



QUEENSLAND SECTION

THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS INC.

ARBN 078 576 495

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Minutes of Meeting 8th April, 2008

T 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		
Gold Chair	Robert Ellen	X		
Educational Activities Coordinator	Tony Ahfock		X	
Computational Intelligence Chapter	Brijesh Verma		X	
Computational Intelligence Chapter (VC)	Marcus Gallagher		X	
Computer Chapter	John Williams		X	
Computer Chapter (VC)	Simon Ellis			X
Control Sys/Robo & Auto Chapter	Duncan Campbell		X	
MTTAP Chapter	Aleksandar Rakic	X		
Signal Pro & Comms Chapter	Garry Einicke	X		
Signal Pro & Comms Chapter (VC)	Dharmika Jayalath		X	
Student Counsellor QUT	Jasmine Banks	X		
Student Counsellor UQ	Andrew Thomas	X		
Student Counsellor GU-GC	Charles Hacker	X		
Student Counsellor GU-Nathan	Yongsheng Gao			X
Student Counsellor USQ	Tony Ahfock	X		
Student Counsellor CQU	Shawkat Ali			X
Awards & Recognition	Michael Lees		X	
Student Activities Chair	Philip Machanick	X		

1 About the meeting:

- 1.1 Meeting opened at 5:30PM. Finished 7:45PM
- 1.2 Meeting chaired by Vaughan. Minutes taken by Vaughan until 5:50PM and then by Abbas.
- 1.3 In recording apologies, it was observed that Duncan Campbell had not yet been added to the committee's email list and so would not have received notice of the meeting and could not have been expected to attend. It was resolved to record Duncan as an apology, ACTION: Vaughan to ask Peter to add Duncan to the committee email list.

2 Confirmation of agenda

- 2.1 Vaughan suggested that, under Committee Coordination, it was no longer appropriate, at this stage in the year, to continue the item on 'Plans for 2008', the focus now being on implementation.
- 2.2 Vaughan pointed out a misprint in the agenda. The second (now first) item under Committee Coordination should read 'Motion to repeal the Queensland Section By-Laws in favour of rules and procedures governing Sections in the MGA Operations Manual'.

3 Confirmation of minutes of last meeting

- 3.1 Minutes of the meeting held 11th March 2008, having been circulated, were taken as read and confirmed.

4 Business arising

Philip reported that, regarding the item 6.11.1 in the minutes of the last meeting, he had followed up with CQU and they are no longer requesting funds for their student event.

5 Committee Coordination — Section Chair.

- 5.1 Motion to repeal the Queensland Section By-Laws in favour of rules and procedures governing Sections in the MGA Operations Manual.
 - 5.1.1 A thorough discussion was held. Subsequently a vote was called: 8 in favour, 2 against and 1 abstain. Motion carried.
 - 5.1.2 Transitional arrangement will be:
 - 5.1.2.1 The current VC will be the Chair for 2009. He will be asked if he would be keen on remaining as the Chair for 2010.
 - 5.1.2.2 Except for the Chair position, from 2009 all office bearers will be elected for one year term.
 - 5.1.2.3 Vaughan will look into all the office holders in 2008 and will work out who are expected to be on 2-year term and will make the necessary arrangements for smooth transition.
 - 5.1.2.4 The membership of the Committee according to the MGA operational manual is not the same as our current by-laws. Vaughan proposed that at the AGM other members in addition to those listed in the MGA manual will be appointed to the Committee. Unanimously confirmed.
 - 5.1.3 Vaughan to speak to Goh to create a page on the Section website about available volunteer positions for future.
- 5.2 IET Electrical Fraternity Dinner 19/6/08: would IEEE like to be involved?
 - 5.2.1 Information about this event was circulated by Rob and Simon prior to the meeting. The main proposition is for IEEE to make a contribution to a pool of money for subsidising the event. The minimum figure is at \$500. Discussion was held. Tapan proposed that the Committee will sponsor up to 5 people from the Committee to attend the dinner. Unanimously confirmed.
 - 5.2.2 Vaughan to communicate this decision to IET.
 - 5.2.3 Anyone interested should contact Abbas or Vaughan.

