

**Minutes of Meeting held on May 8th 2018, 5:30pm**  
**Venue: UQ General Purpose (South) Building, Room 78-421**  
**Webex Meeting Number: 591 164 987 Dial in Number (1800456315)**

Dr. Daniel Eghbal, IEEE QLD Section Chair	Dr. Alexandra Posoldova - IEEE QLD Section Secretary
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Office	Attendance	Present	Apology	Webex	Absent
Chair	Daniel Eghbal	X			
Vice Chair	Nilesh Modi	X			
Secretary	Alexandra Posoldova	X			
Treasurer	Vaughan Clarkson	X			
Immediate Past Chair	Garry Einicke				
Newsletter Editor	David Russel		X		
Webmaster	Farzad Farajizadeh	X			
Professional Activities	Mehdi Mosadeghy			X	
Membership Development chair	Sudarshan Dahal		X		
Awards & Recognition	Marcus Jiang				
Student Activities Chair	Rasoul Garmabdari			X	
Student Activities Assistant Chair	Mostafa Esmaili			X	
Educational Activities Chair	Mohammadhossein Etesami				
Engineers Australia Liaison	Tapan Saha		X		
TISP	Jan McSweeney	X			
Women in Engineering (Chair)	Marie-Luise Wille	X			
Women in Engineering (Vice chair)	Negareh Ghasemi	X			
Women in Engineering (Secretary)	Hanxiao Zhang	X			
Aerospace and Electronic Systems Chapter (Chair)	Jason Williams	X			
Aerospace and Electronic Systems Chapter (VC)	Ken Morris		X		
Aerospace and Electronic Systems Chapter (Sec)	<b>Amit Singh</b>		X		
Computational Intelligence Chapter (Chair)	Andrew Lewis		X		

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Computational Intelligence Chapter (VC)	Zohaib M Jan				
Computational Intelligence Chapter (Sec)	Toshi Sinha				
Computational Intelligence Chapter (Treasurer)	Zahra Jadidi				
Computer Chapter (Chair)	Amin Gharipour				
Computer Chapter (VC)	Rajib Rana				
Computer Chapter (Sec)					
Computer Chapter (Treasurer)					
Control Sys/Robo & Auto Chapter (Chair)	Luis Mejias Alvarez		X		
Control Sys/Robo & Auto Chapter (VC)	Navinda Kottege		X		
Control Sys/Robo & Auto Chapter (Sec)					
Engineering in Medicine & Biology Chapter (Chair)	Qing Zhang				
Engineering in Med & Biology Chapter (VC)	Mohanraj Karunanithi				
Engineering in Med. & Biology Chapter (Sec)	Vanessa Smallbon				
MTT/AP Chapter (Chair)	Morteza Shahpari		X		
MTT/AP Chapter (VC)	Antony Lui				
MTT/AP Chapter (Secretary)	Konstanty Bialkowski		X		
PE/IE/EA (Chair)	Firuz Zare				
PE/IE/EA (VC)	Junwei Lu				
PE/IE/EA (SEc)	S e y y e d A l i Pourmousavi Kani				
PE/IE/EA (Treasurer)	Mohammadhossein Etesami	X			
Power & Energy Chapter (Chair)	Tapan Saha		X		
Power & Energy Chapter (VC)	Nilesh Modi	X			
Power & Energy Chapter (Secretary)	Mohammadhossein Etesami	X			
Power and Energy Chapter (treasurer)	David Batterham		X		
Signal Pro & Comms Chapter (Chair)	Greg Hislop				
Signal Pro & Comms Chapter (VC)	M u h a m m a d Mohtasim Sajjad	X			
Signal Pro & Comms Chapter (Sec)					
Young Professionals Affinity Group (Chair)	S o h r a b ( R o b ) Makaremi			X	

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Young Professionals Affinity Group (VC)	Nazanin Nadian			X	
Young Professionals Affinity Group (Secretary)	Reuben Peterkin			X	
Young Professionals Affinity Group (Treasurer)	Hamid Moghadam				
Student Counsellor QUT	Mark Broadmeadow				
QUT Student Branch, Chair	Nima Khoshsirafat			X	
QUT Student Branch, Vice-Chair	Mohsen Khorasany				
QUT Student Branch, Secretary	Mac Akmal Jahan			X	
QUT Student Branch, Treasurer	Chandrama Sarker				
Student Counsellor UQ	C h a n d i m a Ekanayake		X		
UQ Student Branch Chair	Blake Alexander				
UQ Student Branch Vice-Chair	Sean Lin				
UQ Student Branch Secretary					
UQ PES Student branch Chair	L a k s h i t h a Naranpanawe				
UQ PES Student branch Vice-Chair	Ebby Thomas	X			
UQ PES Student branch Secretary	<b>Vacant</b>				
Student Counsellor GU-Nathan	Sascha Stegen				
GU Nathan Student Branch Chair	Ian Ockenden				
GU Nathan Student Branch Vice-Chair	Abdul Rehman				
GU Nathan Student Branch Secretary	Douglas Skinner				
GU Nathan Student Branch Treasurer	Joseph Simeon				
Student Counsellor GU-GC	Stephen So				
GU-GS Student Branch Chair	Ben John			X	
GU-GS Student Branch Treasurer	Elise Jenkins				
Student Counsellor USQ	<b>Vacant</b>				
Student Counsellor CQU – Brisbane	Sangeetha Kutty				
Student Counsellor CQU – Rockhampton	Ed Palmer				
Australian Oceanic Engineering Chapter – Queensland Rep	Navinda Kottege				
Power and Energy Chapter (student rep chair)	L a k s h i t h a Naranpanawe				

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Power and Energy Chapter (student rep vice-chair)	Ebby Thomas	X			
IEEE HKN President	Wriecce Madessery	X			
IEEE HKN - Faculty advisor	Tapan Saha		X		

The 4th Queensland Section meeting for 2018 started at 5:30pm after Chair noted that the required quorum was present and welcomed the members. Alexandra Posoldova (Secretary) recorded the minutes.

