



QUEENSLAND SECTION

THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS INC.

ARBN 078 576 495

Tapan Saha – Section Chair University of Queensland – St Lucia Campus	Andrew Thomas – Secretary University of Queensland – St Lucia Campus
School of Information Technology and Electrical Engineering	School of Information Technology and Electrical Engineering
Brisbane 4072	Brisbane 4072
Phone: (07) 33653962	Phone: (07) 33651654
Fax: (07) 33654999	Fax: (07) 33654999
Email: saha@itee.uq.edu.au	Email: andrew@itee.uq.edu.au

Minutes for January meeting 2006

For Committee meeting: **Tuesday 31 January 2006, 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

<i>Office</i>	<i>Attendance</i>	<i>Present</i>	<i>Apology</i>	<i>Absent</i>
Section Chair	Tapan Saha	X		
Section Vice-Chair	Vaughan Clarkson		X	
Secretary	Andrew Thomas	X		
Section Treasurer	Amoakoh Gyasi-Agyei	X		
Section Past Chair	Renate Sitte		X	
Newsletter editor	Yong Peng	X		
Webmaster	Sheng How Goh		X	
Professional Activ	Vacant			
Membership Coordinator	Peter McLarty	X		
Computer Chapter Ch	Vacant			
Power Chapter Ch	Joe Dong		X	
Control Systems/Robotics & Autom. – Chair	Toby Myers		X	
Control Systems/Robotics & Autom. – Past Chair	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 5:30PM. Finished 7:02 PM
- 1.2 Meeting chaired by Tapan (present @UQ). Minutes taken by Andrew.

2 Confirmation of agenda

- 2.1 Agenda item 9 will be: IEAust issue
- 2.2 Item 10 will be: Newsletters for 2006

2.3 Item 11 will be: Next Meeting

3 Confirmation of minutes of last meeting

3.1 No changes

4 Business arising

4.1 None arising

5 Committee Coordination

5.1 Computer Chapter and other vacant positions

5.1.1 Tapan said that we had no IEAust liaison officer last year and that he represented IEEE at an IEAust meeting last night. It was decided that Tapan will now be the IEAust liaison officer. It was also discussed that the Educational Activities Officer position has been vacant at least during 2005. Tapan is to inform the committee on the role of student activities chair.

Michael Lees now holds the Awards and Recognition position. A discussion proceeded regarding the student counsellor position at the Griffith University Nathan campus. Ljubo said that Griffith University is now moving towards an integrated campus system and suggested that the Gold Coast campus counsellor could be approached to see if they would like to look after the Nathan campus as well (Renate is currently acting as Gold Coast campus counsellor). It was stated that IEEE sees them as two separate student branches and Joaquin stated that the two student branches should merge internally and inform IEEE. Tapan said that is one solution, another being that they are kept separate and someone is found for the position at Nathan. Ljubo said he will try to find an academic to take over this role. The CQU student branch will be left to Amokoah and he said he will inform us when he sorts something out.

Tapan is to inform everyone on the role of professional activities co-ordinator, which is vacant.

A discussion then ensued concerning the computer chapter. It was stated that very little in the way of activities have been performed from the last chair. Tapan said that we need to recruit someone for a few months as an acting chair, and then get the chapter to hold elections. Peter Sutton suggested that we e-mail the chapter members and ask for nominations. Renate volunteered herself for a few months to hold an election. Peter McLarty also volunteered himself if needed to act as interim chair. Amoakoh suggested that we seek a chair and vice-chair at the same time. It was decided that Peter McLarty will become interim chair and then maybe move to a vice-chair position after the election has been held.

Ashley has finished his term as MTT/AP chapter chair. Professor David Hill from Griffith University is now taking over from next meeting.

Tapan said that IEEE will consider shutting down chapters if they are not active enough this year. It was decided that the Signal Processing Chapter be asked to organise their 1st event by 31st of March and then they will need to submit a plan thereafter.

Joe will be finishing his 2 year term in June and he will need to hold an election then to find a new chapter chair. Joe can then stay on as vice-chair if he wishes.

5.2 IEEE HQ report submission for 2005

5.2.1 Amoakoh said that the financial expenses need to be reported and he has submitted the 2005 financial reports (L50). This has been submitted on time, so a bonus and rebate should be received from the HQ. The original bank statement will be sent away by Peter Sutton within the next few days. It was stated that L31 meeting reports need to be submitted also. It was also stated that there is a risk of losing \$400 from computer chapter and signal processing chapter due to inactivity. An L31 for each committee meeting needs to be done by the Secretary. Tapan is to resubmit the updated officer list.

6 Student Chapter activities

- 6.1 Amoakoh is going to take the initiative to start a student branch at CQU. Tapan is going to send an e-mail to the student chapter chairs to ask about their plans for membership drives. Peter Sutton said that he would like to get the student branch at UQ active again and it should be targeted at post-grads.

Tapan is to contact the student counsellors to advise on the half-price membership drive.

7 Travel to Region 10 meeting by Vice Chair

- 7.1 The region 10 meeting will be held on 26/27th March this year in Thailand. Last the Vice-Chair attended and the expenses were paid by the section. Tapan suggested that we again pay the expenses for the new Vice-Chair to attend this year. The committee supported this expenditure.

8 Formation of GOLD

- 8.1 Andrew is going to organise an initial GOLD social function soon. He has requested approximately \$300 from the section for this. He is to let the committee know of further plans for this function next meeting. The committee approved of this.

9 IEAust Issue

- 9.1 There will be a joint function on 14th June between IEEE and IEAust. It was requested that IEEE give a speaker for this function. It was asked that the committee suggest possible speakers for this function (or themselves). Ljubo said he may have someone who could talk at this function.

10 Newsletters for 2006

- 10.1 Tapan suggested that a newsletter be put together around February/March. It was agreed that a goal of 4 newsletters should be attempted this year. A plan was requested from the new newsletter editor for this year. Joaquin suggested that a kind of hand over occurs from last newsletter editor to the new editor. Tapan is to send an e-mail to James Birt about this.

The region 10 newsletter editor asked us to submit some information about the Queensland section for the region 10 newsletter.

11 Next meeting

- 11.1 3rd Tuesday of February at 5:30pm