



QUEENSLAND SECTION

THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS INC.

ARBN 078 576 495

Dr. Vaughan Clarkson — Section Chair School of Information Technology & Electrical Engineering The University of Queensland Qld 4072	Mr. Abbas Bigdeli — Secretary National ICT Australia Ltd. Level 20, 300 Adelaide St. Brisbane Qld 4000
Phone: (07) 3365 8834	Phone: (07) 3000 0504
Fax: (07) 3365 4999	Fax: (07) 3000 0480
Email: v.clarkson@uq.edu.au	Email: abbas.bigdeli@ieee.org

Minutes of Meeting 11th September, 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	
Computer Chapter	John Williams/ Simon Ellis	X		
Control Systems/Robotics & Automation Chapter	Michael Lees/ Duncan Campbell	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	Charles Hacker	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		
Student Activities Chair	Philip Mechanic	X		

1 About the meeting:

- 1.1 Meeting opened at 5:35 PM. Finished 7:15PM
- 1.2 Meeting chaired by Vaughan (present @UQ). Minutes taken by Abbas.

2 Confirmation of agenda

Unanimously confirmed.

3 Confirmation of minutes of last meeting

Unanimously confirmed.

4 Business arising

- 4.1 Vaughan has attempted to contact Bouchra about the Women engineering as there has been no report on this for quite some time.
- 4.2 Vaughan will also talk to Bouchra with regards to SP chapter chair as she is at the end of her term. Vaughan to follow up with Brian Lovell for chairing the SP chapter. Jasmine will speak to Bouchra about this issue and will report back next meeting.
- 4.3 Vaughan has talked to David about succession planning for the MTT chapter. The process has already started. The nominating committee is almost complete. Marek Bialkowski has been approached to chair this committee. David to assist in finding volunteers for this committee.
- 4.4 Nomination for the Section 10 awards. Vaughan suggested that Tapan might be nominated for the Section 10 award. Michael proposed Tapan for this award and Joe seconded. Unanimously confirmed. Vaughan to circulate a form to do this officially.

5 Committee Coordination — Section Chair.

- 5.1 Vaughan welcomed Philip to the committee as the Student Activities Chair that has been vacant for some time.
- 5.2 Update on formation of new chapters/affinity groups
 - 5.2.1 The petition is being circulated for collecting enough signatures. This should be completed by next meeting.
 - 5.2.2 Nothing has happened about the Women in Engineering affinity group. Jasmine to follow up with Bouchra on this tomorrow and report back next meeting.

6 Reports from the Section Committee

6.1 Vice Chair

- 6.1.1 Thesis Prize: All under control. There has been some interest in submitting theses. Charles Hacker asked whether Griffith University students would be eligible, since their final year project is not termed a 'thesis'. Students with Final Year API reports should be encouraged to submit. The wording in the announcement should be modified accordingly for next year.

6.1.2 AGM:

Joe proposed that:

- 6.1.2.1 For student prize recipients the total cost will be covered.
- 6.1.2.2 For committee members and the prize recipients 60% of the cost will be covered.
- 6.1.2.3 For general members 40% of the cost will be covered.
- 6.1.2.4 For members' partners 20% of the cost will be covered.
- 6.1.2.5 For all others will be at full price (\$100).
- 6.1.2.6 Committee members will also receive an IEEE polo-shirt each.

Unanimously confirmed.

6.2 Secretary

Nothing to report.

6.3 Treasurer

Not present and no report received.

6.4 Awards & Recognition

The blank certificates that have been ordered have arrived.

- 6.4.1 Michael reported from the Awards and Recognition subcommittee. The proposal is to have a 3-tier system:

Tier 1: Attendance awards which will be awarded to members at the end of their term

Tier 2: Outstanding contribution awards will be awarded to members who have made outstanding contribution to the section or IEEE during their term.

Tier 3: One annual award for the most outstanding contributing member.

Wording for tier 3 wasn't finalised by the sub-committee. Vaughan suggested the award to be called "QLD section volunteer of the year award".

Nomination for this award should be sent to Michael by next meeting. The seconding will happen at the next meeting and the selection will happen via email ballot to the secretary by October 16th.

The list of people completing their term of office since 2006 should be compiled for tier 1 award. Vaughan and Tapan to assist in compiling this list.

Michael and Vaughan to finalise the wording off-line.

Unanimously confirmed.

6.5 Professional Activities

Not present.

6.6 Membership/GOLD

Not present and no report received.

Vaughan to check with Robert to confirm that he has nominated himself as the Gold Chair.

6.7 Educational Activities

Not present.

6.8 Newsletter Editor

Not present. Call for contribution was sent out today.

6.9 Webmaster

Not present.

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

7.1 UQ: Not present and no report received.

7.2 QUT: Jasmine reported a few people have joined and received the IEEE T-shirt. Robert has been trying to contact a former student to give a talk during the last week of the semester but has been unsuccessful to date. Jasmine will be following this up. Jasmine also suggested perhaps we should give an IEEE merchandise as a gift to speakers who come in to give a talk to students. Jasmine to investigate what is available and report back at the next meeting.

7.3 GU-Nathan: Not present and no report received.

7.4 GU-GC: Nothing to report.

7.5 USQ: Not present and no report received.

7.6 CQU: No report received.

8 Chapter reports and plans for 2007

8.1 Computational Intelligence

Nothing to report.

8.2 Computer Society

Nothing to report.

8.3 Control Systems/Robotics & Automation

On Thursday August 23rd a seminar on Australian Synchrotron was held very successfully.

8.4 Microwave Theory & Techniques/Antennas & Propagation

Nothing to report.

8.5 Power Engineering

A DL is organised about Hybrid Vehicles to be held in November. Notices will be circulated shortly.

8.6 Signal Processing/Communications

Not present and no report received.

9 Any other business.

9.1 None.

10 Next meeting

9 October at 5:30pm