1. **Attendance and apologies:** As noted.
2. **Confirmation of agenda:** agenda confirmed.
3. **Approval of minutes of the last meeting:** Minutes of the section meeting on 10 April 2018 was circulated before the meeting. No changes or corrections were suggested. A motion was moved by the secretary for the acceptance of the minutes as true record of the meeting.  
**Motion:** That the minutes of the meeting held on 10 April 2018 be accepted.  
**Proposer:** Nilesch Modi **Seconded:** Daniel Eghbal **Motion PASSED.**

**4. Review of Action List:**

Action list was reviewed. Action items 2018-2-1, 2018-2-2 and 2018-2-3 are still open (waiting for Bank of Australia to process the paper work and establish the new sub-account).

**5. Section Chair:**

All committee members were reminded to submit their contributions for the first issue of the section newsletter in 2018. Victoria Section had submitted an expression of interest to host 2019 R10 meeting in Melbourne. Queensland section will not submit an EOI to host the R10 meeting in Brisbane.

The committee was reminded to be aware of scams and fishing emails targeting committee members as the result of a recent email to a committee members requesting to approve a bank transaction.

**6. Vice-Chair:**

It was pointed out that there were 21 events in whole QLD section so far and while some chapters are active, others haven't organised a single event.

**7. Treasurer:**

Treasurer report was circulated before the meeting. It was agreed to include a list of budget approvals as an appendix in each minute to capture all the approvals discussed at the meetings or via email.

**Motion:** Budget of \$100 is pre-approved for chapter events after approval of on-line form.

**Proposer:** Alexandra Posoldova

**Second:** Vaughan Clarkson

**Motion PASSED**

**8. Webmaster:**

Committee members have been updated, small changes are still required.

More access is required to do modifications on web page that needs to be requested from domain providers.

**9. AESS:**

- Joe Fabrizio's DL (24 Aug) looks like being at no cost to IEEE.
- We've had contact from Eli Brookner who is coming to the radar conference, and is interested in giving a DL while he's here (possibly Sep 3)
- We had \$500 for a DL approved last month (with the intent of supporting Joe)--I'll now plan to put that towards Eli's lecture (we're looking at cost-sharing with SA)

**10. Power& Energy and DEIS Joint Chapter**

- Student travel award - 3 applications received, 2 will be approved
- Events held:
  - 22nd of April - PEES day
  - 27th of April - Membership drive, 6 new members
- Badge - \$150 requested to make 25-30 badges

**Motion:** Budgeted of \$150 requested to make 25-30 badges, more detail was requested like email communication with badge producer

**Proposer:** Ebby Thomas **Second:** Daniel Eghbal **Motion PASSED**

#### **11. Women in Engineering**

- Additional WIE events will be organised in conjunction with BLISS (Brisbane Life Science Symposium) in form of networking events.
- WIE ILS organisation is underway, program team got restructured and 2 team members have been added from UTS. Luise will meet with BCEC on Tuesday 15<sup>th</sup> May.
- MOU draft is still in progress
- Han will represent WIE/YP QLD at the TENSYP in Sydney and requests support from QLD section. The details of the support needed will be communicated in the next meeting, once Han received response from the TENSYP organisers.

#### **12. Other**

Vaughan reported on upcoming Radar conference with more papers received compared to last year and 2/3 of sponsorship received, the Radar conference is well on track

Next meeting is on Tue 12 Jun 2018.

**The meeting adjourned at 7:00pm.**

**ACTION LIST**

Actions shaded dark have been either completed or cancelled.  
 (Numbering Scheme: Meeting#-Action Number-Year).

<b>Action No</b>	<b>Description</b>	<b>Completion Date</b>	<b>Status</b>
2018-1-1	confirm everyone's email address and send picture for web		Complete
2018-2-1	A sub account for the ILS to be opened under the QLD account with signatories Marie-Luise Wille, Hanxiao Zhang, Vaughan Clarkson, Alexandra Posoldova		Ongoing
2018-2-2	Transfer \$5000 (AUD) into the 2018 IEEE WIE ILS Subaccount		Ongoing
2018-2-3	Draft an MOU between QLD Section and other Australian Section willing to financially sponsor the 2018 WIE ILS outlining the co-funding options and profit/loss shares.		Ongoing
2018-4-1	Section chair inform IEEE Australia Council about QLD Section's preferred option for the International Registration project	17/4/2018	Complete
2018-4-2	Update officers list by the end of this week on web page	20/4/2018	Complete
2018-4-3	Upload meeting minutes on web page	20/4/2018	Complete
2018-5-1	Nilesh will send report of events held so far this year by each chapter		

## Budget requests

Item name	date	Requested amount (AUD)	Approved
PES day event	20/04/2018	70	Yes
IEEE membership event	27/04/2018	115.5	Yes
Membership reimbursement	09/05/2018	70	Yes
30 discounted tickets for IEEE student members for Robowars at ICRA	21-25/05/2018	300	Yes
Badges for PES		150	Yes
AESS DL event	TBC	500	Yes
Sponsorship for Electrical Fraternity Annual Dinner and Awards Night	28/06/2018	500	Yes
Support for 10 delegates from QLD section to attend Electrical Fraternity Annual Dinner and Awards Night	28/06/2018	400	Yes