



QUEENSLAND SECTION

THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS INC.

ARBN 078 576 495

Mr. Om Perakash— Section Chair IEEE Queensland.	Dr. Chandima Ekanayake—Secretary IEEE Queensland
Phone:	Phone: 0733653762
Email: opbatra2kn@gmail.com	Email: chandima@ieee.org

Minutes of Meeting February 2023

Date:14 February 2023

Attendance:

Office	Attendance	Present	Apology	Absent
Chair	Om Perakash	x		
Vice Chair	Rahul Sharma		x	
Secretary	Chandima Ekanayake	x		
Treasurer	Jennifer Zapata Giraldo	x		
Immediate Past Chair	Alexandra Posoldova		x	
Newsletter Editor	Michael Robinson	x		
Webmaster	Sameera Samarasingha	x		
Professional Activities				
Membership Development chair	Sudarshan Dahal		x	
Awards & Recognition				
Student Activities Chair	Hui Ma	x		
Educational Activities Chair	Daniel Eghbal		x	
Engineers Australia Liaison	Tapan Saha	x		
Community Manager	Jennifer Zapata Giraldo	x		
Women in Engineering Chair	Punam Pawar	x		
Women in Engineering (Vice chair)				
Women in Engineering (Secretary)				
Aerospace and Electronic Systems Chapter Chair	Vaughan Clarkson		x	
Aerospace and Electronic Systems Chapter (VC)	Robert Kennedy	x		
Aerospace and Electronic Systems Chapter (Sec)				
Computational Intelligence Chapter Chair	Marcus R Gallagher		x	
Computational Intelligence Chapter (VC)				
Computational Intelligence Chapter (Sec)				
Computer Chapter Chair	Brian Lovell		x	
Computer Chapter (VC)				
Computer Chapter (Sec)				
Computer Chapter (Industry Engagement)				
Control Sys/Robo & Auto Chapter Chair	Thierry Peynot			x
Control Sys/Robo & Auto Chapter (VC)	Alejandro Melendez-Calderon			x
Control Sys/Robo & Auto Chapter (Sec)	Navinda Kottege	x		
Engineering in Medicine & Biology Chapter Chair				
Engineering in Med & Biology Chapter (VC)				
Engineering in Med. & Biology Chapter (Sec)				
MTT/AP Chapter Chair	Hugo Espinosa	x		
MTT/AP Chapter (VC)				
MTT/AP Chapter (Secretary)				
Power & Energy Chapter Chair	Feifei Bai	x		
Power & Energy Chapter (VC)	Nilesh Modi			x
Power & Energy Chapter (Secretary)	Nadali Mahmoudi			x
Women in Power rep.	Indira Alcaide-Godinez	x		
Power & Energy Chapter Treasurer	David Batterham	x		



Power and Energy Chapter (Student rep)				
Signal Pro & Comms Chapter Chair	Manuel Schmidt		x	
Signal Pro & Comms Chapter (VC)				
Signal Pro & Comms Chapter (Sec)				
IA/IE/PEL Chair	Dezso Sera			x
IA/IE/PEL VC	Mahinda Vilathgamuwa			x
IA/IE/PEL Treasurer	Dulmini Karunathilake			x
IA/IE/PEL Secretary	Junwei Lu	x		
Blockchain and IoT Chair				
Blockchain and IoT VC				
Blockchain and IoT Secretary				
SSIT Chair				
SSIT Vice Chair				
SSIT QLD Coordinator				
Young Professionals Chair				
Young Professionals (VC)				
Young Professionals (Sec)				
Student Counsellor QUT	Ghava meddin Nourbakhsh			x
Student Counsellor UQ	Richard Yan		x	
Student Counsellor GU-GC	Stephen So			x
Student Counsellor GU-Nathan	Hugo Espinosa	x		
Student Counsellor USQ				
Student Counsellor CQU – Brisbane				
Student Counsellor CQU – Rockhampton	Lasitha Piya thilake	x		
UQ Student Branch Chair	Deren Teo			x
UQ Student Branch Vice Chair	Wendi Ma			x
UQ IEEE PES Student Branch Chair	Jiakang Yang	x		
UQ IEEE PES Student Branch Vice Chair				
UQ IEEE PES Student Branch Secretary				
UQ IEEE PES Student Branch Treasurer				
QUT Student Branch Chair				
QUT Student Branch Vice Chair				
QUT Student Branch Secretary				
QUT Student Branch Treasurer				
Griffith Student Branch Chair (GC)				
Griffith Student Branch Vice Chair (GC)				
Griffith Student Branch Secretary (GC)				
Griffith Student Branch Treasurer (GC)				
Griffith Student Branch Chair (Nathan)				
Griffith Student Branch Vice Chair (Nathan)				
IEEE HKN Mu Kappa Chapter Chair	Samuel Moll	x		
IEEE HKN Mu Kappa Chapter Vice Chair				
Life Members Chair	Edward Palmer		x	
Section Historian	Om Perakash	x		



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- 1. Welcome from Om and members were introduced themselves.**
- 2. Attendance and apologies.**
As noted.
- 3. Confirmation of agenda.**
Jen – Requested to add a funding request to purchase a software for the section.
- 4. Acceptance of minutes of the last meeting.**
Minutes of the last meeting were circulated and approved.

