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**Minutes of Meeting 10<sup>th</sup> November 2009**  
**Venue: UQ General Purpose (South) Building, Room 78-421**

**Attendance:**

<b>Office</b>	<b>Attendance</b>	<b>Present</b>	<b>Apology</b>	<b>Absent</b>
Chair	Abbas Bigdeli	<i>X</i>		
Vice Chair	Roelof Swanepoel		<i>X</i>	
Secretary	Bart Sedgwick	<i>X</i>		
Treasurer	Jasmine Banks	<i>X</i>		
Immediate Past Chair	Vaughan Clarkson			<i>X</i>
Newsletter Editor	Robert Ellen	<i>X</i>		
Webmaster	Ashkan Boldaji		<i>X</i>	
Professional Activities	Farhad Dadgostar			<i>X</i>
Membership Coordinator	<i>Vacant</i>			
Awards & Recognition	Michael Lees	<i>X</i>		
Student Activities Chair	Mark Griffin			<i>X</i>
Educational Activities Coordinator	<i>Vacant</i>			
Engineers Australia Liaison	Tapan Saha		<i>X</i>	
Aerospace and Electronic Systems Chapter	Robert Ellen	<i>X</i>		
Aerospace and Electronic Systems Chapter (VC)	Peter Lindsay	<i>X</i>		
Computational Intelligence Chapter	Marcus Gallagher			<i>X</i>
Computational Intelligence Chapter (VC)	Michael Blumenstein			<i>X</i>
Computer Chapter	Simon Ellis	<i>X</i>		
Computer Chapter (VC)	Philip Machanick	<i>X</i>		
Control Sys/Robo & Auto Chapter	Duncan Campbell	<i>X</i>		
Control Sys/Robo & Auto Chapter (VC)	John Billingsley	<i>X</i>		
Engineering in Medicine & Biology Chapter	Mohan Karunanithi		<i>X</i>	
Engineering in Medicine & Biology Chapter (VC)	Stephen Wilson			<i>X</i>
MTT/AP Chapter	Aleksandar Rakic			<i>X</i>
MTT/AP Chapter (VC)	Karla Ziri-Castro			<i>X</i>
Power & Energy Chapter	Jose Lopez-Roldan			<i>X</i>
Power & Energy Chapter (VC)	Tapan Saha		<i>X</i>	
Signal Pro & Comms Chapter	Garry Einicke	<i>X</i>		
Signal Pro & Comms Chapter (VC)	Dharmika Jayalath	<i>X</i>		
GOLD Affinity Group	Robert Ellen	<i>X</i>		
GOLD Affinity Group (VC)	Roelof Swanepoel		<i>X</i>	
Student Counsellor QUT	Jasmine Banks	<i>X</i>		
Student Counsellor UQ	Vaughn Clarkson			<i>X</i>
Student Counsellor GU-GC	Charles Hacker			<i>X</i>
Student Counsellor GU-Nathan	Yongsheng Gao			<i>X</i>
Student Counsellor USQ	Tony Ahfock			<i>X</i>
Student Counsellor CQU	Shawkat Ali	<i>X</i>		

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.	Minor amendments. Introduced Peter Lindsay.	
4.0	Business arising from the last meeting.	<ul style="list-style-type: none"> <li>Abbas has contacted nomination chairs confirming that we'd received nominations. Abbas requires feedback as soon as possible.</li> <li>Insurance certificate has been provided to UQ. Section chair to email with details requesting insurance certificate. Vaughn is designated UQ contact.</li> </ul>	
5.0	Committee Coordination – Section Chair.		
5.1	Election	Chasing up balance of committees, five received to date. Nominating committees can suggest that nominees consider another position. All candidates must be sent out in next newsletter. Election follos with announcements at AGM.	
5.2	AGM Update	E-notice sent this week. AGM to be added to website.	
6.0	Reports from the Section Committee		
6.1	Vice Chair	Apologies from the Vice Chair.	
6.2	Secretary	<ul style="list-style-type: none"> <li>Attendance record to be circulated.</li> <li>Chase up annual reports directly from Chapters.</li> <li>Capture RSVPs for AGM.</li> </ul>	
6.3	Treasurer	Report circulated.	
6.4	Awards & Recognition	Require Thesis prize winners by 25 <sup>th</sup> November.	
6.5	Professional Activities	No report.	
6.6	Student Activities	No report.	
6.7	Membership Development	Vacant.	
6.8	Educational Activities	Vacant.	
6.9	Newsletter Editor	Not yet received all contributions. Received contributions from Gold, PES, AGM. Require submissions by COB 11/11/09. Newsletter submissions by 13 <sup>th</sup> November 2009.	

6.10	Webmaster	Apologies, no report.	
7.0	Student Chapter Activities		
7.1	QUT Student Chapter	<ul style="list-style-type: none"> <li>Called for nominations, received five. Four positions available. Suggestion made to avoid election by manufacturing positions to capture all volunteers.</li> <li>Not many thesis' received as prize submissions.</li> </ul>	
7.2	UQ Student Chapter	No report.	
7.3	GU Student Chapter	No report.	
7.4	CQU Student Chapter	Event held, eight new members. 15 at the next meeting.	
7.5	USQ Student Chapter	Expecting some activity next year. Need a new councillor.	
8.0	Chapter and Affinity Groups		
8.1	Aerospace & Electronic Systems	Second event held 19 <sup>th</sup> , a DL from MIT. 53 attended, 60% from industry with 15 IEEE members. Report submitted.	
8.2	Computational Intelligence	No report. Annual symposium coming up. Summer school is underway.	
8.3	Computer Society	Talk organised for second event later in the week.	
8.4	Control Systems/Robotics & Automation	Event coming up, J Billingsley coming along to give a talk. QUT/IEEE co sponsorship.	
8.5	Engineering in Medicine & Biology	<ul style="list-style-type: none"> <li>Reimbursement requested for Dr. Iskander regarding security costs.</li> <li>Fourth event planned for 23<sup>rd</sup> November.</li> </ul>	
8.6	Microwave Theory & Techniques/Antennas & Propagation	No report.	
8.7	Power & Energy	No report.	
8.8	Signal Processing/Communications	Next DL tour for 25 <sup>th</sup> November. Speaker on 7 <sup>th</sup> /12 <sup>th</sup> . Another DL for 18 <sup>th</sup> December, requesting a venue through Vaughn and accommodation support from committee. Approved in principle.	
8.9	Graduates of Last Decade	1 <sup>st</sup> event "Presentation Skills" held, with 25 attendees from engineering faculty.	
9.0	Other business.	<ul style="list-style-type: none"> <li>11/11/09 EA Electrical Branch AGM</li> <li>Need to invite EA &amp; IET to AGM, Secretary to handle invitation.</li> </ul>	

		<ul style="list-style-type: none"><li>D Campbell congratulates R Ellen on work with AE&amp;S. Comments on difficulty in starting chapters and building numbers. Chair thanks Rob for his efforts.</li></ul>	
10.0	Next meeting.	4 <sup>th</sup> December 2009	