

**Minutes of Meeting held on March 12th 2019, 5:30pm**  
**Venue: UQ, St Lucia Campus, Advanced Engineering Building, Room 49-601**  
**Webex Meeting Number: 591 164 987 Dial in Number (1800456315)**

Nilesh Modi, IEEE QLD Section Chair	Jennifer Zapata IEEE QLD Section Secretary
Phone:	Mobile: 0451487655
Email: <a href="mailto:n.modi@ieee.org">n.modi@ieee.org</a>	Email: Jennifer.zapata@ieee.org

Office	Attendance	Present	Apology	Skype/Webex	Absent
Chair	Nilesh Modi	X			
Vice Chair	Alexandra Posoldova			X	
Secretary	Jennifer Zapata	X			
Treasurer	Vaughan Clarkson	X			
Immediate Past Chair	Daniel Eghbal			X	
Newsletter Editor	Michael Robinson	X			
Webmaster	Farzad Faradjzadeh				X
Professional Activities	Waail Lafta				X
Membership Development chair	Sudarshan Dahal				X
Awards & Recognition	Michael Robinson	X			
Student Activities Chair	Rasoul Garmabdari				X
Student Activities Assistant Chair	Mohammadhossein Etesami				X
Educational Activities Chair	Rasoul Garmabdari				X
Engineers Australia Liaison	Tapan Saha		X		
TISP	Michael Cowling	X			
Women in Engineering (Chair)	Negareh Ghasemi		X		
Women in Engineering (Vice chair)	Marie-Luise Wille	X			
Women in Engineering (Secretary)	Hanxiao Zhang				X

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Aerospace and Electronic Systems Chapter (Chair)	Jason Williams		X		
Aerospace and Electronic Systems Chapter (VC)	Tristan Gunnarsson				X
Aerospace and Electronic Systems Chapter (Sec)	Hanxiao Zhang				X
Computational Intelligence Chapter (Chair)	Andrew Lewis	X			
Computational Intelligence Chapter (VC)	Garima Samvedi				X
Computational Intelligence Chapter (Sec)	Toshi Sinha				X
Computational Intelligence Chapter (Treasurer)	Zahra Jadidi				X
Computer Chapter (Chair)	Rajib Rana				X
Computer Chapter (VC)					
Computer Chapter (Sec)	Michael Robinson	X			
Computer Chapter (Treasurer)					
Control Sys/Robo & Auto Chapter (Chair)	Waaail Lafta				X
Control Sys/Robo & Auto Chapter (VC)					
Control Sys/Robo & Auto Chapter (Sec)					
Engineering in Medicine & Biology Chapter (Chair)	Qing Zhang			X	
Engineering in Med & Biology Chapter (VC)	Mohanraj Karunanithi			X	
Engineering in Med. & Biology Chapter (Sec)	Vanessa Smallbon				X
MTT/AP Chapter (Chair)	Antony Lui	X			
MTT/AP Chapter (VC)	Hugo Espinosa		X		
MTT/AP Chapter (Secretary)	Anthony Stancombe		X		
Power & Energy Chapter (Chair)	Tapan Saha		X		

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Power & Energy Chapter (VC)	Chandima Ekanayake	X			
Power & Energy Chapter (Secretary)	Mohammadhossein Etesami			X	
Power and Energy Chapter (treasurer)	David Batterham	X			
Signal Pro & Comms Chapter (Chair)	Kristian Weegink	X			
Signal Pro & Comms Chapter (VC)	Greg Hislop				X
Signal Pro & Comms Chapter (Sec)	Muhammad Mohtasim		X		
Young Professionals Affinity Group (Chair)	Sohrab Makaremi				X
Young Professionals Affinity Group (VC)	Celeste De Mezieres				X
Young Professionals Affinity Group (Sec)	Reuben Peterkin			X	
Young Professionals Affinity Group (Treasurer)					
PE/IE/EA (Chair)	Mahinda Vilathgamuwa				X
PE/IE/EA (VC)	Junwei Lu				X
PE/IE/EA (SEc)	Firuz Zare				X
PE/IE/EA (Treasurer)	Mohammadhossein Etesami	X			
<b>Student Counsellor QUT</b>	Ghavameddin Nourbakhsh		X		
QUT Student Branch, Chair	Tara Shabab	X			
QUT Student Branch, Vice-Chair	Babak Jeddi				X
QUT Student Branch, Secretary	Jennifer Zapata Giraldo	X			
QUT Student Branch, Treasurer	Mohsen Khorasany				X
<b>UQ student branch Councillor</b>	Chandima Ekanayake	X			

