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Minutes of Meeting 4th August 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			
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.	Per attendance list.	
2.0	Confirmation of agenda.	August meeting correction accepted.	
3.0	Confirmation of minutes of the last meeting.	Accepted.	
4.0	Business arising from the last meeting.	Australian Council Levy to be paid (J Banks)	
5.0	Committee Coordination – Section Chair.		
5.1	PES seminar fees	<p>AB recap original budget/proposal. Committee approved based on March budget and minimum amount of attendants to break even. Joint event with EA, EA to provide venue. Profit share 75/25 IEEE/EA. Local presenters to do only one lecture each (5 people overall for workshop).</p> <p>Changes to original proposal. Chair and vice-chair used 3 local presenters due to illness of overseas presenter. Overseas presenter would provide material. Ultimately 60 attendees. Amended budget to pay local presenters not sponsored by company, \$5k to even coordinator for larger involvement. JB has invoice for ABN for coordinator.</p> <p>Concerns were raised about the big changes made to proposal without notice. Because of it being an IEEE event, presenter fees cannot be paid. Clarification on event coordinator fee – quoting process not followed. JLR points out that coordinator had tiered costs, would be free in event of cancellation.</p> <p>AB highlights the following:</p> <p>Transparency during event planning and execution in future - quotes, updates to committee due to circumstance changes, no payment (commercial rate or otherwise) to presenters other than honorarium.</p>	



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		<p>Above must be adhered to by all officers in the committee.</p> <p>Discuss following issues/proposals:</p> <p>Change arrangement with EA, so that they can pay presenters. JLR points out that EA are happy paying with them. Profit split should possibly be adjusted. Compromise from section, to avoid default on commitments to presenters.</p> <p>JLR proposes full payment to event coordinator, alternatively ask EA to help pay that also.</p> <p>DC asks about IEEE involvement. PES branded the event. JLR: PE industry, education, countrywide attendance.</p> <p>AB points out that the event was exemplary in goal. Issue at hand is payment of presenters and material by overseas presenter, in light of IEEE spirit of volunteerism. Code of conduct. TS: PES HQ –payment is acceptable when attendance fees are charged. Payments cannot be made from normal IEEE funds. Presenters that did not charge were sponsored by their companies. IEEE can pay local expenses. AB: code of conduct –IEEE can pay honorarium in case of paid event. AB: honorarium cannot be agreed upon in advance, compared to fee/contractual agreement. VC: agrees with AB on code of conduct. Concern about precedent of paying local presenters fees that are more than honorarium.</p> <p>AB: damage control. VC: execom should be informed in case of big events. VC: event coordinator appears higher. RS: split of coordinator vs volunteers? JLR: hours are correct and reasonable. Recent event with coordinator received considerably more. VC: no comparison quotes. JLR: points out</p>	
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		<p>that she agreed to work for free in case of cancellation. TS: agrees with two quote system. RS: even if quotes have different base of comparison, still valid quotes. DC supports proposal of two quote system. TS asks about list of guidelines for event planning. AB points out that it might become bylaw issue. DC points out conflict of interest between speaker and coordinator. RS proposes using GOLD event planning manual. Existing manuals do not exist. AB defers the guideline issue to later.</p> <p>VC: proposes to not do payment in cost neutral way. IEEE should honour obligations. JLR: joint event, EA will have no issues paying for speakers. IEEE should not generate precedent by paying. AB and VC raises concern about appearance of laundering. JLR and TS points out that EA is happy with the event. Invoice issued to event.</p> <p>SE points out that joint events should be opened up in terms of rules and regulations.</p> <p>RS: no effect either way of payment to presenters. This is due to special circumstance, must not happen again, no precedent being set.</p> <p>RS moves to accept VC proposal. VC seconds. Resolution reached. All payments will be made, with above resolutions minuted.</p> <p>JB queries payment of GST to T Gillespie, and reimbursement to Terry Irwin. AB: IEEE does not pay for material. JB requests proof of cancellation fee. AB, JB and RE suggest changes to invoices to be communicated to presenters. Remove extra \$250 GST from T Gillespie.</p>	
5.2	Membership drive gifts	AB: IEEE online gifts available again. 4GB USB stick with	