6 Reports from the Section Committee

- 6.1 Vice Chair
Not present and nothing to report.
- 6.2 Secretary
Nothing to report.
- 6.3 Treasurer
Not present but a report was circulated prior to the meeting, a copy is attached.
- 6.4 Awards & Recognition
Not present. Michael asked to announce the Call for Nomination at the meeting. Vaughan made the announcement.
- 6.5 Professional Activities
Not present and no report received.
- 6.6 Membership
Peter spoke to this item. He has received some promotional material and application forms from the IEEE HQ and asked the Committee members to use the material for any membership drive.
- 6.7 GOLD
Robert spoke to this item. Nothing major to report. He is still to contact Andrew for a possible talk.
- 6.8 Educational Activities
Not present and no report received.
- 6.9 Newsletter Editor
Robert Ellen spoke to this item. The next issue of the newsletter is almost ready to be sent out. This will happen over the next few days.
- 6.10 Webmaster
Not present. He has been updating the website with the new office holder. He is expecting a shipment of IEEE t-shirts.
- 6.11 Student Activities.
Philip spoke to this item. He is waiting for the t-shirt to be used for the membership drives at various universities.
- 7 Student Chapter activities: UQ, QUT, GU, CQU, USQ**
UQ: Andrew spoke to this item. He is planning to do a pizza membership drive over the next couple of months. Andrew asked if there is an active UQ student branch. Andrew will be looking into helping the branch to hold an election.
QUT: Jasmine spoke to this. A pizza event is organised for tomorrow. She has been looking into finding someone at QUT to fill in the position after she finishes her term.
GU-GC: Nothing to report.
USQ: Not present and no report was received.
CQU: Not present and no report was received.
- 8 Chapter reports and plans for 2007**
- 8.1 Computational Intelligence
Not present and no report was received.
- 8.2 Computer Society
Not present and no report was received.
- 8.3 Control Systems/Robotics & Automation
Not present and no report was received.
- 8.4 Microwave Theory & Techniques/Antennas & Propagation
- 8.4.1 Aleks spoke to this. A conference entitled 2008 IEEE Topical Meeting on Microwave Photonics (jointly held with the 2008 Asia-Pacific Microwave Photonics Conference) is to be held. He asked if the Section is willing to sponsor a student paper and poster prize. The prize will be \$250 for best oral and \$250 for best poster presentations.

Aleks will talk to the conference committee to suggest the QLD Section Chair to present the prize at the conference.

8.4.2 One talk is being organised for early August. Another talk to be organised for October.

8.5 Power Engineering

8.5.1 The election will conclude at the end of this week.

8.6 Signal Processing/Communications

Two talks are coming up. One is a DL from Canada.

8.7 Aerospace & Electronic Systems (yet to be formed)

8.7.1 Robert spoke to this item. The petition letter is ready to be sent shortly.

8.7.2 The Section branded talk at QUT went well with 20 attendees with 1/3 of those being IEEE members.

9 Any other business.

9.1 Peter talked about the new specialised high schools in Brisbane and whether our Section should be involved in sponsoring activities in those schools. This falls under the Education Activities. Tony has already been looking at interacting with schools.

9.2 Vaughan informed the Committee about a petition to set up a new Chapter of the Engineering in Medicine & Biology Society (EMBS). It is being organised by Dr. Mohan Karunanithi at CSIRO e-Health. It is progressing well.

9.3 Robert informed the Committee that Duncan is organising a petition for a new chapter of the Systems, Man & Cybernetics (SMC) Society.

10 Next meeting

13 May at 5:30pm.

Reports submitted by email:

Awards & Recognition

Nominations are currently being accepted for

- Outstanding Contribution awards
- IEEE Queensland Section Volunteer of the Year

----- As a reminder of the details see the following extract from my submission to the next newsletter---

The second category is *Outstanding Contribution* awards. These are awarded to people who have been identified as having made a significant contribution during their term in a role. They are awarded at the first AGM following the completion of a person's term in a role. These awards require a nomination (by a member of the IEEE Queensland section) to be submitted to the section committee.

The third category is for the IEEE Queensland Section *Volunteer of the Year*. This is awarded to the person who is regarded as having made the most substantial contribution during their time in office. Only people who have completed their term of office are eligible. A single plaque is awarded each year. Nominations (by members of the IEEE Queensland section) are submitted to the section committee.