



QUEENSLAND SECTION

THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS INC.

ARBN 078 576 495

| | |
|---|---|
| Mr. Abbas Bigdeli — Section Chair National ICT Australia Ltd. Level 5, Axon Building Staff House Road, St Lucia, Qld 4072 | Mr. Bart Sedgwick — Secretary AECOM 12 Cribb Street Milton Qld 4064 |
| Phone: (07) 3300 8541 | Phone: (07) 3858 6895 |
| Fax: (07) 3300 8420 | Fax: (07) 3858 6705 |
| Email: abbas.bigdeli@ieee.org | Email: bart.sedgwick@aecom.com |

Minutes of Meeting 14th April 2009
Venue: UQ General Purpose (South) Building, Room 78-421

Attendance:

| Office | Attendance | Present | Apolog y | Absent |
|--|---------------------|---------|-------------|--------|
| Chair | Abbas Bigdeli | X | | |
| Vice Chair | Roelof Swanepoel | X | | |
| Secretary | Bart Sedgwick | X | | |
| Treasurer | Jasmine Banks | X | | |
| Immediate Past Chair | Vaughan Clarkson | | | X |
| Newsletter Editor | Robert Ellen | | X | |
| Webmaster | Ashkan Boldaji | | | X |
| Professional Activities | | | | X |
| Membership Coordinator | Peter McLarty | | | X |
| Awards & Recognition | Michael Lees | | X | |
| Student Activities Chair | Mark Griffin | | | X |
| Educational Activities Coordinator | | | | X |
| Engineers Australia Liaison | Tapan Saha | | X | |
| Aerospace and Electronic Systems Chapter | Robert Ellen | | X | |
| Aerospace and Electronic Systems Chapter (VC) | Peter Lindsay | | | X |
| Computational Intelligence Chapter | Marcus Gallagher | | | X |
| Computational Intelligence Chapter (VC) | Michael Blumenstein | | | X |
| Computer Chapter | Simon Ellis | X | | |
| Computer Chapter (VC) | Philip Machanick | X | | |
| Control Sys/Robo & Auto Chapter | Duncan Campbell | | | |
| Control Sys/Robo & Auto Chapter (VC) | John Billingsley | | X | |
| Engineering in Medicine & Biology Chapter | Mohan Karunanithi | | X | |
| Engineering in Medicine & Biology Chapter (VC) | Stephen Wilson | | | X |
| MTT/AP Chapter | Aleksandar Rakic | | | X |
| MTT/AP Chapter (VC) | Karla Ziri-Castro | | | X |
| Power & Energy Chapter | Jose Lopez-Roldan | | X | |
| Power & Energy Chapter (VC) | Tapan Saha | | X | |
| Signal Pro & Comms Chapter | Garry Einicke | | X | |
| Signal Pro & Comms Chapter (VC) | Dharmika Jayalath | | X | |
| GOLD Affinity Group | Robert Ellen | | X | |
| GOLD Affinity Group (VC) | Roelof Swanepoel | 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 |

Meeting Start 1740 Meeting End 1905

1 Attendance and apologies.

Abbas proposes mid-year attendance record update to internal members for June minutes. **ACTION: Bart to produce table.**

2 Confirmation of agenda.

Agenda confirmed as circulated.

3 Confirmation of minutes of the last meeting.

Minutes updated with amendments.

4 Business arising from the last meeting.

Regarding Region 10 Student Congress (item 5.1), Abbas emailed student councillors with no response forthcoming. As a result, Qld is not sending anyone to this event, opportunity missed.

5 Committee Coordination — Section Chair.

5.1 Student representatives for Region 10 student congress

Per comments above (item 4), Abbas notes little activity in student branches.

5.2 Student volunteers for MGA committees in 2010

Notice for Student volunteers for MGA committees in 2010 has been circulated with no response.

ACTION: Abbas to follow up.

5.3 Membership drive gifts. Some debate on the size of USB key sticks for Membership Drive gifts, suggestions made that 4 to 8 Gb required. **ACTION: Abbas to investigate other options (e.g., t-shirts, key rings, caps), with aim to have by mid-year.**

5.4 Region 10 educational activities support fund bid.

Nothing forthcoming on Region 10 educational activities support fund bid.

5.5 IEEE 50th Anniversary (“History of Technology” – V Clarkson)

Vaughn received sponsorship towards activity at Qld museum.

6 Reports from the Section Committee

6.1 Vice Chair

Roelof requests detailed proposals and budgets for his action, regarding:

a.) AGM,

b.) administration of project/thesis prize,

c.) Second representative to Region 10 meeting (Abbas views this as investment from section funds.

Roelof raises objectivity of selection criteria (e.g., what is the motivation for selection?). **ACTION:**

Roelof to prepare proposals with options before submitting to committee.

d.) “Women in Engineering” affinity group? How many women members in Qld chapter? Noted that this group requires a champion to function. No official action.

e.) “Teacher-in-service program”. IEEE Members help teacher prepare lessons regarding engineering practices. Roelof to speak to Keith (NT) about possibilities. No official action.

6.2 Secretary

Bart Sedgwick replaces Andrew Thomas as Qld Chapter secretary.

6.3 Treasurer

Signatories have been sorted out. Address changes made. Balance sheets & reports to be submitted to Chair first, then to Secretary for distribution. Abbas tabled refund from Sofitel from AGM.

6.4 Awards & Recognition

ACTION: Bart to ask Mick to forward to committee, requesting feedback.

6.5 Professional Activities

No report.

6.6 Student Activities

No report. Abbas suggests identifying some method of improving activity. **ACTION:** Mark to set up sub-committee, 2 to 3 people to examine initiative, perhaps involving GOLD. Require some local solution to address ongoing issues.

6.7 Membership Development

No report. Abbas has spoken to a few suppliers regarding banner, waiting for some information from Singapore (region 10). Cost estimates approximately \$1k.

6.8 Educational Activities

6.9 Newsletter Editor

No report.

6.10 Webmaster

No report.

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

No report. Require new UQ representative with Andrew Thomas' departure. QUT has a few new members and is organising activities.

8 Chapter & Affinity Group reports and plans for 2009

8.1 Aerospace & Electronic Systems

No report.

8.2 Computational Intelligence

No report.

8.3 Computer Society

Held seminar previous week and has submitted newsletter article.

8.4 Control Systems/Robotics & Automation

No report.

8.5 Engineering in Medicine & Biology

No report.

8.5.1 QLD chapter website

8.5.2 EMBS separate thesis award?

8.6 Microwave Theory & Techniques/Antennas & Propagation

No report.

8.7 Power & Energy

Insulation coordination seminar has been organised and brochure distributed.

8.8 Signal Processing/Communications

Interest in organising seminar in next six months.

8.9 Graduates of the Last Decade

Desire to have an event, last effort fell through. Interest in involving student branches, perhaps from a recruiting angle.

Roelof spending some time on AG.

9 Any other business.

Planning document being prepared. Region 10 portal is suppose to be released soon, but chapter to proceed with google docs if nothing happens with portal. **ACTION: Abbas to upload to Google if not portal.**

10 Next meeting.

12 May 2009