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Minutes of Meeting 13th October 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	Farhad Dadgostar		X	
Membership Coordinator	<i>Vacant</i>			
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	Actionee
1.0	Attendance and apologies.	As noted.	
2.0	Confirmation of agenda.	Agenda accepted.	
3.0	Confirmation of minutes of the last meeting.	Minutes accepted.	
4.0	Business arising from the last meeting.	<ul style="list-style-type: none"> • Website access has been finalised. • Promotional items will be sent when in stock, stored with multiple people on different Campuses. • Banner will be finalised following this meeting. • Summer school arrangements have been formalised with Marcus Gallagher. • USQ conference – technical sponsorship declined. • Election e-notices have been sent. • Invoice payed to D Birtwhistle regarding PES seminar. • Finalised newsletter dates. • Emailed student chapters with respect to elections. 	
5.0	Committee Coordination – Section Chair.		
5.1	Election	<p>Discussed nomination procedure and succession plans (execom, officers, chapter & AG chairs, student councillor):</p> <ul style="list-style-type: none"> • Membership coordinator vacant. • Awards and recognition vacant. • Student activities vacant. • Educational activities vacant. • Control systems? • MTT/AP? • GU? • USQ (Abbas to email J Billingsley). 	
5.2	Public liability insurances	Applies to bookings with UQ. IEEE insurers to cover. Abbas to communicate details with UQ and QUT school managers.	
5.3	IEEE-IEAust agreement	Feedback received from HQ on access to publications expected before next council meeting.	
5.4	CQU Data Mining conference	Suggested that HQ be contacted for technical sponsorship.	



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		Possible financial sponsorship (awards, etc.) allows the use of the IEEE brand.	
6.0	Reports from the Section Committee		
6.1	Vice Chair		
6.1.1.	AGM Venue Update	Will coordinate with secretary for reports to be handed out at AGM. Invitation forwarded to the Qld Premier. Website to be updated with AGM notice.	
6.2	Secretary	No report.	
6.3	Treasurer	Monthly budget tabled. Term deposit started. Cheques as discussed in 4.0.	
6.4	Awards & Recognition	No report.	
6.5	Professional Activities	No report.	
6.6	Student Activities	No report.	
6.7	Membership Development	No report.	
6.8	Educational Activities	No report.	
6.9	Newsletter Editor	Content is required for final newsletter. End of year summary reports if possible for chapters / AGs.	
6.10	Webmaster	Transferring content from old site. Tutorial required for chapter pages. Meetings table moved to front page. Going live date alongside e-notice for AGM (last week of October) Issue usernames to editing pages.	
7.0	Student Chapter Activities		
7.1	QUT Student Chapter	Annual report submitted.	
7.2	UQ Student Chapter	To submit annual report.	
7.3	GU Student Chapter	No report.	
7.4	CQU Student Chapter	No report.	
7.5	USQ Student Chapter	No report.	
8.0	Chapter and Affinity Groups		
8.1	Aerospace & Electronic Systems	Distinguished lecturer at QUT 19 th October. Third event in November to be confirmed.	



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8.2	Computational Intelligence	Two events planned (Postgraduate symposium early in November).	
8.3	Computer Society	Organised an event for 7 th November.	
8.4	Control Systems/Robotics & Automation	Events planned for November.	
8.5	Engineering in Medicine & Biology	Mohan attended annual conference. Attended chapter development committee meeting. 2 more planned events (one co-hosted with sport academy). Cohosting event with Philips Medical/EA society.	
8.6	Microwave Theory & Techniques/Antennas & Propagation	Abbas to confirm number of events.	
8.7	Power & Energy	No report.	
8.8	Signal Processing/Communications	Event held week prior with 100% IEEE attendance (2 nd function for 2009). Three more events are planned for 7 th November, 19 th November and 18 th December.	
8.9	Graduates of Last Decade	Event at QUT planned for 20 th October (Presentation Skills) co-hosted with SBs. Event planned for 26 th November (Technology Incubator) co-hosted with EA.	
9.0	Other business.	Tencon bid rejected.	
10.0	Next meeting.	10th November 2009	