



QUEENSLAND SECTION

THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS INC.

ARBN 078 576 495

Renate Sitte – Section Chair	Secretary -- vacant
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Minutes for April meeting 2005

For Committee meeting: Monday 11 April 2005, 5:30 – 6:30 PM teleconference at
 UQ General Purpose South Building Room 78-219 --
 Phone 3365-9113
 and Central Queensland University Phone (07) 4930 6491
 and GU-GC Office G09_1.54 Phone 5552 8203

<i>Office</i>	<i>Attendance</i>	<i>Present</i>	<i>Apology</i>	<i>Absent</i>
Student Chapter GU_GC	Stuart Bain		X	
Newsletter editor	James Birt		X	
Computer Chapter Ch	Vinod Chandran			X
Power Chapter Ch	Joe Dong	X		
Awards & Recognition	Paul Gearon	X		
Section Treasurer	Amoakoh Gyasi-Agyei	X		
Membership Coordinator	Peter McLarty		X	
Webmaster	Craig Mills			X
Student Counselor QUT	Ed Palmer			X
Microvawe Theory&Techniques Antennas & Propag. Ch	Ashley Robinson	X		
Signal Proc & Comms VCh	Bouchra Senadji			X
Section Vice Chair	Tapan Saha	X		
Computational Intelligence Ch	Joaquin Sitte		X	
Section Chair	Renate Sitte	X		
Signal Proc & Comms Ch	S. Sridharan			X
Section Past Chair	Peter Sutton		X	
Professional Activ	Muthu Vallipuram		X	
Control Systems/Robotics&Autom.	Ljubo Vlacic			X

1. About the meeting:

- 1.1 Meeting opened at 5:50 PM. Finished 7:15 PM
- 1.2 Meeting chaired by Renate (present @GC). Minutes taken by Renate.

2. Confirmation of agenda

3. Confirmation of minutes of last meeting approved
4. Business arising

5. Committee Coordination

5.1 Section issues (Chair)

- 1.1.1 Events are Reg 10 meeting, SAC meeting, and AC meeting. Including contacting non-active Chapter Chairs, with CC to Exec Committee and Reg 10. carry over

- 2.1.2 A list with the names of Senior members on local website was proposed. This should make it easier for members to apply for senior membership. Peter McLarty to make a list of who are Senior members, so that they can be asked if they agree to have their name and e_mail on the local website.
- 5.1.3 Proposed Procedures and Templates. Renate had requested comments. Unless comments arise, the proposed Procedures and Templates will be installed on the local website (with membership number as password restriction). They are dynamic documents, this means, they can be refined, appended, or modified to be informative, workable and practical at any time.

5.2 Financial issues (Treasurer)

- 5.2.1 HQ Acknowledgement of L50 (see attachment)

5.3 Administrative issues (Secretary) Tapan's postgraduate student will volunteer as secretary.

6. Coordinators activities

6.1 Membership Development and Email Co-ordinator:

- 6.1.1 Renate summarized Peter McLarty's report (see attachment) about opening a GOLD programme.
- 6.1.2 Tapan has requested that Chapter Chairs work aggressively on GOLD. To do this he asks for each chapter chair, and an industry partner (in their society) to find one person each to do one presentation and continue GOLD. The request was approved.

6.2 Educational Activities Coordinator

6.3 Professional/Career Activities Coordinator

6.4 Awards & Recognition Coordinator

- 6.4.1 Renate explained her initiative that each Section Officer should receive a (Section) award of gratitude. Only those officers who obviously did not contribute at all should be excluded from this award. Also, that, chairs usually get their recognition award from IEEE HQ, however, that two of the past chairs should receive a special award in recognition of their outstanding efforts. The reason for the latter was that with fierce (and at times inflated) Reg 10 competition, it is almost impossible to get the outstanding officer award within the possible time-window. Those whom we wish to nominate, miss out on recognition altogether. This is why Renate proposed our own Queensland Section award for outstanding office. Tapan requested the formation of a subcommittee to decide for awards. This would be discussed at the May meeting.

7. Section/Chapter activities

- 7.1 **Computational Intelligence Chapter.** Renate reported on Joaquin's behalf that he had submitted a schedule of activities (attached) and that the first event is scheduled as a teleconference (access grid) within three days.

7.2 Computer Chapter

7.3 Joint Chapter of Control Systems and Robotics & Automation

7.4 Joint Chapter of Microwave Theory & Techniques / Antennas and Propagation

7.5 Joint Chapter of Signal Processing and Communications

- 7.6 **Power Engineering Chapter** Tapan (or Joe?) reported that they had a seminar (approx 30 attendants) presented by a professor from Singapore, and visitors from Power Link were invited. A DL professor from Singapore is scheduled to be invited together with WA section. Other visitors will also give presentations.

