Tapan Saha – Section Chair	Andrew Thomas – Secretary
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Minutes for August meeting 2005

For Committee meeting: **Tuesday 23 August 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

Office	*Attendance*	*Present*	*Apology*	*Absent*
Section Chair	Tapan Saha	*X*		
Secretary	Andrew Thomas	*X*		
Section Treasurer	Amoakoh Gyasi-Agyei	*X*		
Section Past Chair	Renate Sitte	*X*		
Newsletter editor	James Birt		*X*	
Webmaster	Craig Mills		*X*	
Professional Activ	Vallipuram Muthukkumarasamy		*X*	
Membership Coordinator	Peter McLarty		*X*	
Computer Chapter Ch	Vinod Chandran		*X*	
Power Chapter Ch	Joe Dong	*X*		
Control Systems/Robotics&Autom.	Ljubo Vlacic	*X*		
Signal Proc & Comms Ch	Bouchra Senadji	*X*		
Microvawe Theory&Techniques Antennas &Propag. Ch	Ashley Robinson		*X*	
Computational Intelligence Ch	Joaquin Sitte	*X*		
Student Counsellor QUT	Ed Palmer			*X*
Student Counsellor UQ	Peter Sutton		*X*	
Student Chapter GU_GC	Mark Livingstone		*X*	
Awards & Recognition	Paul Gearon		*X*	

1   About the meeting:
1.1   Meeting opened at 5:35 PM. Finished 7:06 PM
1.2   Meeting chaired by Tapan (present @UQ). Minutes taken by Andrew.
2   Confirmation of agenda
2.1   Agenda was confirmed
3   Confirmation of minutes of last meeting
3.1   Last meeting minutes accepted with corrections
4   Business arising
4.1   None

5   Committee Coordination

5.1 Section issues (Chair)

5.1.1 Website – Craig Mills has sent Tapan the passwords for the website and Tapan has subsequently updated the list of office-bearers. Tapan will contact the chapter chairs to ask for any information to update the website.

5.1.2 E-mail list – There is no direct e-mail list for the Queensland Section all members. All e-mails have to go through IEEE headquarters and this can take 24 hours. Tapan said that if any information is needed to be provided to the committee, please give ample time to allow for this delay.

5.1.3 IEEE scoop – An e-mail was received detailing the IEEE section congress in October. As part of the congress, IEEE requested that each section submit photos of section members participating in altruistic photographs. Tapan requested that the committee members send him any photographs of this nature, i.e. pictures of membership functions or chapter activities.

5.1.4 Discussion on Queensland Section funds – At the last committee meeting, options pertaining to the Queensland Section funds were discussed in detail. The total balance of the Queensland Section account is $60 807.48. A number of suggestions were put forth on what to do with these funds.   Renate suggested that the money could be used to create awards for undergraduate students to encourage them to join. Amoakoh suggested that more minor prizes are given out, with 1 prize per campus, perhaps. Joaquin suggested a prize be created within the computer society eligible to final year undergraduate students, which in the case of the computer society members would be a 3rd year prize, rather than 4 years in engineering courses, due to their respective lengths.

It was also agreed upon that 50% of the Queensland Section funds be put into a fixed interest rate account for a maximum time of 1 year. Also, Tapan has received the completed signatory paperwork.

As a conclusion, Tapan suggested that the committee members develop proposals for awards/prizes and to send these suggestions to the committee before the next meeting for discussion.

5.2 Financial issues (Treasurer)

5.2.1 Section received $7331.29 rebate from IEEE headquarters. Most of the treasury issues were covered in the Section issues section above.

5.3 Administrative issues (Secretary)

5.3.1 No issues

6   Coordinators activities

6.1 Membership Development and Email Co-ordinator

6.1   Nothing reported.

6.2 Educational Activities Coordinator

6.2.1 This position is vacant, so Tapan asked the committee to think of anybody who could fulfil this role and to try and convince someone to take this position.

6.3 Professional/Career Activities Coordinator

6.3.1 Nothing reported

6.4 Awards & Recognition Coordinator

6.4.1 Tapan will send Paul an e-mail asking about the Awards list that was planned.

7   Section/Chapter activities

7.1 Computational Intelligence Chapter

7.1.1 The second activity for this chapter was run last Friday, 19th August, which was an access grid meeting between QUT, Griffith and CQU, which at least a dozen people attended (details in IEEE second quarter newsletter). The next activity is planned in three months time.

7.2 Computer Chapter

7.2.1 Nothing reported

7.3 Joint Chapter of Control Systems and Robotics & Automation

7.3.1 There is a technical session this Thursday, 25th August, with 22 people registered. Next activity is planned for 14th September with a distinguished lecturer from the UK. A request was submitted to the society of Robotics and Automation and $1000 was received for a workshop. A point was raised that a distinguished lecturer should be invited individually and that the Australia Council should be informed, however, Tapan said that if Ljubo has adequate money for the DL, then this time there is no problem.

Because of this disagreement, Tapan is to send the members the Australia Council resolution regarding the distinguished lecturer program.

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

7.4.1 Ashley Robinson was unable to attend, however he sent an e-mail detailing the chapter news. The chapter had a seminar by Professor Huei Wang from National Taiwan University on 16th August with 15 people attending. Ashley is also trying to arrange a seminar by Boeing for latter on in the year.

7.5 Joint Chapter of Signal Processing and Communications

7.5.1 One distinguished lecturer is coming in September, and the costs for this visit is being shared with the South Australian signal processing chapter.

7.6 Power Engineering Chapter

7.6.1 Two activities have been held already, with at least one, maybe two more planned for the rest of the year, with one speaker from the US and one from China. Also, another distinguished lecturer visit is being planned for February 2006.

8   Student Chapter activities

8.1   QUT – Bouchra is going to ask Ed Palmer about his planned membership drive.
UQ – Tapan reported that Peter is organising a membership drive to be held within the next few weeks.
GU-GC – Mark Livingstone is planning to organise a membership drive also.

9   Newsletter

9.1   2nd quarter newsletter was out in due time. The next newsletter will publish election issues and Tapan is to follow up Peter about the election procedure and then work with James for the next newsletter and look to set a date.

10   Webmaster

10.1   As mentioned earlier, Tapan now has access, is updating information and will contact committee members for information when needed. Also, Tapan is to look into including the Signal Processing and Communications chapter on the website.

11   Other business

12   Next meeting

Next meeting to take place on 20rd September at 5:30pm.