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**Minutes of Meeting 13<sup>th</sup> April 2010**  
**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	<b>X</b>		
Vice Chair	Roelof Swanepoel	<b>X</b>		
Secretary	Bart Sedgwick		<i>x</i>	
Treasurer	Jasmine Banks		<i>x</i>	
Immediate Past Chair	Vaughan Clarkson	<b>X</b>		
Newsletter Editor	Robert Ellen		<i>x</i>	
Webmaster	Ashkan Boldaji			
Professional Activities	Farhad Dadgostar	<b>X</b>		
Membership Coordinator	<i>Vacant</i>			
Awards & Recognition	Michael Lees		<b>X</b>	
Student Activities Chair	<i>Vacant</i>			
Educational Activities Coordinator	Jan McSweeney	<b>X</b>		
Engineers Australia Liaison	Tapan Saha	<b>X</b>		
Women in Engineering	Sandra Mau	<b>X</b>		
Aerospace and Electronic Systems Chapter	Peter Lindsay		<b>X</b>	
Aerospace and Electronic Systems Chapter (VC)	Garry Einicke		<b>X</b>	
Computational Intelligence Chapter	Marcus Gallagher			
Computational Intelligence Chapter (VC)	Michael Blumenstein			
Computer Chapter	Philip Machanick	<b>X</b>		
Computer Chapter (VC)	Jianming Yong			
Control Sys/Robo & Auto Chapter	Gordon Wyeth			
Control Sys/Robo & Auto Chapter (VC)	John Billingsley	<b>X</b>		
Engineering in Medicine & Biology Chapter	Mohan Karunanithi	<b>X</b>		
Engineering in Medicine & Biology Chapter (VC)	Stephen Wilson			
MTT/AP Chapter	Karla Ziri-Castro			
MTT/AP Chapter (VC)	Jacob Coetzee			
Power & Energy Chapter	Tapan Saha	<i>x</i>		
Power & Energy Chapter (VC)	Jose Lopez-Roldan			
Signal Pro & Comms Chapter	Dharmika Jayalath		<b>X</b>	
Signal Pro & Comms Chapter (VC)	Vaughn Clarkson	<b>X</b>		
GOLD Affinity Group	Roelof Swanepoel	<b>X</b>		
GOLD Affinity Group (VC)	Robert Ellen		<b>X</b>	
Student Counsellor QUT	Jasmine Banks			
Student Counsellor UQ	Vaughn Clarkson			
Student Counsellor GU-GC	Charles Hacker			
Student Counsellor GU-Nathan	Yongsheng Gao			
Student Counsellor USQ	Tony Ahfock			
Student Counsellor CQU	Shawkat Ali	<b>X</b>		

Number	Item	Action	Actionee
1.0	Attendance and apologies.		
2.0	Confirmation of agenda.	Accepted as circulated	
3.0	Confirmation of minutes of the last meeting.	Accepted as circulated	
4.0	Business arising from the last meeting.	<ul style="list-style-type: none"> <li>- Abbas: HQ sponsorship template deferred</li> <li>- AGM payees: Waiting for feedback</li> <li>- EA Chair: Actioned</li> <li>- Newsletter chair: Actioned</li> <li>- Branch counsellors: Report reminder sent</li> <li>- Presentation skills speaker gift: Actioned after today</li> </ul>	Abbas
5.0	Committee Coordination – Section Chair.	<ul style="list-style-type: none"> <li>- Membership gifts have arrived</li> <li>- Provide items to committee members</li> <li>- Sponsorship request – electrical systems excellence</li> <li>- Provided liability/banner conditions and single email advertising shot are accepted, then committee approves in principle</li> <li>- Submit article on R10 meeting for newsletter</li> </ul>	Abbas  Abbas
6.0	Reports from the Section Committee		
	Past chair	- Positive movements on ANZ student congress	
6.1	Vice Chair	<ul style="list-style-type: none"> <li>- WIE notice to be sent, petition submitted this week</li> <li>- AGM proposal to be sent out</li> <li>- MGA challenge deadline</li> </ul>	Roelof/Sandra  Roelof
6.2	Secretary	- Add Jan to mailing list	Bart
6.3	Treasurer	<ul style="list-style-type: none"> <li>- Report documents circulated</li> <li>- Receipts for Abbas's expenses</li> </ul>	
6.4	Awards & Recognition	N/A	
6.5	Professional Activities	- Professional/career development seminar in progress	
6.6	Student Activities	N/A	
6.7	Membership Development	N/A	
6.8	Educational Activities	<ul style="list-style-type: none"> <li>- Draft concept proposals described (attached document)</li> <li>- Submit bigger project as MGA challenge proposal</li> </ul>	Jan



