



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 July 2009
Venue: UQ General Purpose (South) Building, Room 78-421

Attendance:

Office	Attendance	Present	Apology	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	<i>Vacant</i>			
Membership Coordinator	Peter McLarty			X
Awards & Recognition	Michael Lees		X	
Student Activities Chair	Mark Griffin		X	
Educational Activities Coordinator	<i>Vacant</i>			
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	X		
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	Vaughn Clarkson	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		



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Number	Item	Action	Date
1.0	Attendance and apologies.	Noted as above.	
2.0	Confirmation of agenda.	No comments.	
3.0	Confirmation of minutes of the last meeting.	No comments.	
4.0	Business arising from the last meeting.	No business arising.	
5.0	Committee Coordination – Section Chair.		
5.1	PES seminar fees	Action deferred until next meeting.	04/08/09
5.2	Membership drive gifts	No word received from IEEE HQ (no price list available). No dates for membership drive gifts available at this time. A Bigdeli to brainstorm and circulate ideas.	04/08/09
5.3	IEEE Senior Membership nominations	Nomination for Stefan Lehmann supported by committee.	
5.4	Nominating committees for Qld. Section	A Bigdeli has received all except from Computing Intelligence Chapter (M Gallagher).	
5.5	WEI Congress 2009	As there is no active affinity group there is no action on this at this time.	
5.6	IEEE Australia Council 2008 Levy Notice	Levy of \$0.50 per member. Payment approved by committee.	
5.7	PES Distinguished Lecturer proposal	Support of visit by Professor S Rahman approved by committee.	
5.8	Nominations for R10 GOLD award	A Bigdeli to raise this with GOLD Chair (R Ellen).	04/08/09
6.0	Reports from the Section Committee		
6.1	Vice Chair		
6.1.1.	AGM Venue Update	Quotes have been received from UQ Staff House, Customs House and Sofitel. Advised tentative date of 3 rd or 4 th of December at Staff House. R Swaenepol to forward summary, preparing mail out.	04/08/09
6.1.2.	Thesis Prize	No feedback received though notice has been sent out. Some student chapters have received entries. V Clarkson points out that the Student Activities Chair has dealt with the Thesis Prize in the past (when post is occupied).	
6.2	Secretary	B Sedgwick to circulate attendance record for year so far.	04/08/09



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		Thanks to M Griffin for taking minutes at June meeting.	
6.3	Treasurer	J Banks advises term deposit matures in September. Decision on action with these monies to be added to August agenda.	04/08/09
6.4	Awards & Recognition	M Lees advises nothing to report.	
6.5	Professional Activities	No office holder.	
6.6	Student Activities	M Griffin advises nothing to report.	
6.7	Membership Development	No report.	
6.8	Educational Activities	No office holder.	
6.9	Newsletter Editor	Committee requests update from R Ellen. R Ellen advises (email 15/07/09 to B Sedgwick) that Newsletter to be published 1 st week of August.	
6.10	Webmaster	B Sedgwick to question A Boldaji on how to update following completion of website transfer to new design. A Bigdeli proposes committee is formed to identify how the website can be more useful. Action deferred to August meeting.	04/08/09 04/08/09
7.0	Student Chapter Activities		
7.1	QUT Student Chapter	Event is planned for August with Region 10 representative. J Banks requests \$250 advance for chapter expenses. Approved by committee.	
7.2	UQ Student Chapter	Continuing to plan event for 11 th of August (Ashley Robinson). On campus alumni association is now pitching in to assist with catering.	
7.3	GU Student Chapter	No report.	
7.4	CQU Student Chapter	Event planned "soon".	
7.5	USQ Student Chapter	No report.	
8.0	Chapter and Affinity Groups		
8.1	Aerospace & Electronic Systems	No report.	
8.2	Computational Intelligence	M Gallagher advises nothing to report.	



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8.3	Computer Society	No report.	
8.4	Control Systems/Robotics & Automation	D Campbell requests IEEE invitation to Reliability in Control Systems seminar. V Clarkson identifies this as recruitment opportunity.	
8.5	Engineering in Medicine & Biology	Event planned for 31 st July. Tried to send e-notice but came back requiring approval. M Karunanithi to forward details. Requests IEEE banner. Quotes received previously reported to be ~\$2000. Request for catering funds. Standard \$300 for chapter events approved by committee.	
8.6	Microwave Theory & Techniques/Antennas & Propagation	No report.	
8.7	Power & Energy	J Lopez-Roldan reports seminar held was successful with over 60 attendees. Discussion of seminar budget deferred until August meeting.	
8.8	Signal Processing/Communications	Chapter held first event of the year, forwarded details to A Bigdeli. Check forwarded for \$500. Further event planned for December. Details requested.	
8.9	Graduates of Last Decade	R Swaenepoel requests that GOLD members be invited to attend UQ, QUT student events.	
9.0	Other business.	A Bigdeli moves for approval on IEEE banners. R Swaenepoel requests that quotes be tabled to committee followed by proofs from vendors before approval.	
10.0	Next meeting.	Proposed for Tuesday 4 th August 2009 due to Ekka Holiday 12 th August.	