Proposer: Om **Seconded:** Chandima

- 5. Business arising from the last meeting.**
No carry on items

6. Reports from the Section committee:

▪ **Chair**

Welcome the committee. Update on membership benefits. Encouraged community engagement and industry engagement. Life member and Young professional participation is also encouraged. Proposed outreaching activities to serve the Qld members better.

Motion 1 – Appointing new committee members

2023 IEEE QLD Section Chair (Om Perakash) proposes the motion to appoint following members to the Section committee as no nominations were received during elections for following positions.

Position	IEEE Membership Number	Name <small>Status (11 Feb 2023)</small>	Email
Treasurer	92493925	Jennifer Zapata	ferzapatagiraldo@gmail.com
Newsletter Editor	40113311	Mike Robinson	blackmagic1943@gmail.com



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Community Manager	92493925	Jennifer Zapata	ferzapatagiraldo@gmail.com
Historian (History Chair)	41593190	Om Perakash	opbatra2kn@gmail.com
eNotice Coordinator	41593190	Om Perakash	opbatra2kn@gmail.com
Student Activities Chair	40195462	Hui Ma	huima@itee.uq.edu.au
Women in Engineering Chair	94233701	Pawar Punam	punam.pawar@uq.net.au
Educational Activities Chair	80477853	Daniel Eghbal	m.eghbal@uq.edu.au
Engineers Australia Liaison	01152123	Tapan Saha	saha@itee.uq.edu.au
Life Member Coordinator	01783471	Edward W Palmer	edpalmer1957@gmail.com

Proposed - Om Perakash ; Seconded – Tapan Saha- Motion passed unanimously

Motion 2- Change of signatories:

2023 IEEE QLD Section Chair (Om Perakash) proposes the motion to update the signatories on the IEEE QLD Section bank accounts. The signatory to be added: Jennifer Zapata (Treasurer) to Everyday Saver and Three Term Deposits. The full list of signatories for 2022 includes: Om Perakash (Chair), Chandima Ekanayake (Secretary), Rahul Sharma (Vice Chair), and Jennifer Zapata (Treasurer). All New signatures to have full internet banking access to section accounts. Remove signatory Alexandra Posoldova

Proposed: Om Perakash and seconded Sameera Samarasigha. – Motion passed unanimously

Housekeeping Items:

Whether you are new or continuing volunteer, please read through the following housekeeping items:

- The section monthly committee meeting is on every second Tuesday of a month (except January and December) from 5:30pm to 7pm at the University of Queensland, Advanced Engineering Building, St Lucia Campus, Building GP-South (78), Room 49-601 or via Zoom. You will receive a calendar invite for all the meetings shortly.
- The agenda for each meeting will be sent out a few days prior to the meeting. Please email any item that you would like to discuss at the meeting to the section Secretary (Chandima Ekanayake chandima@itee.uq.edu.au), at least a few days before the meeting.
- Committee approval is required for any budget used towards an event. Please seek budget approval during monthly meetings. Any approvals using emails are best to be avoided.
- If you are not able to attend the meeting (in person/online), please submit your apology to the section secretary as soon as you can. Otherwise your attendance will be recorded as “Absent”.
- Each chapter and affinity group is required to hold a minimum of two (2) technical meetings each year in order to remain viable and to be eligible for the funding available as part of the Section Rebate. Our expectation from each of you is much higher. Speak to your chapter committee and set up a target. Chair/Vice Chair are always ready to speak to you outside the meeting to explore your targets and limitations, if any.
- Remember to schedule the meeting using IEEE vTool service a couple of weeks prior to the meeting and submit the meeting report online after the meeting. Meetings without the report submission will not be considered towards chapter activities. Other social media can be used in addition to vTools. Our first target will be to reach IEEE QLD Section members and then to prospective members through other social media.
- Section committee email address is qld-committee@IEEE.ORG. Please only send emails to this address if you would like to communicate with all committee members.
- \$100 pre approval is available for the events. A request to increase the pre approved amount considering the current inflation will be tabled in a future meeting.