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		- News item for newsletter about background	Jan
6.9	Newsletter Editor	- News items requested for 16 April	
6.10	Webmaster	N/A	
7.0	Student Chapter Activities	<ul style="list-style-type: none"> <li>- ANZ Student congress – approx date 25/6 Nov</li> <li>- Possible sponsoring of students to attend from QLD</li> <li>- Industry link help requested</li> <li>- GOLD help requested</li> </ul>	
7.1	QUT Student Chapter	- Gift items requested for SB event on 16 April as raffle prize	Roelof/Jasmine
7.2	UQ Student Chapter	<ul style="list-style-type: none"> <li>- Successful student event on 1 April – 64 new memberships, total event cost \$800-900, talk by Tapan Saha, new student officer recruited, student chapter of PES being formed</li> <li>- Student expo IEEE prize possibility</li> </ul>	Vaughan
7.3	GU Student Chapter	N/A	
7.4	CQU Student Chapter	<ul style="list-style-type: none"> <li>- Industry event – end of May</li> <li>- Membership drive – end of April - \$350 requested, along with 15 gifts – approved in principle</li> <li>- GECon prize sponsorship request (\$250) – judging of entries is concern – to be done by flying minutes</li> </ul>	
7.5	USQ Student Chapter	- Abbas to contact Tony	Abbas
8.0	Chapter and Affinity Groups		
8.1	Aerospace & Electronic Systems	- Visitor presenting, with 2 backup presenters	
8.2	Computational Intelligence	N/A	
8.3	Computer Society	<ul style="list-style-type: none"> <li>- Discussed conference involvement as emailed – contact for information</li> <li>- Advertising for technical speakers</li> </ul>	Philip
8.4	Control Systems/Robotics & Automation	<ul style="list-style-type: none"> <li>- 2010 Mechatronics conference – Qld requested to provide technical sponsorship</li> <li>- Abbas to request written guidelines on above, start process</li> </ul>	Abbas
8.5	Engineering in Medicine & Biology	- Secretary moved overseas – process of finding new secretary	



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		<ul style="list-style-type: none"><li>- Discussions about joint event with IEE/EA</li><li>- Complex medical engineering conference workshop in progress</li></ul>	
8.6	Microwave Theory & Techniques/Antennas & Propagation	N/A	
8.7	Power & Energy	<ul style="list-style-type: none"><li>- PE student branch petition submitted</li><li>- NZ session working with for DL in June/July</li><li>- 4 student submissions received for prize</li></ul>	
8.8	Signal Processing/Communications	<ul style="list-style-type: none"><li>- Talk for April cancelled</li><li>- Gold coast conference – sponsorship acquired from society directly</li></ul>	
8.9	Graduates of Last Decade	<ul style="list-style-type: none"><li>- Webinars to be held in APJ timezones</li><li>- Project management function in early stages</li><li>- Contact SB councillors for STEP dates</li><li>- Roelof attending MGA GOLD meeting</li></ul>	Roelof
9.0	Other business.	<ul style="list-style-type: none"><li>- EA fraternity dinner preliminary invitation information to be sent to Rob (newsletter)</li><li>- EA electrical branch committee meeting invitation to Abbas</li></ul>	Simon
10.0	Next meeting.	11 May 2010	