



QUEENSLAND SECTION

THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS INC.

ARBN 078 576 495

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Minutes for October meeting 2005

For Committee meeting: **Tuesday 1 November 2005, 5:30 – 7:10 PM teleconference at**
UQ General Purpose South Building Room 78-219 --
Phone 3365-9113
and Central Queensland University Phone (07) 4930 6491

<i>Office</i>	<i>Attendance</i>	<i>Present</i>	<i>Apology</i>	<i>Absent</i>
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	Sheng How Goh	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	
Microwave 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 5:39 PM. Finished 7:10 PM
- 1.2 Meeting chaired by Tapan (present @UQ). Minutes taken by Andrew.

2 Confirmation of agenda

- 2.1 Agenda confirmed

3 Confirmation of minutes of last meeting

- 3.1 No changes

4 Business arising

- 4.1 A discussion section 6.1 in the last meeting arose, which regarded the half price membership plan for the first 20 students to join at each university. Joaquin stated that while he respects the committees' position, in the future he would be against such a scheme. He suggested that instead of lowering the fees that the money be used to promote IEEE activities and tries to raise its apparent value in the eyes of possible members. Renate also said that the money should be spent to improve the value of the membership.

Ashley said that the scheme seemed like a good idea, and that if say, half of the students are lost overseas, there will still be 30 students that can be surveyed. He said that if it turns out that the students do not renew their membership after the year, and then the scheme can be revised. Tapan raised the point that he has access to full database of members and therefore should be able to give a report at the beginning or end of the year to see the numbers of membership renewal.

Paul and Amoakoh also thought that the scheme was a good idea. Amoakoh raised the point that by being a member it is possible to see the benefits of being a member and therefore they should be willing to pay more next year.

5 Committee Coordination

5.1 Section issues (Chair)

- 5.1.1 IEEE Section World Congress – Tapan attended the world congress in October which he said was very exciting with approximately 900 people attending, including around 306 chairs. The congress consisted of 3 full days of activities. Tapan received good information on how to train IEEE volunteers and said there are a lot of things that the section can do that we don't know about. He suggested that sometime in the new year a half day workshop could be run on what is being planned for the year, such as activities, things to be done etc. Joaquin suggested that it could be a series of seminars that goes around to different campuses. In that way, instead of it being a half day seminar, it could be a series of short presentations. It was suggested that an invitation should be extended to existing members and also prospective members.

It was also mentioned that the next section congress will be at Quebec in Canada in 3 years time. Tapan said that many of the big sections had 2 delegates attend. Some of these sections didn't have a vice-chair attend but instead asked for an application from standard members to make the trip. In this way, IEEE could be introduced into the engineering community more prominently. Tapan suggested that this could be an option for the Queensland Section at the next congress, which was generally agreed upon.

- 5.1.2 Half price 20/university IEEE Student Membership – Tapan is to contact IEEE to get permission for this scheme. Tapan said that this scheme should work out ok if an e-mail gets sent to all of the students.
- 5.1.3 New webmaster – The Queensland Section now has a new webmaster, his name is Sheng How Goh and he is a PhD candidate at the University of Queensland. His e-mail address is shgoh@itee.uq.edu.au.
- 5.1.4 Chapter Elections – It was stated that if a chapter chair is finishing their 2 year term at the end of this year that chapter elections should be made. Ljubo has done this already, but no others have at this stage.
- 5.1.5 AGM and relevant preparations – Tapan said thanks to Prof Simon Kaplan (QUT) and Joaquin for organising the venue for the AGM. The after meeting dinner will be held at Amici's at Southbank. Tapan asked if the committee members could please attend. The November

committee meeting will be held at 5pm before the AGM at QUT. It was also said that the minutes for the AGM have to be confirmed early in the New Year, otherwise recollection of the meeting will become a problem. Each chapter chair will need to give a report to Tapan on their IEEE activities for presentation at the AGM and the section chair will also need to give a report. A report is also needed from the Treasurer, Secretary and the Membership Coordinator (detailing the number of members last year versus this year etc.). Also, the membership co-coordinator needs to be contacted to get a list of all those who have attained senior membership this year.

5.2 Financial issues (Treasurer)

5.2.1 \$30 000 has been placed in a 12 month term deposit at 5.7% pa along with \$10 000 in a 3 month term deposit at 4.5% pa. This leaves \$17 868 in the normal section account and total funds of \$57 868.

5.3 Administrative issues (Secretary)

5.3.1 No issues

6 Coordinators activities

6.1 Educational Activities Coordinator

6.1.1 Vacant

6.2 Professional/Career Activities Coordinator

6.2.1 Apology

6.3 Awards & Recognition Coordinator

6.3.1 Paul said he was still waiting for a complete list of potential people to get awards. He said he received a list of some people, but not who they are and what they have done. Tapan suggested that Paul should start working with this current list.

7 Section/Chapter activities

7.1 Computational Intelligence Chapter

7.1.1 There is an activity planned for the middle of November.

7.2 Computer Chapter

7.2.1 Apology

7.3 Joint Chapter of Control Systems and Robotics & Automation

7.3.1 Absent

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

7.4.1 Unfortunately the seminar planned for September has been postponed until early next year. There have been 3 for this year, and there are plans for another activity in December.

7.5 Joint Chapter of Signal Processing and Communications

7.5.1 Apology

7.6 Power Engineering Chapter

7.6.1 Apology, but Tapan said that there have been 2 activities for this year from this chapter, with a DL program coming up in the early New Year. Another activity is being organised for December.

8 Student Chapter activities

8.1 GU-GC – Renate said that they were planning on doing an activity this year but the timing was not good. They are planning on doing something in the New Year.

Tapan raised the point that there is nothing happening with the thesis prize at this stage. He suggested that student counsellors chose a thesis from an IEEE member and we can still give out some prizes for this year. Tapan is to write an e-mail to all student counsellors about these prizes.

9 Newsletter

- 9.1 Absent – It was said that if possible another newsletter will be attempted after the AGM, but this may not be possible due to time.

10 Webmaster

- 10.1 Goh said to send to him any information that needs to be put online in a word document.

11 Other business

- 11.1 None

12 Next meeting

Next meeting to take place on 21st November at 5pm