Renate objected to giving the thesis prize to non-IEEE members in 6.1 of the last meeting. Tapan said that the reason for this decision was that the numbers of undergraduate students is too low for a good thesis prize competition. Renate suggested that it still may be possible for students to enter their theses from last year, however Tapan mentioned that this may be difficult to implement as many students leave the universities. This is to be discussed further.

Vaughan said IEAust has a competition where students give a talk about their projects, and don't actually hand in their thesis. These project presentations are a good, high profile night for the students. It was suggested that we could possibly combine the prizes with IEAust. Joaquin said that if we want to promote the IEEE, we should do a sole IEEE prize and not a joint IEAust prize. Tapan said that student counsellors should take responsibility for this thesis prize, but Renate disagreed and said it should be student chapter chairs that have the responsibility. Tapan said that not all student chapters have chairs. Joaquin suggested that we make some posters and post them visibly around the school offices 6 months before the submission date. There were no problems with this suggestion. In the May meeting, it is requested that Vaughan brings a plan for ways to revive this prize.

5 Committee Coordination

5.1 Computer Chapter Election – Tapan said that the proper process was followed with the call for nominations, but some people have said that they did not receive the e-mail regarding this call. Peter McLarty said that there are people who are concerned about this. He said that the only thing that can be done is call the election void and call for nominations again. It was said that the new e-mail should read that there was a problem with the last call for nominations, and that the Computer Chapter is calling for nominations again. Renate said that the e-mail should contain more information about the computer chapter chair position. Tapan said that one of the attachments gave a full description of the duties required. Joaquin said that the main e-mail text should contain something more attention grabbing, possibly a half page text which should give introductory information in the main e-mail text.

Peter McLarty is to put together this half page text and send it to the committee for approval. It was stated that if there was no word from the committee about the proposed e-mail within 7 days of sending, then the e-mail will be sent and therefore the nomination will be called.

Peter could only think of two reasons as to why the sending failed for some members. These two reasons were either spam filters blocking the e-mail or that the members haven't updated their e-mail addresses recently. Peter got all the e-mail information of the SAMIEEE database. This time the e-mail will be sent through the HQ mailing list and will be sent to all the Queensland Section members, not just the Computer Chapter members.

5.2 CS/R&A Chapter Election – All the nomination information was sent out, with nomination closing on 17th March. Michael was the only nomination, Tapan received no others.

5.3 Vacant positions – Professional activities chair and educational activities chair are vacant. Tapan sent an e-mail out to the committee members explaining these roles. Tapan asked if the committee members could look for people to fill those roles.

6 Reports from the section

6.1 Section chair – Tapan is attending the region 10 meeting with Vaughan this weekend and the report for this meeting has been submitted from the Queensland section. In addition all L31 reports have been submitted, so the section should get rebates.

6.2 Secretary – Andrew reported about the Student and GOLD congress in Beijing in July this year. Not much information could be found, but the dates are tentatively set for 11th – 15th of July. Tapan suggested that a graduate student from the section should go. Joe nominated Andrew and Goh for this. Peter McLarty said student chapter chairs should also be included in the nominations, and therefore nominated Mark Livingstone also. Tapan is to send an e-mail for the committee members to vote on who should go.

6.3 Treasurer- Apologies

6.4 Award and Recognition Co-ordinator – Michael delivered the list of nominations for awards, which is shown below:

- 1) Dr Ed Palmer Chair 2006
- 2) Dr. Peter Sutton Chair 2003
- 3) Dr Faith Choy Secretary
- 4) Mr. Emanuel Zelniker Newsletter Editor
- 5) Mr. Craig Mills Webmaster
- 6) Assoc. Prof. Marek E Bialkowski Chair, Joint Chapter Microwave Theory and Techniques / Antennas and Propagation 2004
- 7) Dr Padmanabhan Krishnan (2004) Educational Activities Coordinator
- 8) Kathy Melih (2002-2004) Student councillor GU-GC

The committee was requested to send to Michael any nominations pertinent to recent years. Awards will be given out at this year's AGM.

Michael raised the issue of there being no historical records for the section. Tapan confirmed that there is no formal historical record. Tapan suggested that we should contact David Thiel, Miles Moody and/or Matt Darveniza to write a history of the start of the IEEE Queensland Section.

6.5 Newsletter editor – The 1st edition of the newsletter is due for release on 23rd April. The newsletter will advertise about the vacant positions, and Yong Peng asked Andrew to send him information about the GOLD chapter formation. Tapan said he should expect information from all the committee members for the newsletter. The deadline for submission of information for the newsletter is coming up soon.

6.6 Webmaster – Goh said that some of the chapters don't have a web-site. The chairs for these chapters are to send Goh information for the construction of these webpages.

7 Student chapter activities

7.1 Peter Sutton has told Tapan that he would soon be organising a student function. Tapan is to contact Peter and Ed Palmer to ask about what they are planning. Mark Livingstone is hold a student function next week. Amoakoh is trying to get enough members together to form a chapter, and he is holding a function for this soon.

8 Region 10 meeting

8.1 Mentioned above.

9 Chapter reports and plan for 2006

9.1 Power Engineering Chapter – The Power Engineering chapter has already had 1 Distinguished Lecturer seminar and also a workshop, which were both well attended. The chapter is currently trying to secure another DL for a seminar on 24th July. There is also another seminar planned in April, which will be a joint Power Engineering/Signal Processing seminar.

9.2 CS/R&A – Michael has sent through the plan for the CS/R&A chapter through e-mail. This plan is shown below:

- 1) A joint lecture with EA's ITEE in June (Dr Peter Corke from CSIRO) still in planning
- 2) Workshop on Control Systems & Robotics for primary/high school students. Scheduled for Sat 28th October. Still in planning
- 3) Update web site
- 4) Mechatronics and Machine vision in Practice conference 2006. We are providing technical sponsorship for the conference

9.3 Signal Processing and Communications chapter – Three seminars are being planned at this stage. The first is a joint seminar with the Power Engineering chapter as discussed above. The second will be a seminar on “Ultra-wideband theory and applications” scheduled for the 14th July and the third seminar will be another opportunity for a joint seminar with the Power Engineering chapter on 26th October. There is also a possibility for a DL seminar sometime this year.

9.4 MTT/AP – David has taken over as chair, but only very recently and therefore at this stage has nothing to report.

9.5 Computational Intelligence – A quarterly meeting has been held discussing regional activities and events. There is also plan for a workshop to be held later on in the year. The chapter has been using a type of video-conferencing called Access-Grid to hold some of their meetings. This involves a room at each university set-up with a few webcams and projectors and at the moment, it is free of charge to use within the universities.

10 Formation of GOLD

10.1 A function has been organised to facilitate the formation of a GOLD chapter in Queensland. This social function will be held at St. Leo's college on 28th April, with finger food provided along with a cash bar available for drink purchases. Peter McLarty has sent Andrew a list of GOLD members in the Queensland Section, and an e-mail will be drafted and sent to all these members to inform them of the function.

11 Any other business

11.1 Membership – Peter said that there are 80 people who have not renewed their membership from figures he has obtained from SAMIEEE. It was proposed that many of these appear to be Computer Chapter members; however Joaquin said that we should do some further analysis on this information to examine if a lot of these are computer chapter members. Joaquin suggested that we should look for a reason for this, if the problem turns out to be real after further analysis.

12 Next meeting

12.1 11th April at 5:30pm