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UQ student branch Chair	Rohith Nuna	X			
UQ student branch VC	Ricky Nguyen		X		
UQ Student Branch Secretary					
<b>Student Counsellor GU-Nathan</b>	Sascha Stegen				X
GU Nathan Student Branch Chair					
GU Nathan Student Branch Vice-Chair					
GU Nathan Student Branch Secretary					
GU Nathan Student Branch Treasurer					
<b>Student Counsellor GU-GC</b>	Stephen So		X		
GU-GS Student Branch Chair					
GU-GS Student Branch Vice-Chair					
GU-GS Student Branch Secretary					
<b>Student Counsellor USQ</b>					
<b>Student Counsellor CQU – Brisbane</b>	Michael Cowling	X			
<b>Student Counsellor CQU – Rockhampton</b>					
Australian Oceanic Engineering Chapter – Queensland Rep					
Power and Energy Chapter (student rep chair)	Sameera Samarasinghe				X
Power and Energy Chapter (student rep vice-chair)	Ebby Thomas	X			
Power and Energy Chapter (student rep secretary)	Indira Alcaide-godinez	X			
IEEE ç President					
IEEE HKN VP					

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IEEE HKN Secretary					
IEEE HKN Treasurer	Ashley Gillman				X
IEEE HKN Media officer					
IEEE HKN - Faculty advisor					
SSIT Chair					
SSIT Vice-Chair					
SSIT Secretary					

The 2nd Queensland Section meeting for 2019 started at 5:30pm after Chair noted that the required quorum was present and welcomed the members. Jenniffer Zapata (Secretary) recorded the minutes.

**1. Attendance and apologies.** As noted

**2. Confirmation of agenda.** Membership value added.

**3. Business arising from the last meeting.**

**ACTION ITEM 2019-02-01:** David Russell was contacted and said that he is happy to continue into the role as Newsletter Editor. However, Michael Robinson volunteered as well. At the end, Michael Robinson was selected as the Newsletter editor.

**ACTION ITEM 2019-02-02:** Tapan he is going to continue in the role as Engineers of Australia Liaison

**ACTION ITEM 2019-02-03:** The AIS society has a full committee. The chair is Jason Williams, the vice-chair is Tristan Gunnarsson, and the secretary is Hanxiao Zhang.

**ACTION ITEM 2019-02-04:** The Computer Society committee is composed by Rajib Rana as chair and Michael Robinson as secretary. Nilesh asked Rajib to contact potential volunteers for the vice-chair position.

**ACTION ITEM 2019-03-01:** Rajib Rana to contact potential volunteer for the computer committee.

**4. Approval of minutes from October and February meeting**

October minutes approved.

February minutes was partially approved due to some mistakes. It will be reviewed in the next meeting.

**5. Reports from the Section Committee**

**5.1. Chair**

- The Queensland Section received two awards from Region 10: the 2018 R10 Best membership growth medium section award and the 2018 R10 outstanding medium section award. Nilesh congratulated the last year volunteers.
- In the R10 meeting, Nilesh tried to find if there is any funding available for future activities. He found that there are funds for membership activities, WIE activities, Young Professionals activities, Education activities and student activities. He encourage everybody to check the website of R10 for future information. Also, in the Australia Council Meeting.

