



QUEENSLAND SECTION

THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS INC.

ARBN 078 576 495

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Minutes of Meeting 17th April, 2007

Venue: UQ General Purpose (South) Building, Room 78-421
Skype teleconference username: ieeeqld

Attendance:

Office	Attendance	Present	Apology	Absent
Chair	Vaughan Clarkson	X		
Vice Chair	Joe Dong	X		
Secretary	Abbas Bigdeli		X	
Treasurer	Peter Sutton	X		
Immediate Past Chair	Tapan Saha		X	
Newsletter Editor	Robert Ellen	X		
Webmaster	Sheng How Goh		X	
Professional Activities	Andrew Bradley			X
Membership Coordinator	Peter McLarty	X		
Educational Activities Coordinator	Tony Ahfock	X		
Computational Intelligence Chapter	Brijesh Verma/ Marcus Gallagher		X X	
Computer Chapter	John Williams/ Simon Ellis	X		X
Control Systems/Robotics & Automation Chapter	Michael Lees		X	
Microwave Theory & Techniques Antennas & Propagation Chapter	David Thiel / Ashley Robinson		X	X
Power Engineering Chapter	Rajat Majumder		X	
Signal Processing & Communications Chapter	Bouchra Senadji/ Jasmine Banks	X X		
Student Counsellor QUT	Jasmine Banks	X		
Student Counsellor UQ	Udantha Abeyratne		X	
Student Counsellor GU-GC	Renate Sitte			X
Student Chapter GU-GC	Mark Livingstone			X
Student Counsellor GU-Nathan	Yongsheng Gao			X
Student Counsellor USQ	Tony Ahfock	X		
Student Counsellor CQU	Amoakoh Gyasi- Agyei	X		
Awards & Recognition	Michael Lees		X	

1 About the meeting:

- 1.1 Meeting opened at 5:34 PM. Finished **6:65** PM
- 1.2 Meeting chaired by Vaughan (present @UQ). Minutes taken by Joe.

2 Confirmation of agenda

Approved.

3 Confirmation of minutes of last meeting

Approved.

4 Business arising

- 4.1 Peter to explain \$1500 item:

IEEE HQ wanted to pay UQ this amount for a conference, but UQ did not have the channel for the payment, so it ended up with IEEE QLD section account. It's UQ money, Peter is to talk to Neil to resolve an invoice from UQ so IEEE QLD can pay it back to UQ.

- 4.2 Tony to email details about membership drive, currently waiting for USQ response

5 Committee Coordination — Section Chair.

- 5.1 R10 meeting report:

- 5.1.1 R10 meeting has over 100 delegates, including R10 section chairs, R10 executive committee members, membership team, IEEE headquarters representatives;

- 5.1.2 R10 meeting is mainly to present how to improve section performances, how to promote student membership etc;

- 5.1.3 R10 has a seasonal membership number compared with other regions, mainly because of student members leaving at graduation;

- 5.1.4 Section-level society memberships were distributed at the meeting. From this it is clear that engineering management is quite close to the 'magic' number of 30 as a viable number to form a chapter; engineering biology, medicine biology could be a possible chapter in QLD;

- 5.1.5 Likewise, Aerospace is struggling re membership;

- 5.1.6 There was a push from IEEE HQ for a consolidation bank account whereby organization units, such as Sections, consolidate their accounts into an approved IEEE account (CitiGroup account). Given Australia's well developed banking system, it probably has little value here, but may well do in other countries: (online) facilities for writing cheques, multiple currencies, ATM access around the world. Vaughan felt there was no benefit for QLD to join it.

- 5.2 Australia Council student branch award.

Vaughan had circulated a call for volunteers to act as judge for this award; it's a rotational duty, this year it's QLD's first time in the role, we need to nominate a judge; the year after next, QLD is to organise it. Vaughan announced that Abbas had volunteered for the duty.

- 5.3 Formation of Information Theory Chapter:

Vaughan reported that this was all but settled, just waiting for SA section to formally ratify it. Vaughan expects that, by the end of this week, an email will be sent to the Technical Advisory Board advising them of Qld's accession to the joint chapter, thereby concluding the matter.