9 Student Chapter activities

- 9.1 Renate reported about the new regulation for distinction between student members and *graduate student members*. Graduate student members pay the reduced student fee, but have the benefit of a member (can vote, take office, etc).
- 9.2 Tapan reported that UQ had its membership drive with over 60 attendants.
- 9.3 Stuart Bain intends to have the membership drive within the next weeks.

- 10 **Newsletter** Call for ViceChair must send out in the next newsletter.
- 11 **Webmaster** To put procedures on the website, and update whenever necessary
- 12 **Other business** Tapan reminded that the nomination for Vice Chair must be included in the next newsletter edition. Also, that a mid-year selection of present and past volunteers must be done.
- 13 **Next meeting** ~~11 May 2005~~ moved to 25 May 2005 to align with change of Chair.

ATTACHMENTS:

- A. HQ Acknowledement of L50
- B. Membership Development and Email Co-ordinator: Peter McLarty's report
- C. Computational Intelligence Chapter activities schedule

BEGIN ATTACHMENTS =====

ATTACHMENT -- A. HQ Acknowledement of L50

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 by hub01.domino.gu.edu.au (Lotus Domino Release
 6.5.3) with ESMTTP id 2005031109074671-797097 ;
 Fri, 11 Mar 2005 09:07:46 +1000
 Received: from [138.77.5.126] (helo=mx2sophos.cqu.edu.au)
 by cardea.itc.griffith.edu.au with esmtp (Exim 4.24)
 id 1D9Wkq-0000SJ-1s
 for r.sitte@GRIFFITH.EDU.AU; Fri, 11 Mar 2005 09:07:44
 +1000 Received: from neutron.staff.ad.cqu.edu.au ([138.77.34.42]
 helo=ROKEMAIL.staff.ad.cqu.edu.au)
 by mx2sophos.cqu.edu.au with esmtp (Exim 4.44)
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 Acknowledgement. Date: Fri, 11 Mar 2005 09:07:43 +1000
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 X-MS-TNEF-Correlator:
 Thread-Topic: IEEE Queensland Section 2004 L50 Acknowledgement.
 Thread-Index: AcUljhwkYe4s6PuSYmaqUnQFKqXAAN4Haw
 From: "Amoakoh Gyasi-Agyei" <a.gyasi-agyei@cqu.edu.au>
 To: "Renate Sitte" <r.sitte@GRIFFITH.EDU.AU>,
 "Peter Sutton" <IMCEAMAILTO-
 p+2Esutton+40itee+2Euq+2Eedu+2Eau@rokexgw.cqu.edu.au>,
 "Tapan Saha" <saha@itee.uq.edu.au>
 X-MIMETrack: Itemize by SMTP Server on
 Hub01/Griffith(Release 6.5.3|September 14, 2004) at
 11/03/2005 09:07:46,
 Serialize by POP3 Server on
 Mail01/Servers/Griffith(Release 6.5.3|September
 14, 2004) at 11/03/2005 11:13:15,
 Serialize complete at 11/03/2005
 11:13:15 content-class: urn:content-
 classes:message Content-Type: text/plain;
 charset="US-ASCII"

FYI

-----Original Message-----

From: j.saravia@ieee.org [mailto:j.saravia@ieee.org]

Sent: Friday, March 11, 2005 2:28
AM To: Amoakoh Gyasi-Agyei
Cc: p.kovacs@ieee.org
Subject: IEEE Queensland Section 2004 L50 Acknowledgement.

Dear Treasurer:

We hereby acknowledge that the IEEE Accounting Department has received the IEEE 2004 Annual Geographic Unit Financial Report (Form L-50) for your unit. If we have any questions with regards to your submission, or if we require additional information from you, we will contact you. Once the financial report is approved, we will inform the IEEE Regional Activities Department (Ms. Peggy Kovacs).

As you know, the Regional Activities Department must also approve your 2004 Meetings & Officers Report before they send out the year 2005 rebate. To check on the status of your rebate, please contact Ms. Peggy Kovacs at the following e-mail address: p.kovacs@ieee.org.

Thank you for your valued assistance and timely submission.

Sincerely,

IEEE Accounting Department.
L50 Financial Report.

ATTACHMENT -- B. Membership Development and Email Co-ordinator: Peter McLarty's report

Report from Membership Development Chair – March 2005

Peter McLarty - Membership Development Chair

1.1 Introduction

This report covers activities conducted by myself in the role of membership Development chair during February and April

1.2 Activities

Chased up access to the membership database (SAMIEEE).

Created first report with a member listing for the committee members.

Identified a number of tasks that could be done to try and attract greater membership in the organisation. These tasks are as follows:

Start a (Graduates of Last Decade) GOLD program in the QLD section. I hadn't found anything to identify that one currently operates in QLD. The other Australian states appear to mostly have them

Started to identify and build all the reports required to supply the appropriate data to each committee member on membership, ie society reports.

1.3 Tasks to do for next month

Follow up on establishing GOLD in QLD

Complete a set of reports for each society chair to update them with current members.