**ACTION ITEM 2019-03-02:** Nilesh to send the slides from the R10 event where the funding is available.

- Also in the R10 meeting, the IEEE President proposed the division of Region 10 into two. He suggested three ways to do it. The reason behind dividing the R10 is the fact that R10 only has one representative in the administrative committee of IEEE. So, he wants to increase the visibility of R10.
- Nilesh asked to every chapter chair to send to the secretary their plan for the year.

**ACTION ITEM 2019-03-03:** Jenniffer to request chapter chairs to submit the plan for this year.

## **5.2. Vice Chair**

- Alexandra stated that membership value was important discussion point at the R10 annual meeting. It is important to know what is the value IEEE membership provides and whether the membership rates reflect this value. New schema of membership rates was also considered for students transitioning to their professional life. It was clear that conferences and networking are the main pillars of IEEE membership value. However, IEEE has many things to offer, and Jenniffer stated that Collabratec could be another form of increase IEEE value. When she asked how many of IEEE members use it, there were less than four hands raised. The QLD committee suggested to send a survey to the members.

**ACTION ITEM 2019-03-04:** Alexandra to talk to the membership development chair in order to come up with a proposal for membership growth.

- Young Professionals is a very important community for membership growth. However, the YP committee in QLD Section is lacking a chair. Marie-Luise volunteered for the YP committee but we will wait until know for sure that Sohrab is not going to continue. Jenniffer explained how YP function and stated that one of the most important events is the STEP (IEEE Student Transition and Elevation Partnership) where IEEE recognized the members that are elevating from students to young professionals. She said that she will be happy to be responsible of this activity.

**ACTION ITEM 2019-03-05:** Nilesh to contact Sohrab Makaremi in order to know if he is going to continue in the YP chair position.

**ACTION ITEM 2019-03-06:** Jenniffer to propose an STEP event.

## **5.3. Secretary**

### **5.3.1. Officers list update**

Jenniffer said that she updated all the vTools officers' positions. However, she noticed that the HKN committee has a lot of positions and she is not sure whether these are current volunteers or if it is necessary to update it.

**ACTION ITEM 2019-03-06:** Jenniffer to send the HKN committee list and check with the QLD Section who they are and if they are still volunteering.

### **5.3.2.Social Media accounts**

Jennifer explained the importance of having active social media accounts. She said that Nima was the one managing the Facebook account and he gave her access to it. It was also discussed if the Section has any other social accounts. She is going to manage the Facebook, Twitter and LinkedIn account.

**ACTION ITEM 2019-03-07:** Jennifer is to check and start publishing content in the QLD Section social accounts.

### **5.4. Treasurer**

Vaughan stated that two expenditures had happened in February. See the attached summary. He also said that the Radar 18 conference account had just been closed. GST reporting has been completed for the 4<sup>th</sup> quarter of 2018. The Section received a substantial GST refund, mostly due to activities associated with the Qld WIE International Leadership Summit. This will be reported more fully at the next meeting.

### **5.5. Awards & Recognition**

After discussing the topic, the committee thinks that the best way is to look at the people throughout the year and start early this year for the 2018 awards.

Marie-Luise said that WIE is calling for award nominations. The call end the 1<sup>st</sup> of April and it needs two letters of endorsement. Nilesh stated that it is important to nominate someone from WIE for the good job done last year. He also said that participating into awards is very important for the QLD Section, we are going to try to participate in several callings. There is also awards calling from the Region 10, Nilesh wants to participate as well.

**ACTION ITEM 2019-03-08:** Marie-Luise to send the information to the QLD committee.

### **5.6. Newsletter Editor**

The first newsletter is going to be sent by end of April. Mike will send the information to the secretary.

**ACTION ITEM 2019-03-09:** Michael to send information to the secretary for the Newsletter edition.

### **5.7. Webmaster**

The webmaster was not present.

**ACTION ITEM 2019-03-10:** Nilesh to talk to the Webmaster for updating the QLD Section page with the new committee.

**ACTION ITEM 2019-03-11:** Nilesh to talk to the webmaster in order to include all of the section's historical records from the 2016 website on the current website (a resolution passed during AGM 2018 by Michael Robinson).

