



## QUEENSLAND SECTION

THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS INC.

ARBN 078 576 495

|   |   |
|---|---|
| Prof. Tapan Saha- Section Chair<br>IEEE Queensland                  | Dr Rahul Sharma— Secretary<br>IEEE Queensland                             |
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### Minutes of Meeting 9<sup>th</sup> April 2013

Venue: UQ General Purpose (South) Building, Room 78-421

#### Attendance:

| Office   | Attendance            | Present | Apology | Absent |
|--|-----------------------|---------|---------|--------|
| Chair  | Tapan Saha            | X       |         |        |
| Vice Chair                                     | Mike Robinson         | X       |         |        |
| Secretary                                      | Rahul Sharma          | X       |         |        |
| Treasurer                                      | Ruifeng (Richard) Yan | X       |         |        |
| Immediate Past Chair                           | Abbas Bigdeli         |         | X       |        |
| Newsletter Editor                              | Robert Ellen          |         | X       |        |
| Webmaster                                      | Nilesh Modi           | X       |         |        |
| Professional Activities                        | Vacant                |         |         |        |
| Membership Development chair                   | Chandima Ekanayake    |         | X       |        |
| Awards & Recognition                           | Mike Robinson         | X       |         |        |
| Student Activities Chair                       | Jack Gaynor           | X       |         |        |
| Educational Activities Chair                   | Mike Griffin          |         |         | X      |
| Engineers Australia Liaison                    | Tapan Saha            | X       |         |        |
| Women in Engineering                           | Mary Tom              |         | X       |        |
| Women in Engineering (Vice chair)              | Sandra Mau            |         |         | X      |
| Women in Engineering (Secretary)               | Mahnaz Shafiei        |         |         | X      |
| Aerospace and Electronic Systems Chapter       | Garry Einicke         | X       |         |        |
| Aerospace and Electronic Systems Chapter (VC)  | Steve Ashfield        |         |         | X      |
| Aerospace and Electronic Systems Chapter (Sec) | John Davies           |         |         | X      |
| Computational Intelligence Chapter             | Ross Haywood          |         | X       |        |
| Computational Intelligence Chapter (VC)        | Vacant                |         |         |        |
| Computational Intelligence Chapter (Sec)       | <i>Vacant</i>         |         |         |        |
| Computer Chapter                               | Mike Robinson         | X       |         |        |
| Computer Chapter (VC)                          | Vacant                |         |         |        |
| Computer Chapter (Sec)                         | Vacant                |         |         |        |
| Control Sys/Robo & Auto Chapter                | John Billingsley      |         | X       |        |
| Control Sys/Robo & Auto Chapter (VC)           | Michael Kearney       |         | X       |        |
| Control Sys/Robo & Auto Chapter (Sec)          | <i>Vacant</i>         |         |         |        |
| Engineering in Medicine & Biology Chapter      | <i>Vacant</i>         |         |         |        |
| Engineering in Med & Biology Chapter (VC)      | <i>Vacant</i>         |         |         |        |
| Engineering in Med. & Biology Chapter (Sec)    | <i>Vacant</i>         |         |         |        |
| MTT/AP Chapter                                 | Konstanty Bialkowski  | X       |         |        |
| MTT/AP Chapter (VC)                            | David Ireleand        |         |         | X      |
| MTT/AP Chapter (Secretary)                     | Morteza Shahpari      | X       |         |        |
| Power & Energy Chapter                         | Mehdi Eghbal          | X       |         |        |
| Power & Energy Chapter (VC)                    | Chandima Ekanayake    |         | X       |        |
| Power & Energy Chapter (Secretary)             | Nilesh Modi           | X       |         |        |
| Power and Energy Chapter (Student rep)         |                       |         |         |        |
| Signal Pro & Comms Chapter                     | Vaughan Clarkson      | X       |         |        |
| Signal Pro & Comms Chapter (VC)                | Dharmika Jayalath     |         |         | X      |
| Signal Pro & Comms Chapter (Sec)               | Vacant                |         |         |        |



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| GOLD Affinity Group                  | Alexandra Price  | <b>X</b> |          |          |
| GOLD Affinity Group (VC)             | Vacant           |          |          |          |
| GOLD Affinity Group (Sec)            | <i>Vacant</i>    |          |          |          |
| Student Counsellor QUT               | Jacob Coetzee    |          |          | <b>X</b> |
| Student Counsellor UQ                | Vaughan Clarkson | <b>X</b> |          |          |
| Student Counsellor GU-GC             | Jahangir Hossain |          | <b>X</b> |          |
| Student Counsellor GU-Nathan         | Sascha Stegen    | <b>X</b> |          |          |
| Student Counsellor USQ               |                  |          |          |          |
| Student Counsellor CQU – Brisbane    | Mary Tom         |          | <b>X</b> |          |
| Student Counsellor CQU – Rockhampton | Aruna Jayasuriya |          |          | <b>X</b> |



