Minutes of Meeting 14th February, 2012
Venue: UQ General Purpose (South) Building, Room 78-421

Attendance:

<table>
<thead>
<tr>
<th>Office</th>
<th>Attendance</th>
<th>Present</th>
<th>Apology</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Abbas Bigdeli</td>
<td>✔️</td>
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<tr>
<td>Vice Chair</td>
<td>Sandra Mau</td>
<td>✔️</td>
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<tr>
<td>Secretary</td>
<td>Mandar Gujrathi</td>
<td>✔️</td>
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<tr>
<td>Treasurer</td>
<td>Mike Robinson</td>
<td>✔️</td>
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<tr>
<td>Immediate Past Chair</td>
<td>Roelof Swanepoel</td>
<td>✔️</td>
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<tr>
<td>Newsletter Editor</td>
<td>Robert Ellen</td>
<td>✔️</td>
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<tr>
<td>Webmaster</td>
<td>vacant</td>
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<tr>
<td>Professional Activities</td>
<td>Farhad Dadgostar</td>
<td>✔️</td>
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<tr>
<td>Membership Development chair</td>
<td>Vacant</td>
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<tr>
<td>Awards &amp; Recognition</td>
<td>vacant</td>
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<tr>
<td>Student Activities Chair</td>
<td>vacant</td>
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<tr>
<td>Educational Activities Coordinator</td>
<td>Mark Griffin</td>
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<tr>
<td>Engineers Australia Liaison</td>
<td>Tapan Saha</td>
<td>✔️</td>
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<tr>
<td>Women in Engineering</td>
<td>Sandra Mau</td>
<td>✔️</td>
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<tr>
<td>Women in Engineering (Vice chair)</td>
<td>Mahnaz Shafiei</td>
<td>✔️</td>
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<tr>
<td>Aerospace and Electronic Systems Chapter</td>
<td>Garry Einicke</td>
<td>✔️</td>
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<tr>
<td>Aerospace and Electronic Systems Chapter (VC)</td>
<td>John Davies</td>
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<td>Aerospace and Electronic Systems Chapter (Sec)</td>
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<td>Computational Intelligence Chapter</td>
<td>Michael Blumenstein</td>
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<td>Computational Intelligence Chapter (VC)</td>
<td>Ross Hayward</td>
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<td>Mike Robinson</td>
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<tr>
<td>Computer Chapter (VC)</td>
<td>Jianming Yong</td>
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<tr>
<td>Control Sys/Robo &amp; Auto Chapter</td>
<td>John Billingsley</td>
<td>✔️</td>
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<tr>
<td>Control Sys/Robo &amp; Auto Chapter (VC)</td>
<td>Vacant</td>
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<tr>
<td>Control Sys/Robo &amp; Auto Chapter (Sec)</td>
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<tr>
<td>Engineering in Medicine &amp; Biology Chapter</td>
<td>Amol Wagholikar</td>
<td>✔️</td>
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<tr>
<td>Engineering in Med &amp; Biology Chapter (VC)</td>
<td>Mohan Karunanithi</td>
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<tr>
<td>Engineering in Med. &amp; Biology Chapter (Sec)</td>
<td>Mark Griffin</td>
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<tr>
<td>MTT/AP Chapter</td>
<td>David Enchelmaier</td>
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<tr>
<td>MTT/AP Chapter (VC)</td>
<td>Konstanty Bialkowski</td>
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<tr>
<td>MTT/AP Chapter (Sec)</td>
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<tr>
<td>Power &amp; Energy Chapter</td>
<td>Mehdi Eghbal</td>
<td>✔️</td>
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<tr>
<td>Power &amp; Energy Chapter (VC)</td>
<td>Tapan Saha</td>
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<tr>
<td>Power &amp; Energy Chapter (Secretary)</td>
<td>Alexandra Price</td>
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<tr>
<td>Power and Energy Chapter (Student rep)</td>
<td>Vacant</td>
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<tr>
<td>Signal Pro &amp; Comms Chapter</td>
<td>Vaughan Clarkson</td>
<td>✔️</td>
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<tr>
<td>Signal Pro &amp; Comms Chapter (VC)</td>
<td>Dhammika Jayalath</td>
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<tr>
<td>Role</td>
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<td>Signal Pro &amp; Comms Chapter (Sec)</td>
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<tr>
<td>GOLD Affinity Group</td>
<td>Robert Ellen</td>
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<tr>
<td>GOLD Affinity Group (VC)</td>
<td>Roelof Swanepoel</td>
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<tr>
<td>Student Counsellor QUT</td>
<td>Jacob Coetzee</td>
<td>✔</td>
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<td>Student Counsellor UQ</td>
<td>Vaughan Clarkson</td>
<td>✔</td>
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<tr>
<td>Student Counsellor GU-GC</td>
<td>Vacant</td>
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<td>Student Counsellor GU-Nathan</td>
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<tr>
<td>Student Counsellor USQ</td>
<td>Tony Ahfock</td>
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<td>Student Counsellor CQU</td>
<td>Amanullah Than Oo</td>
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<tr>
<td>Number</td>
<td>Item</td>