### **5.8. TISP**

**ACTION ITEM 2019-03-12:** Nilesh to forward email from educational activities for funding.

**6. Student Chapter activities:**

**6.1. UQ**

The chair spoke about the UQ clubs and how complicated it is to “compete” with them, especially when UQ does not allow to marketing IEEE. He is going to send the annual plan to the secretary.

**6.1.1.UQ PES**

They had an event and are planning another one. Eddy said that it is important for the QLD Section to have a trolley for catering purposes.

**MOTION:** To buy a trolley for food transportation, cost around \$40

**PROPOSER:** Eddy

**SECOND:** Nilesh

**MOTION:** Passed

**6.2. QUT**

Tara Shabab explained an activity that the student branch is going to do in March and asked for funding for catering. The approval of the funding was postponed until she sends the proposal of the activity.

**6.3. GU (GC)**

**ACTION ITEM 2019-03-13:** Nilesh to contact Stephen So to check if he is going to continue as counsellor of the student branch.

**6.4. GU (Nathan)**

**ACTION ITEM 2019-03-14:** Nilesh to contact Sascha Stegen to check if she is going to continue as counsellor of the student branch.

**6.5. CQU**

Michael said that CQU does not have clubs in Brisbane campus, so there is a good niche for an IEEE student branch.

**ACTION ITEM 2019-03-15:** Nilesh to contact Ed palmar from CQU in Rockhampton to check if he is going to continue as counsellor.

**6.6. USQ**

**ACTION ITEM 2019-03-16:** Nilesh to find someone in there.

**7. Chapter & Affinity Group reports and plans for 2019**

**7.1. Computational Intelligence**

**ACTON ITEM 2019-03-17:** Jenniffer to send information about committee to Andrew and check for roles confirmation.

### **7.2. Engineering in Medicine & Biology**

They will have an invited talk of Professor Hugo Saner from Switzerland, who is a cardiologist, mobile health and smart home researcher. They will also have a profession development session where they will invite industry and academic speakers to present talks related to their experience, career selection, among others. This will also help to promote the annual CSIRO vacation student project.

### **7.3. Microwave Theory & Techniques/Antennas & Propagation**

Antony said that they had organized two events. Due to unexpected traffic condition (accident reported in the news later), Dr. Markus Gardill arrived at the airport late and missed the flight at 18:45. The airline did not allow him to change the flight. As a result, he spent an extra night at the Ibis Hotel in Brisbane and booked another flight leaving on the next day to Adelaide.

The MTT/AP joint chapter would like to report this to IEEE QLD committee. In case if MTT society is not able to cover his extra cost (as a DL), the chapter would like to seek approval from IEEE QLD committee to cover his extra night accommodation and air ticket, where appropriate.

Antony will send the information to Michael for promoting the events in the newsletter.

### **7.4. Power & Energy and DEIS Joint Chapter**

They had a planning meeting for events of the year and will be sending the information to the secretary.

### **7.5. Power Electronic/Industrial Electronics/ Industry Applications**

They are planning to organize a seminar on Power Electronics in July inviting Dr. Gopakumar from India as the distinguished speaker.

### **7.6. Signal Processing/Communications**

They held a monthly activity called The German Club where it is discussed a relevant article. The 5<sup>th</sup> of February was their first meeting with an attendance of 6 IEEE members and 6 non-IEEE members. The following meeting was the 5<sup>th</sup> of March where they met 6 IEEE members and 5 non-IEEE member.

### **7.7. Women In Engineering**

Negare attended a technical workshop recently and had a chance to introduce QLD IEEE WIE and their activities. Following her conversation with some of attendees from industry and academia, they told me they are happy to support our events and activities. She will contact them to organise a couple of events with them and will send their plan for this year to the committee once they finalise it.