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		print would be too expensive. Circulate list to collect suggestions. Upper limit of approx \$15. Lists circulated.	
5.3	IEEE Banner	AB: 2 quotes for pullup banner. Section to provide artwork, based on IEEE guidelines and templates. Spyder banner (2 @ \$551 each) suggested	
6.0	Reports from the Section Committee		
6.1	Vice Chair		
6.1.1.	AGM Venue Update	<p>RE: change of format of AGM. SE suggest no verbal reports. RE supports short summaries.</p> <p>RS: Will email SA section for template of invitation to premier.</p> <p>RS: Venue quotes/comparisons submitted. UQ Club (Staff house) is approved. SM suggests Union club. RS will invite quote from them.</p> <p>RS: Invitations to possible guest speakers to go out on finalisation of AGM date.</p> <p>RS: Suggests 4 December 2009 as AGM date. Date accepted by committee.</p> <p>Information on AGM en thesis prize to be submitted to RE for August newsletter.</p>	
6.1.2.	R10 Congress	Proposed guidelines for selection of additional attendee to R10 congress to be circulated via email.	
6.2	Secretary	N/A	
6.3	Treasurer	Expense reports emailed. July statement not available. Maturing expense account to be reinvested. AB suggests keeping ~\$25k in current account. \$40k PES money in short term fund. Accrued expenses due to non cashing. TS: Payment of taxi fares to DLs? Taxi vouchers (cabcharges) to be posted to	



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		DLs.	
6.4	Awards & Recognition	Report mailed. Certificates have been ordered.	
6.5	Professional Activities	AB to suggest volunteer for role	
6.6	Student Activities	N/A	
6.7	Membership Development	Position vacant. Remove Peter Mclarty.	
6.8	Educational Activities	TS requests info on election process. AB: e-notice to be sent.	
6.9	Newsletter Editor	Submission deadline extended to 7 August 2009 – add AGM details and other. AB requests final reminder to be sent.	
6.10	Webmaster	Banner and photo updates. IEEE logo correctly applied. V-tools integrated. Wiki software disabled on the surface. Request updates to office bearers. AB to mail. Website subcommittee proposal: suggest updates, room for improvement on. DC and Ajay to volunteer. RS: Send updates to student thesis competition.	
7.0	Student Chapter Activities		
7.1	QUT Student Chapter	JB: Student showcase bbq on 5 August. 13 August – pizza event. RS to attend.	
7.2	UQ Student Chapter	VC: 11 August student function. RS or RE to attend	
7.3	GU Student Chapter	N/A	
7.4	CQU Student Chapter	Councillor requests \$350 for event with 50 students	
7.5	USQ Student Chapter	N/A – AB to email.	
8.0	Chapter and Affinity Groups		
8.1	Aerospace & Electronic Systems	RE: Oct 19 DL. 2 events (QUT and UQ). Investigation society involvement in UAV challenge in Sep/Oct.	
8.2	Computational Intelligence	N/A	
8.3	Computer Society	Nothing planned at the moment	
8.4	Control Systems/Robotics & Automation	DC: E-notice about planned event to be sent. Talk with discussion panel. Request \$350 for catering. Space limitation – no students.	
8.5	Engineering in Medicine & Biology	MK: Successful event previous Friday with 24 attendees, with	



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		good feedback. Currently planning 2 events. Plan one event along with Griffith conference. Attempting to get DL for event in November (mobile phone applications in healthcare). Invoice for previous event emailed to JB. Received US\$500 support to attend EMBS conference	
8.6	Microwave Theory & Techniques/Antennas & Propagation	N/A –overseas currently	
8.7	Power & Energy	TS on sabbatical. DL on 21 Aug. Seminar and tutorial.	
8.8	Signal Processing/Communications	Second event end of October. Travel cost for presenter needs to be passed on to 3 rd party –IEEE should avoid paying general travel cost.	
8.9	Graduates of Last Decade	26 th November – talk by i.lab. Presentation skills talk. AB and VC suggest subgroup on linkedin.	
9.0	Other business.	SM mentions two conferences.	
10.0	Next meeting.	15 th September 2009	