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**Minutes of Meeting held on November 8<sup>th</sup> 2016**  
**Venue: UQ General Purpose (South) Building, Room 78-421**

Office	Attendance	Present	Apology	Absent	Via Skype
Chair	Garry Einicke	X			
Vice Chair	Daniel Eghbal	X			
Secretary	Ghavam Nourbakhsh	X			
Treasurer	Robert Kennedy	X			
Immediate Past Chair	Tapan Saha	X			
Newsletter Editor	David Russell	X			
Webmaster	Ghassem Mokhtari	X			
Professional Activities	Dian Tjondronegoro			X	
Membership Development chair	Yateendra Mishra			X	
Awards & Recognition	Preethi Chandra		X		
Student Activities Chair	Jaroslav Krata	X			
Educational Activities Chair	Kalum P. Udagepola				X
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)	Alexandra Posoldova				X
Aerospace and Electronic Systems Chapter (Chair)	Robert Kennedy	X			
Aerospace and Electronic Systems Chapter (VC)	Ken Morris		X		
Aerospace and Electronic Systems Chapter (Sec)	Vacant				
Computational Intelligence Chapter (Chair)	Amin Gharipour			X	
Computational Intelligence Chapter (VC)	Andrew Lewis		X		
Computational Intelligence Chapter (Sec)	Zahra Jadidi				X
Computational Intelligence Chapter (Treasurer)	Alan Wee-Chung Liew			X	
Computer Chapter (Chair)	Tomasz Bednarz			X	
Computer Chapter (VC)	Vacant				
Computer Chapter (Sec)	Jingxin Xu			X	
Computer Chapter (Treasurer)	Vacant				
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)	Vacant				
Engineering in Medicine & Biology Chapter (Chair)	Mohanraj Karunanithi				X
Engineering in Med & Biology Chapter (VC)	Qing Zhang			X	
Engineering in Med. & Biology Chapter (Sec)	Yan Li			X	



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MTT/AP Chapter (Chair)	Konstanty Bialkowski				X
MTT/AP Chapter (VC)	Antony Lui		X		
MTT/AP Chapter (VC)	Morteza Shahpari	X			
MTT/AP Chapter (Secretary)	Mostafa Shahbani			X	
Power & Energy Chapter (Chair)	Nilesh Modi		X		
Power & Energy Chapter (VC)	Rahul Sharma			X	
Power & Energy Chapter (Secretary)	David Batterham	X			
Signal Pro & Comms Chapter (Chair)	Andrew Bradley		X		
Signal Pro & Comms Chapter (VC)	Vaughan Clarkson		X		
Social Implication of Technology Chapter (VC)	Kieran Tranter			X	
Social Implication of Technology Chapter (Coord)	Samuli Haataia			X	
Young Professionals Affinity Group (Chair)	Alexandra Posoldova				X
Young Professionals Affinity Group (VC)	Reuben Peterkin				X
Young Professionals Affinity Group (Sec)	Rob Makaremi	X			
Young Professionals Affinity Group (Treasurer)	Hamid Amini Moghadam			X	
Student Counsellor QUT	Mark Broadmeadow			X	
Student Counsellor UQ	Rahul Sharma			X	
Student Counsellor UQ PES	Tapan Saha	X			
Student Counsellor GU-GC	Stephen So		X		
Student Counsellor GU-Nathan	Sascha Stegen		X		
Student Counsellor USQ	<i>Vacant</i>				
Student Counsellor CQU – Brisbane	Sangeetha Kuttly			X	
Student Counsellor CQU – Rockhampton	Edward Palmer			X	
QUT Student Branch Chair	Nima Khoshsirafat		X		
QUT Student Branch (VC)	Afsaneh Narimani	X			
UQ Student Branch Chair	Jeremy Taylor			X	
UQ Student Branch (VC)	Michael Broe			X	
UQ Student Branch Treasurer	<i>Vacant</i>				
UQ PES Student Branch Chair	Hanxiao Zhang			X	
UQ PES Student Branch (VC)	Lakshitha Naranpanawe			X	
UQ PES Student Branch Secretary	Xinren Marcus Jiang			X	
GU-GC Student Branch Chair	Reza Akbarzadeh Sohi	X			
GU-GC Student Branch VC	Ben John		X		
GU-NC Student Branch Chair	Mojtaba Moghimi		X		
GU-NC Student Branch (VC)	Nazanin Nadian		X		
GU-NC Student Branch (Sec)	Arslan Akram Nizami		X		
GU-NC Student Branch (Treasurer)	Domagoj Leskarac		X		
Australian Oceanic Engineering Chapter	Navinda Kottege	X			
IEEE HKN Chair	<i>Vacant</i>				

Number	Item	Action	Actioned
	Chair: Garry Einicke opened the meeting with welcoming the members		
1.0	Attendance and apologies.	As noted.	Secretary
2.0	Confirmation of agenda.	Reza moved and Rob seconded it.	Garry