Robert reported on progress towards possible formation of an Aerospace & Electronic Systems chapter. He is expecting more people to join the society, has a newsletter to be sent to current members. His efforts at recruitment have had some successes so far, they are ongoing, and petitioning continues.

- 5.4 Progress towards formation of a "Women in Engineering" affinity group: Bouchra reported that she had been in contact with females throughout the Section. Not all have email addresses. So far 5 responses; one firmly agreed to participate. Now she needs to

follow up with a formal petition. Vaughan asked whether it is true that there is a \$25 joining fee for the affinity group Bouchra is to check this fee

- 5.5 (New agenda item announced via email.) Vaughan suggested the idea of establishing a grant or a loan to student branches, since many are just forming or re-forming after long periods of inactivity and so have no money to undertake activities
Peter proposed it should be a grant, because QLD section has plenty of money. All agree to give it as a grant.

Vaughan further suggested the idea of a consolidation account within the Section for student branches? Peter responded that, normally, the Section account is for section expenses, not student branches. So unless they want one, a separate account is preferred.

Vaughan proposed a grant of \$200 to each student branch on receipt of an approved proposal to spend the money this year. Vaughan clarified that he was not at this stage proposing that the scheme be instituted as an ongoing, annual arrangement. Peter suggested that the grant should be paid out on the basis of receipts. There was unanimous approval for the scheme

6 Reports from the Section Committee

6.1 Vice Chair

- 6.1.1 Joe reported on preparations towards the AGM & annual dinner. He canvassed possible dates. It was agreed that the AGM/annual dinner should be held in late November or early December. Vaughan asked if any thought had been given to the speaker this year? Vaughan suggested that Prof. Srinivasan might be a good choice: he has just joined the UQ ITEE staff and is current Australian Scientist of the Year. However, Vaughan was not sure how he should be approached. John stated that he had made Srinivasan's acquaintance and would be happy to ask. ACTION: John to approach Prof. Srinivasan to invite him to speak at the annual dinner.

- 6.1.2 Thesis prize. Joe asked if there was only one prize-giving each year. Vaughan confirmed this and suggested that Joe should email student branch counsellors towards the end of the 1st semester, to remind their students of the availability of this thesis prize, and that students completing their theses in the 1st semester are just as eligible as those completing in the 2nd.

Joe suggested that it would be a good idea if the finalists received some sort of recognition of their status as such. Vaughan confirmed that he had sent letters to all finalists in 2006 and is happy to do it again.

6.2 Secretary

Not present and nothing to report.

6.3 Treasurer

Peter spoke to the attached report.

6.4 Awards & Recognition

No report received.

6.5 Professional Activities

Not present.

6.6 Membership/GOLD

Peter reported on progress towards holding elections for GOLD. He is forming a nominating committee. Although he has people in mind for the committee, he has not talked to them yet. That will progress in the next few days, should have something going out to GOLD members in the next week. Vaughan reported that he had been speaking to some former members of UQ's Society for Electrical Engineering Students

(SEES) about their possible involvement in GOLD. He is hopeful that one of them might nominate.

6.7 Educational Activities

Education Activities: Tony reported on the plan to distribute copies of the Spectrum magazine to high schools. He has a list of 15 high schools who are keen to receive copies. Tony sent emails to Qld members to ask them to donate their copies and is now waiting for responses. He requests that such copies be no more than 2 months old. ACTION: all execom members to send recent copies of Spectrum to Tony.

Tony then spoke about Engineering Week. He found that Engineers Australia has a website (NSW, VIC) and that the NSW & Victorian IEEE Sections have a dedicated website on Engineering Week with sponsorship info, organisation, tours, addressing church groups etc. Tony made inquiries as to how the Qld Section might contribute. No response so far after initial contact by Tony two days ago.

Vaughan inquired whether Engineering Week is mainly organised by Engineers Australia. Tony confirmed, saying that IET is a sponsor, IEEE NSW & Vic Sections are sponsors, and many private organisations too.