## **8. Any other business.**

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**ACTION ITEM 2019-03-18: Jeniffer to talk to Daniel for access to mail list.**

**9. Next meeting (09<sup>th</sup> April 2019).**

**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>
2019-03-01	Rajib to contact potential volunteers for computer society committee.	Before next meeting	
2019-03-02	Nilesh to send the slides from the R10 event where the funding is available.	Before next meeting	
2019-03-03	Jennifer to request chapter chairs to submit the plan for this year.	Before next meeting	
2019-03-04	Alexandra to talk to the membership development chair in order to come up with a proposal for membership growth.	Before next meeting	
2019-03-05	Jennifer to propose an STEP event.	Before next meeting	
2019-03-06	Jennifer to send the HKN committee list and check with the QLD Section who they are and if they are still volunteering.	Before next meeting	
2019-03-07	Jennifer is to check and start publishing content in the QLD Section social accounts.	Before next meeting	
2019-03-08	Marie-Luise to send the information to the QLD committee.	Before next meeting	
2019-03-09	Michael to send information to the secretary for the Newsletter edition.	Before next meeting	
2019-03-10	Nilesh to talk to the Webmaster for updating the QLD Section page with the new committee.	Before next meeting	
2019-03-11	Nilesh to talk to the webmaster in order to include all of the section's historical records from the 2016 website on the current website (a resolution passed at AGM 2018 Michael Robinson).	Before next meeting	
2019-03-12	Nilesh to forward email from educational activities for funding.	Before next meeting	
2019-03-13	Nilesh to contact Stephen So to check if he is going to continue as counsellor of the student branch.	Before next meeting	

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2019-03-14	Nilesh to contact Sascha Stegen to check if she is going to continue as counsellor of the student branch.	Before next meeting	
2019-03-15	Nilesh to contact Ed palmar from CQU in Rockhampton to check if he is going to continue as counsellor.	Before next meeting	
2019-03-16	Nilesh to find someone in there.	Before next meeting	
2019-03-17	Jennifer to send information about committee to Andrew and check for roles confirmation.	Before next meeting	
2019-03-19	Jennifer to talk to Daniel for access to mail list.	Before next meeting	

**Budget requests**

Item name	date	Requested amount	Approved
Trolley for food catering in the QLD Section meetings	12-03-2019	40	Yes

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IEEE Queensland Section

Treasurer's Report:

Date prepared:

Treasurer:

March 2019 Meeting Report

Monday, 11 March 2019

Dr Vaughan Clarkson

<b>Bank Australia (BSB 313-140)</b>		<b>Everyday Access Acc 08300761</b>
Date	Item	Amount
1/2/19	Starting balance	\$606.90
<b>Expenses</b>		
28/2/19	Monthly Account Fee	(\$5.00)
<b>Closing Balance</b>		\$601.90

<b>ANZ Brookside Shopping Centre (BSB 014-203)</b>		<b>Cheque Account 469430083</b>
Date	Item	Amount
1/2/19	Starting balance	\$98,014.65
<b>Income</b>		
4/2/19	PAYMENT FROM IEEE - Qld Section A/C (Accrued monthly interest in Radar '18 account)	\$15.38
<b>Expenses</b>		
8/2/19	INTERNET BANKING BUSINESS	(\$15.00)
<b>Closing Balance</b>		\$98,015.03
<b>Nett cash available</b>		\$98,616.93
<b>Nett worth (nett cash available + assets - liabilities)</b>		\$105,028.63

<b>Assets: Term Deposits</b>	<b>Value</b>
Bank Australia TD 3 Year Acc 307188229	\$20,546.46
<b>Assets: Conferences (Book Value)</b>	
WIE ILS Brisbane '18	\$5,000.00
<b>Liabilities: Reserve Allocation Payable</b>	
1/8/12	\$5,779.87
1/7/13	\$5,303.01
1/8/14	\$591.22
1/7/15	\$5,608.87
1/7/16	\$1,851.79

**Approved Sub-Accounts for Section-Sponsored Activities**

Bank Australia RADAR18 Acc 12112794	\$0.00
Bank Australia WIE Int. Leadership Summit Acc 12156804	\$25,651.04