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| Number | Item                                       | Action  | Actionee |
|--------|--|---|----------|
| 1.0    | Attendance and apologies.                  | As noted  |          |
| 2.0    | Confirmation of agenda.                    | Confirmed   |          |
| 3.0    | Acceptance of minutes of the last meeting. | Accepted except modification to item 5.8.   |          |
| 4.0    | Business arising from the last meeting.    | 5.3 R10 informed about the updated quotes (options with lower costs).   |          |
| 5.0    | Committee Coordination – Section Chair.    | Committee approves the proposal to contribute \$500 for EA fraternity dinner in June 2013.  |          |
| 6.0    | Reports from the Section Committee         |   |          |
| 6.1    | Vice Chair                                 | <ul style="list-style-type: none"> <li>- Obtained accommodation quotes for R10.</li> <li>- MJR to start planning for the AGM (date, venue, speakers etc.) and the thesis prize.</li> </ul>  |          |
| 6.2    | Secretary                                  | -   |          |
| 6.3    | Treasurer                                  | <ul style="list-style-type: none"> <li>- Report circulated.</li> <li>- Latest account status (excluding the FDs) - \$10,500.</li> </ul>   |          |
| 6.4    | Awards & Recognition                       | --  |          |
| 6.5    | Professional Activities                    | --  |          |
| 6.6    | Student Activities                         | <ul style="list-style-type: none"> <li>- Student Counsellors contacted to discuss strategies.</li> <li>- R10 Congress attendance: Committee agrees to support 1 delegate (Lavish) if UQ Advantage application is unsuccessful. 1 delegate from GOLD may be supported if Lavish's UQ Advantage application is successful.</li> </ul> |          |
| 6.7    | Membership Development                     | R10 membership renewal reminder letter completed and sent.  | CE       |



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|       |                             | CE to manage the LinkedIn group.  |        |
| 6.8   | Educational Activities      | -   |        |
| 6.9   | Newsletter Editor           | The first edition of the Newsletter went out on April 5. The next planned newsletter is planned to be out end of May.   |        |
| 6.10  | Webmaster                   | <ul style="list-style-type: none"> <li>- Office bearers' webpage updated</li> <li>- Access to GOLD page generated</li> <li>- Section history updated</li> </ul>   |        |
| 6.11  | TISP                        | <ul style="list-style-type: none"> <li>- Head quarters will support the material costs (except travel) in the implementation of the study plans until the end of this year.</li> <li>- Some key implementation challenges discussed.</li> </ul>                 |        |
| 7.0   | Student Chapter Activities  |   |        |
| 7.1   | QUT Student Chapter         | To be followed up.  | TKS/RS |
| 7.2   | UQ Student Chapter          | <ul style="list-style-type: none"> <li>- Recruitment drive – 50 new student members joined.</li> <li>- First year student recruitment drive planned.</li> <li>- MTT/AP seminar co-sponsored.</li> <li>- Interview skills workshop organized for May.</li> </ul> |        |
| 7.3.1 | GU (GC) Student Chapter     | --  |        |
| 7.3.2 | GU (Nathan) Student Chapter | <ul style="list-style-type: none"> <li>- Recruitment drive planned for May 3.</li> <li>- IEEE advertised in SG's lectures and a guest lecture.</li> <li>- Events to be co-organised with AIE.</li> </ul>  |        |
| 7.4   | CQU Student Chapter         | Careers event held on April 3 at CQU.   |        |
| 7.5   | USQ Student Chapter         | To be followed up.  | TKS/RS |
| 8.0   | Chapter and Affinity Groups |   |        |



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|------|--|---|--|
| 8.1  | Aerospace & Electronic Systems                       | <ul style="list-style-type: none"> <li>- A seminar on 'Mapping and Navigation' planned to be held at QUT.</li> <li>- Committee approves the support of \$600 for the DL.</li> </ul>   |  |
| 8.2  | Computational Intelligence                           | --  |  |
| 8.3  | Computer Society                                     | MJR in touch with Mary Tom to organise events.  |  |
| 8.4  | Control Systems/Robotics & Automation                | --  |  |
| 8.5  | Engineering in Medicine & Biology                    | Committee recruitment in progress.  |  |
| 8.6  | Microwave Theory & Techniques/Antennas & Propagation | <ul style="list-style-type: none"> <li>- 10 attendees reported for the March event.</li> <li>- Events planned for April 26 and May 10.</li> </ul>   |  |
| 8.7  | Power & Energy                                       | <ul style="list-style-type: none"> <li>- DL lecture planned and to be held in August. Speaker from GE, travel covered by GE.</li> <li>- A seminar planned for April 18.</li> <li>- Student travel award – Applications received from UQ and QUT.</li> </ul> |  |
| 8.8  | Signal Processing/Communications                     | - Planning in progress to organize DL   |  |
| 8.9  | Graduates of Last Decade                             | <ul style="list-style-type: none"> <li>- Trivia night being planned, to be discussed with UQ SB.</li> <li>- GOLD member numbers discussed.</li> <li>- Support of \$300 approved for an event planned for May 12.</li> </ul>                                 |  |
| 8.10 | Women In Engineering                                 | An event planned for May.   |  |
| 9.0  | Other business.                                      | --  |  |
| 10.0 | Next meeting.  | May 14  |  |