<td>Action</td>
<td>Actionee</td>
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<tr>
<td>1.0</td>
<td>Attendance and apologies.</td>
<td>Noted</td>
<td></td>
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<tr>
<td>2.0</td>
<td>Confirmation of agenda.</td>
<td>Confirmed</td>
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<tr>
<td>3.0</td>
<td>Acceptance of minutes of the last meeting.</td>
<td>AB moves, DE seconds, minutes accepted</td>
<td></td>
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<tr>
<td>4.0</td>
<td>Business arising from the last meeting.</td>
<td>AB to get in touch with CI chair on the 2011 events. AB</td>
<td></td>
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<tr>
<td>5.0</td>
<td>Committee Coordination – Section Chair.</td>
<td>Election process completed SM to ask volunteers for CS/RA chair and Membership development chair AB registers for the R10 meeting.</td>
<td>SM</td>
<td></td>
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<tr>
<td>5.1</td>
<td>Prof. Tapan Saha for IEEE fellow, endorsement.</td>
<td>Dave Allan nominates TS for IEEE fellow AB seeks approval for TS’s nomination form the committee, MG, RS, SM second, passed. AB to complete paperwork</td>
<td>AB</td>
<td></td>
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<tr>
<td>5.2</td>
<td>IEEE membership drive/pizza lunches: Expected formula for 2012</td>
<td>AB proposes the following charges: Until April $20. After April $10 SM seconds.</td>
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<tr>
<td>6.0</td>
<td>Reports from the Section Committee</td>
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<tr>
<td>6.1</td>
<td>Vice Chair</td>
<td>AB thanks SM for the AGM. SM seeks feedback on the AGM and dinner arrangements. Overall positive.</td>
<td></td>
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<tr>
<td>6.2</td>
<td>Secretary</td>
<td>Officer reporting done and mailing list updated. More officers will be reported as positions fill.</td>
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<tr>
<td>6.3</td>
<td>Treasurer</td>
<td>TS enquires about planning meeting. AB to announce MR points that AGM was at loss ($850) but less than 2010. AB records personal thanks to MR AB moves to accept treasurers report, SM seconds</td>
<td>AB</td>
<td></td>
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<tr>
<td>6.4</td>
<td>Awards &amp; Recognition</td>
<td>RS nominates self for awards and recognition.</td>
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<tr>
<td>6.5</td>
<td>Professional Activities</td>
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<tr>
<td>6.6</td>
<td>Student Activities</td>
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<td>6.7</td>
<td>Membership Development</td>
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<tr>
<td>6.8</td>
<td>Educational Activities</td>
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<tr>
<td>6.9</td>
<td>Newsletter Editor</td>
<td>AB recommends to publish 3 newsletters/year, March, July, Oct/Nov. To discuss with RE.</td>
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<td>6.10</td>
<td>Webmaster</td>
<td>NM to update webpages, AB to talk to NM. AB to prepare/present a guideline on Section budget.</td>
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<tr>
<td>7.0</td>
<td>Student Chapter Activities</td>
<td>AB</td>
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<tr>
<td>7.1</td>
<td>QUT Student Chapter</td>
<td>JC to organise events for O-week. SM to forward promotional material to JC.</td>
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<tr>
<td>7.2</td>
<td>UQ Student Chapter</td>
<td>Open day next week. Two functions organised. SM, AP to attend</td>
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<td>7.3</td>
<td>GU Student Chapter</td>
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<td>7.4</td>
<td>CQU Student Chapter</td>
<td>AB to contact SA</td>
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<tr>
<td>7.5</td>
<td>USQ Student Chapter</td>
<td>AB to contact JB</td>
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<tr>
<td>7.6</td>
<td>Chapter and Affinity Groups</td>
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<tr>
<td>8.1</td>
<td>Aerospace &amp; Electronic Systems</td>
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<td>8.2</td>
<td>Computational Intelligence</td>
<td>AB to contact MB on CI</td>
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<td>8.3</td>
<td>Computer Society</td>
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<td>Control Systems/Robotics &amp; Automation</td>
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<td>Engineering in Medicine &amp; Biology</td>
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<tr>
<td>8.6</td>
<td>Microwave Theory &amp; Techniques/Antennas &amp; Propogation</td>
<td>Event planning in progress</td>
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<tr>
<td>8.7</td>
<td>Power &amp; Energy</td>
<td>Event planning in progress (Student drives, Site visits, DLT)</td>
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<td>8.8</td>
<td>Signal Processing/Communications</td>
<td>Planning in progress</td>
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<td>8.9</td>
<td>Graduates of Last Decade</td>
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<tr>
<td>8.10</td>
<td>Women In Engineering</td>
<td>Planning meeting held.</td>
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<td>9.0</td>
<td>Other business.</td>
<td>MR proposes to have sponsorship for AGM dinner. AB, RS second.</td>
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<tr>
<td>10.0</td>
<td>Next meeting.</td>
<td>13th March 2012.</td>
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