Council / Regional Update:

AC Meeting update:

- TENSYPMP 2023 being held in IEEE ACT Section in 6-8 Sep 2023 in Canberra; I encourage members to participate in the conference.
- ANZSCON will be organized in 2024 in New Zealand
- AC Face-2-Face meeting in Ho Chi Min city on 3rd March (Friday)
- IEEE AC struggling to get a response from Engineers Australia on MoU; if Tapan can assist, that will be appreciated.

R10 Meeting:

- R10 meeting on 4-5 March 2023 in Ho Chi Minh city, Vietnam – Om is attending through funding from R10. No cost for the section. No other members attend the meeting to represent the Qld excom.

Reminders:

Event reporting: 2022 committee members to complete any pending v-tools reports for the events held in 2022. All pending reports to be finalised prior to Feb 2023 end.

Unfilled positions: Chair requested all committee members to recommend any potential volunteers who can volunteer for QLD Section in 2023.

IEEE council trying to sign MOU with EA. Tapan agreed to assist in the process.

Jen suggested a large event to be held in Qld. Om suggested to have a bigger IEEE day event in 2023.

▪ Vice Chair**▪ Secretary**

Requested to send the email address and membership number when proposing a new position. Gmail account will not be used for zoom meetings

▪ Treasurer:

No reporting. Om updated about the account balance. Proposed to have a monthly financial report by the treasurer. Jiakang (UQ) – requested to use the money received for high performance chapter. This money can be used for chapter activities.

- **Newsletter Editor**
At least 3 newsletters per year. Dates will be informed later. Presented a copy of the first news letter and presented some highlights from the first news letter.
Tapan suggested to plan for 40 year celebration. Proposed to have a plan of activities that helps members using the available funds.
- **Awards and Recognitions**
No volunteer yet. Chandima will reach Sudharshan.
- **Professional Activities:**
Vacant
- **Student Activities**
Will contact university representatives to fill the positions.
- **Membership Development**
- **Educational Activities:**
Looking for a volunteer
- **Engineers Australa liaison**
Tapan is happy to coordinate events with EA. He has also mentioned that longer planning time is required for finalising the events through EA.
- **Webmaster**
Website – Requested to check the web site and asked to inform the webmaster, if any changes needed to be done. Social media accounts will be managed by Jenn.
- **Community manager**
Request for a subscription for Canva design software for improving visual impacts. The cost is \$165/ year. Jenn will circulate an email with the link and members will look at the benefits.

7. Student Chapter Activities

6.1 UQ

6.2 UQ PES

AGM will be held and informed in the next meeting.

6.3 QUT

6.4 GU (Nathan)

Will update in the next meeting

6.5 GU (GC)

Committee has been formed.

6.6 CQU

Will look into forming the committee.

6.7 USQ

8. Chapter and Affinity Group reports

7.1 Aerospace and Electronic Systems

An update on the activities planned for the year.

7.2 Computational Intelligence

7.3 Computer Society:

7.4 Control Systems/Robotics & Automation

7.5 Engineering in Medicine & Biology

7.6 Microwave Theory & Techniques/Antennas & Propagation

Will plan some activities and will provide and update in the next meeting.

7.7 Power and energy –

First meeting held and planned the activities. Planning to start a new student chapter in Griffith.

7.8 Power Electronic/Industrial Electronics/ Industry Applications

Will plan some activities and will provide and update in the next meeting.

7.9 Signal Processing/Communications**7.10 Young Professionals****7.11 Women In Engineering**

Will provide an update in the next meeting.

7.12 IEEE HKN Mu Kappa Chapter

Control systems help session is planned. Prof. Martin Green is contacted to arrange a talk. A talk with Dr. Finn will be organised. An update will be provided in the next month.

7.13 Blockchain IoT**7.14 Life Members****9. Any other business**

Mike - Hand book for web masters in Australia Council – Would like to go through templates and comeup with a plan for all Section websites.



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10. Next meeting:
14 th March 2023

ACTION LIST

Actions shaded dark have been either completed or cancelled
(Numbering Scheme: Year_Month_action number)

Action No	Description	Expected Completion Date	Status
ACTION ITEM 2023_02_01	2022 committee members to complete any pending v-tools reports for the events held in 2022. All pending reports to be finalised prior to Feb 2023 end.	Feb 2023	
ACTION ITEM 2023_02_02	Treasury report by Jen	14 March 2023	
ACTION ITEM 2023_02_03	Future dates for the Newsletter	14 March 2023	
ACTION ITEM 2023_02_04	Jen circulate an email with the link to Canva and members will look at the benefits.	14 March 2023	

BUDGET REQUESTS



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Item name	Date	Requested amount	Approved