Tony proposed that the Section should sponsor Engineering Week in some way. Vaughan asked if there was a specific proposal, but Tony responded that he was seeking suggestions. Vaughan asked if Tony had any information about how the NSW & Vic Sections were conducting their sponsorship: purely financial or organising activities? Tony responded that he did not. ACTION: Vaughan to email chairs of NSW/VIC to find out how to proceed.

6.8 Newsletter Editor

Robert reported that the newsletter has been uploaded and should be received by the membership sometime this week, maybe Thursday, from e-notice. A couple of issues were raised by Robert following some email discussion of the drafts. (1) Set a hard deadline for publication for next time: the next newsletter will be uploaded on 25 June with contributions due on 15 June. Make the publication date clear so people will know what's future / current in their newsletter contributions. (2) Single column allows straightforward reading on screen, no need to scroll up and down to read a two-column newsletter; but two columns is more compact when printed Vaughan: see reader reaction to this newsletter, then decide if two column is to be preferred.

John raised the question of what we should do about Members without email addresses. Peter pointed out that RAB expects that we should send hard copy at least once a year to all members. UQ Printery can be subcontracted to print envelopes/letters, but the Section has to send the letters to the post office. He suggested that we should post the AGM announcement newsletter as a hardcopy. There was unanimous agreement.

6.9 Webmaster

Nothing to report.

7 Student Chapter activities: UQ, QUT, GU, CQU, USQ

7.1 UQ: Vaughan reported on behalf of Udantha that an Interim Chair has been appointed for the UQ branch and that planning is underway to run an event.

Vaughan mentioned that discussions were already underway for some sort of linkage between the IEEE student branch and the UQ Student Union's (formerly very active) Society of Electrical Engineering Students (SEES). Vaughan was optimistic that there

were good opportunities for significant expansion of the student branch's role now that voluntary student unionism meant a very restricted flow of funds to union entities..

- 7.2 QUT: Jasmine reported that no Interim Chair has been appointed yet but will organise something very soon. Trying to get some interesting speakers, e.g. recent graduates to talk about their career as an engineer.
- 7.3 USQ: Tony reported that the USQ student branch had 1st event 27 March 07, including one past student who talked 10-15 minutes on his current activities, 30 people (including non-members) attending, 3 interested to join, but only one actually joined. Tony is now planning for the 2nd event for the 2nd semester now.
- 7.4 CQU: Amoakoh reported that contact had been lost with the previous student branch chair. Necessary to recruit someone new.
- 7.5 GU: no report received.

8 Chapter reports and plans for 2007

8.1 Computational Intelligence

Brijesh submitted a report by email. The chapter had its first meeting in 2007. The meeting was held via Access Grid at CQU, Griffith, QUT & UQ on the 5th April, 4-5:30PM. The meeting started at 4:05pm. The chair welcomed everyone and introduced Dr John Zakos. The meeting was attended by 13 members/non members.

Dr. John Zakos, CEO RelevanceNow, gave an interesting talk. After the presentation, we had a lot of discussion about the use of computational intelligence techniques in industry. The meeting was closed at 5:25pm. The next meeting and presentation will be held in July.

8.2 Computer Society

John reported that the Chapter will have an event next Thursday with a speaker from UTas, waiting for the final abstracts to be received before advertising. Jointly with EA.

8.3 Control Systems/Robotics & Automation

Michael submitted a report by email. The chapter hosted its second seminar for the year on 22/3/2007 at UQ.

Title: Spatial Control of a Large Pressurized Heavy Water Reactor: An Output Feedback Approach Speaker: Prof. Bijnan Bandyopadhyay
L31 has been submitted.

Thanks to all committee members who assisted with this event.

8.4 Microwave Theory & Techniques/Antennas & Propagation

No report received.

8.5 Power Engineering

Joe reported briefly on behalf of Rajat that three seminars were conducted, one DL in discussion t.b.d:

8.6 Signal Processing/Communications

Bouchra was unable to report due to teleconferencing problems but Jasmine reported that she had recently attended the R10 Signal Process workshop in Hong Kong. The focus was on strategies to improve Chapter operations, recruitment, value to members, etc.

9 Any other business.

None.

10 Next meeting

8 May at 5:30pm