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3.0	Acceptance of minutes of the last meeting.	Morteza moved and Negareh seconded it.	Garry
4.0	Business arising from the last meeting.	None.	Garry
5.0	Committee Coordination – Section Chair.	<ul style="list-style-type: none"> <li>• It was reiterated that every chapter plan for at least two events every year.</li> <li>• It was discussed that; Social Implication of Technologies (SIT) chapter is not branch bases, rather common between few states. Daniel is emailing members the information regarding this issue. This has to do with the issue regarding the L13 form for SIT chapter.</li> </ul>	Garry
6.0 Reports from the Section Committee			
6.1	Chair	None.	Garry
6.2	Vice-Chair	<ul style="list-style-type: none"> <li>• Daniel to sort out the awards and certificates for 2016 AGM. It was support by the committee that; Garry and Daniel will give out the certificates. The registration is through Vtool.</li> <li>• AGM tickets and dinner was discussed by Daniel. Reza and David volunteered to help organizing the drinks, all members agreed for this arrangement.</li> <li>• All need to submit their report well before the AMG.</li> </ul>	Daniel
6.3	Immediate past chair report (plus Engineering Australia report)	Tapan encouraged members to attend EA AGM.	Tapan
6.4	Secretary	David volunteered to act on Ghavam's behalf in AGM.	Ghavam
6.5	Treasurer	<ul style="list-style-type: none"> <li>• Committee supported that Tapan and Nilesh both be the signatories to the account on behalf of the committee.</li> <li>• I have been setting up NetSuite account and working through monthly reports and AGM report for the year.</li> <li>• I setup the RADAR18 account so that the CEED funding that has been approved by the committee for \$20,000 can be transferred for starting to pay some of the initial costs for the conference.</li> <li>• I spoke with the bank about closing out 2 of the term deposits for the transfer to RADAR18 account, and the bank said that the minimal amounts would be from the latest deposited \$10,000 accounts.</li> <li>• Daniel and I went to the bank so that Daniel is now also a signatory and Internet Banking approver. This will allow us to make batch payments direct to accounts.</li> <li>• I will work to get the AGM report to David by the end of the week</li> </ul>	Robert



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6.6	Awards & Recognition	No new reports.	
6.7	Professional Activities	Dian to prepare report for AGM.	Dian
6.8	Student Activities	None.	
6.9	Membership Development	Yateendra has prepared his AGM report for David.	Yateendra
6.10	Educational Activities	Has submitted the report to David.	Kalum
6.11	Newsletter Editor	David is asking for the outstanding reports to be submitted to him well before the AGM.	David
6.12	Webmaster	<ul style="list-style-type: none"> <li>• The website is up and running and a big well done to Ghassem from the committee. It was suggested that the information on website operation and maintenance, and the password be shared with Daniel in case Ghassem is not available.</li> <li>• Ghassem to provide a report to David for the AGM.</li> </ul>	Ghassem
6.13	TISP	None.	
7.0	Student Chapter Activities		
7.1	UQ Student Chapter	None.	
7.2	PES Student branch at UQ	None.	
7.3	QUT Student Chapter		
7.4	GU (Nathan) Student Chapter	None.	
7.5	GU (Gold Coast) Student Chapter		Reza
7.6	CQU (Brisbane) Student Chapter	None.	
7.7	CQU (Rockhampton) Student Chapter	None.	
7.8	USQ Student Chapter	None.	
8.0	Chapter and Affinity Groups		
8.1	Aerospace & Electronics Systems	<ul style="list-style-type: none"> <li>• The OTHR workshop with Dr Joe Fabrizio did not receive enough nominations for the workshop to make it viable, so I have cancelled it.</li> <li>• I spoke with Joe and he said that he would be interested in a lecture as a DL early next year.</li> <li>• I will work to refund those members that have deposited money to IEEE for the workshop.</li> <li>• We aim to run another GBAS lecture at one of the Universities this month, I will speak with Ken Morris and organize this.</li> </ul>	Rob
8.2	Computational Intelligence	None.	



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8.3	Computer Society	None.	
8.4	Control Systems/Robotics & Automation	None.	
8.5	Engineering in Medicine & Biology	Committee approved \$100 budget for EMB.	Qing
8.6	Microwave Theory & Techniques/Antennas & Propagation	<ul style="list-style-type: none"> <li>• Oct 24 - Network Engineering: transitioning from student to engineering professional</li> <li>• Oct 24 - APS DL Prof Ari Sihvola - Metamaterials</li> <li>• Nov 7 - Ed Miller APS DL - Verification and validation of EM software</li> <li>• Nov 8 - Ed Miller APS DL - Model based parameter estimation for EM</li> </ul> Upcoming seminars: <ul style="list-style-type: none"> <li>• Nov 24/25 Prof. Andrea Massa - APS DL</li> <li>• Planning an event for December</li> <li>• Finalizing petition for MTT/AP Student Branch Chapter at UQ</li> <li>• Starting planning for 2017</li> </ul>	Konstanty
8.7	Power & Energy/DEIS	• \$200 contribution to PES was requested by David and was seconded by Rob.	David
8.8	Signal Processing/Communications	No report.	
8.9	Social Implications of Technology	No report	
8.10	Young Professionals	<ul style="list-style-type: none"> <li>• 13th of October YP hold the 6th and last event of this year called The Start-up Theory. It was 2 speakers event with networking in the middle. Catering was funded by R10 YP.</li> <li>• YP will send AGM report by the end of this week</li> </ul>	Alexandra
8.11	Women In Engineering	<ul style="list-style-type: none"> <li>• Past event about Data61 was held successfully at QUT on the 26th of Oct.</li> <li>• We had 18 participants including 6 IEEE members</li> <li>• R10 WIE support fund report has been submitted and I am awaiting the outcome</li> <li>• I have been approached by the women in engineering leadership group from Griffith University and we are planning to meet up in November to organize few joint events in 2017.</li> <li>• The WIE AGM report has been submitted</li> </ul>	Marie-Luise
8.12	AOEC [Australian Oceanic Engineering Chapter]		Navinda
9.0	Other business	Student members receiving 50% discount for AGM registration.	Saha & Rob
10.0	Next meeting.	Feb. 14 2017, following the AGM November 29 <sup>th</sup> 2016.	



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