Work on creating a presentation for giving at Uni campuses to increase membership

ATTACHMENT -- C. Computational Intelligence Chapter activities schedule

Received: from cardea.itc.griffith.edu.au ([132.234.248.147]) by hub01.domino.gu.edu.au (Lotus Domino Release 6.5.3) with ESMTTP id 2005031613275682-947066

Wed, 16 Mar 2005 13:27:56 +1000

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Mar 2005 13:27:50 +1000

Received: from FIT10011063 ([131.181.26.34]) by mail-router01.qut.edu.au (MOS 3.5.7-GR)

with ESMTTP id COI37537 (AUTH sitte); Wed, 16 Mar 2005 12:39:32 +1000 (EST)

Message-ID: <200503160239.COI37537@mail-router01.qut.edu.au> Date: Wed, 16 Mar 2005 12:39:20 +1000

MIME-Version: 1.0

X-Mailer: Microsoft Office Outlook, Build 11.0.5510 X-

MIMETrack: Itemize by SMTP Server on Hub01/Griffith(Release 6.5.3|September 14, 2004) at

16/03/2005 13:27:56,

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MIME-CD complete at 16/03/2005 02:01:17 PM,

Serialize by POP3 Server on Mail01/Servers/Griffith(Release 6.5.3|September 14, 2004) at 17/03/2005 12:14:15

From: "Joaquin Sitte"

<j.sitte@qut.edu.au> Sensitivity:

To: "ANDRE DE KOCK" <adekock@bigpond.com>, "ANDREW D BACK" <ANDREW.BACK@USA.NET>, "BO YUAN" <boyuan@itee.uq.edu.au>, "BRIJESH VERMA" <b.verma@cqu.edu.au>, "GEOFFREY R GURNETT" <geoff_gurnett@health.qld.gov.au>, "Joaquin Sitte" <j.sitte@qut.edu.au>, "KAI WILLADSEN" <kaiw@itee.uq.edu.au>, "KAI-MING TSE" <eddiatse88@yahoo.com>, "LIAM D WAGNER" <ldw@maths.uq.edu.au>, "MARCUS GALLAGHER" <MARCUSG@ITEE.UQ.EDU.AU>,

"MICHAEL BLUMENSTEIN" <m.blumenstein@griffith.edu.au>,
"NICHOLAS L GEAR" <nic@itee.uq.edu.au>,
"PAUL J DARWEN" <darwen@ieee.org>, "PETER
J THOMAS" <p.thomas@cqu.edu.au>, "ROSS F
HAYWARD" <r.hayward@qut.edu.au>, "Russel
Stonier" <r.stonier@cqu.edu.au>, "STUART I
BAIN" <sbain@ieee.org>, "THOMAS DOWNS"
<td@csee.uq.edu.au>, "VAMSI K MADASU"
<madasu@itee.uq.edu.au>,
"Vladimir ESTIVILL CASTRO" <v.estivill-
castro@cit.gu.edu.au>, "YUEFENG LI" <y2.li@qut.edu.au>
Cc: "'Renate Sitte'" <R.Sitte@Griffith.edu.au>
Subject: Event schedule for 2005 Content-type:
text/plain; charset=UTF-8

Dear members of the IEEE Computational Intelligence Society Queensland:

The main purpose for the chapter activities in 2005 will be to get to know each other and acquaint ourselves with each other's activities in the area of Computational Intelligence. To achieve this I propose 3 AccessGrid meetings (to my knowledge AccessGrid meeting rooms are available at QUT, UQ, Griffith and CQU) each with 2 x 30 minute (20 min seminar + 10 minutes questions) presentations from chapter members about their CI activities. This gives an opportunity to 6 members, during 2005, to describe their activities.

For those of you unfamiliar with AccessGrid, this is a very nice teleconferencing facility that uses the high speed network linking Australian universities. I will let you know the exact location of AccessGrid equipped seminar rooms shortly.

I propose the following event calendar for our chapter in 2005:

Friday 15 April 2005 (AccessGrid meeting)
17:00 - 18:30 (AccessGrid meeting) Brief introduction of members present.
2 x 30 minute presentations by chapter members (presenters TBA)
General discussion (issues raised by participants)

Friday 22 July 2005 (AccessGrid meeting)
17:00 - 18:30 (AccessGrid meeting) 2 x 30 minute presentations by chapter members

(presenters TBA)

General discussion (issues raised by participants)

Friday 21 October 2005 (AccessGridmeeting)

17:00 - 18:30 2 x 30 minute presentations by
chapter members
(presenters TBA)

General discussion (issues raised by participants)

Please let me know ASAP of any problem you may have with this calendar.

Regards

Joaquin

=====
Dr. Joaquin Sitte, Associate Professor.
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homepage <http://www.fit.qut.edu.au/~sitte>

---- Replied to "Joaquin Sitte" <j.sitte@qut.edu.au> 16/03/2005 02:01:17
PM ZE10 -----
ForwardSourceID:NT00017456

END ATTACHMENTS =====