



## QUEENSLAND SECTION

THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS INC.

ARBN 078 576 495

Associate Professor 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 10<sup>th</sup> June, 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
Power and Energy Chapter	Gerard Ledwich	X		
Power and Energy Chapter (VC)	Mohammad Hesamzadeh		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 7:20PM.
- 1.2 Meeting chaired by Vaughan. Minutes taken by Abbas.

## **2 Confirmation of agenda**

Unanimously confirmed.

## **3 Confirmation of minutes of last meeting**

Minutes of the meeting held 13th May 2008, having been circulated, were taken as read and confirmed.

## **4 Business arising**

None that is not part of the agenda.

## **5 Committee Coordination — Section Chair.**

### 5.1 Formation of nominating committees for election of 2009 officers

The list has been circulated. Vaughan now has heard back from most of the people on the list. The plan is to keep the nomination open until July 31<sup>st</sup>. By that date, we will know if an election is needed to be held.

### 5.2 Request to Approve Formation of EMBS Chapter in Qld Section

Vaughan updated the committee on the progress with this. The petition has gone to the EMBS board who have acknowledged receiving the petition and have now asked the Section to approve the formation. Even after the Section approves, the process still involves further approvals, e.g., from the Society President and the Region 10 Director. Unanimously confirmed.

### 5.3 Advertising of university seminars on e-notice

Vaughan wanted to remind all the members to know the rules about using the e-notice for sending a notice about an event such as a seminar. The rule is that authorisation must not be exceeded. Officers and execom members may only use e-notice for communication with the Section membership on matters strictly pertaining to their defined responsibilities, except where expressly authorised by the execom. Further, Tapan pointed out that there are liability issues with advertising non-IEEE events through e-notice.

### 5.4 Cancellation of IEEE shirts & caps order/local production of IEEE Qld Section branded gifts

Given the difficulties and delays we have had with ordering IEEE merchandise from HQ, Vaughan proposed to cancel our existing order and instead purchase something locally with IEEE Qld Section branding. Discussion was held about if the memory stick is the best choice or not. A suggestion was made to load some videos on the memory stick. The plan is to order 100 units with capacity of minimum of 1GB. Vaughan to order the memory sticks up to \$20 each. It was decided to put IEEE master brand as well as the words 'Queensland Section' on the memory sticks. It was also decided not to cancel the existing order for the shirts and caps from HQ. Vaughan will be looking into getting a quote for locally made IEEE branded shirts.

### 5.5 Progress towards formation of Aerospace & Electronic Systems Society chapter

Robert gave an update. The signatures on the petition has now been verified and submitted to the president of the Society and the Region Director for approval. It will be followed up before the next meeting.

## **6 Reports from the Section Committee**

### 6.1 Vice Chair

Not present but a report was submitted by email. His report is attached.

Vaughan commented that the proposed timeline for the thesis prize might be a little bit tight. He will follow up with Joe offline.

With regards to AGM, it was suggested perhaps a different venue such as the Customs House should be considered. To be followed up by next meeting.

6.2 Secretary

Nothing to report.

6.3 Treasurer

Not present and no report received.

6.4 Awards & Recognition

Not present but a list was circulated prior to meeting. Mike asked the Committee to endorse the list. It was noted that Bouchra's name should be included as well.

The Committee nominated Michael Lees, John Williams and Jasmine Banks for the Outstanding Service Award.

Vaughan will send an email to the Committee nominating Michael & John for the Volunteer of the year award and will ask for votes to be sent to the Secretary.

6.5 Professional Activities

Not present and no report received.

6.6 Student Activities

Discussion was held on how to encourage student branches to be more active. It was suggested that at the beginning of the second semester Philip will call for nomination for Student Chapter Chairs at the universities where there is no active student chapter committee.

6.7 Membership

Not present and no report received.

6.8 Educational Activities

Not present and no report received. Tony has tendered his resignation for this role. The Committee accepted his resignation.

6.9 Newsletter Editor

Robert Ellen spoke to this item. The next newsletter is being planned.

6.10 Webmaster

Not present.

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

UQ: Not present. Vaughan reported an event was held as part of the campus alumni BBQ where 17 new student members signed up.

QUT: Not present and nothing to report.

GU: Charles spoke to this. He is investigating ways to hold a joint event with IEAust. He will look into organising membership drives. Vaughan offered to speak at such event if needed.

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

Duncan spoke to this. He asked about how to access the SAMIEEEE. Abbas will follow up on the office reporting with the IEEE HQ. Duncan said he is investigating a possible joint Chapter with the SMC society. He is also exploring a DL event for later in the year. This will be more firmed up by next meeting.

8.4 Microwave Theory & Techniques/Antennas & Propagation

Not present and no report received

8.5 Power and Energy Engineering

Gerard spoke to this. He is currently liaising with the VC, Mohammad Hesamzadeh, on possible activities for the future.

8.6 Signal Processing/Communications

Not present but a report was received. He asked about the question of technical sponsorship of the DSPCS 2008. The conference organisers have asked the Section to sign the attached MOU. Garry wanted some words changed in the document before it is signed. Vaughan suggested that Garry should make the changes and table the modified agreement for signature at the next meeting. There are also issues around the proceedings.

A seminar by Prof. Ekram Hossain has been organised by the Chapter for June 16<sup>th</sup>.

8.7 GOLD

Robert spoke to this. The speaker from GrondProbe has been contacted and the date is now being finalised. He is currently exploring another event either about psychological types or presentation skills. Another possibility is a joint activity with the Young Engineers. The speaker from Netbox Blue is also being considered. Date and venue for these events are yet to be finalised.

**9 Any other business.**

9.1 Robert proposed using RSS feed to send notification for non-IEEE seminars to IEEE members. Vaughan to check with IEEE HQ if we are allowed to do this.

9.2 Catering at the Committee meeting

Vaughan will check with the Region to see if it is allowed for the Section to pay for catering.

**10 Next meeting**

8 July at 5:30pm.

**Reports submitted by email:**

Vide Chair

Brief Report

1. Important dates for selection of thesis prizes

(1) Student councillors of each university collect thesis from 1 Nov 08 - 11 Nov 08

(2) Student councillors of each university to send recommendation (1 general prize, 1 power prize from each univ to the committee) by Tuesday 11 Nov

(3) Thesis prize committee decision made, prize winners to be notified by: Friday 21 Nov

(4) AGM & Dinner: Thursday 27 Nov 08 (thesis prizes awarded to the winners during the AGM)

2. AGM Venue: Sofitel Brisbane

Cost (last year's figure): \$2900.90 (for 24 attending the dinner) once the committee confirmed, will ask for a new quote

<b>Date</b>	<b>Reference</b>
27/11/2007	UNI291107/1
<b>Description</b>	<b>Amount</b>
Thursday 29 <sup>th</sup> November 2007 Room rental of Concorde Room	\$ 600.00
Dinner menu at \$64.50 per person x 24 guests	\$1,548.00
2.5 hour deluxe beverage package at \$27.00 per person x 24 guests	\$ 648.00
Audio visual quotation as per Staging Connections	\$ 104.39

**Total \$2,900.90**

regards

Joe