Tapan Saha – Section Chair	Andrew Thomas – Secretary
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Minutes for February meeting 2006

For Committee meeting: **Tuesday 28 February 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

Office	*Attendance*	*Present*	*Apology*	*Absent*
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.	Toby Myers		*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 5:36PM. Finished 7:18 PM
1.2   Meeting chaired by Tapan (present @UQ). Minutes taken by Andrew.
2   Confirmation of agenda
2.1   In Committee Coordination a report from the Chair and Treasurer will be added.
3   Confirmation of minutes of last meeting
3.1   No changes
4   Business arising

4.1 AGM – Michael mentioned previous discussions detailing to a more formal AGM this year. Tapan said that in a few months time this should start to be prepared. Tapan also suggested that some nominations for the speaker should be put forth by the committee.

4.2 Half-price membership – At this time of year, only half of the membership fee is required. It was mentioned that seeing as this is the case; the half-rice membership could be extended to more students, for instance 40 instead of 20. The committee decided that it would now extend 40 half-price membership offers.

5 Committee Coordination

5.1 Treasurers report – Amoakoh listed the section funds and accounts. He said that the section has received additional money from HQ for the 2005 rebates. He also mentioned that the $10,000 in the 3-month term deposit is about to come up. It was agreed that there is no use for it at this stage, and that it should be allowed to roll over again for another 3-months.

5.2 Computer chapter – Peter McLarty has sent out notification to members about the election process along with nomination forms. He has not heard anything back yet, and the deadline for nominations is early March. Tapan was contacted by Simon Kaplin who volunteered to be nominated for the chair position. Tapan is to contact Simon about this, and will send an e-mail to the committee if he agrees.

5.3 Vacant positions – The professional activities chair and the educational activities chair are vacant. Andrew knows of someone in the industry who has previously expressed interest in a position on the committee. He is to contact him and inform the committee. Tapan is to contact Dr. John Lees at USQ to see if anyone there would be interested in one of these positions.

Tapan received an e-mail from Toby Myers saying that he is changing his PhD supervisor and is taking on a new topic, and therefore he doesn't feel that he should continue as Control Systems/Robotics & Automation chair. Toby's resignation will be accepted. Tapan said we will need to find a new chair. Peter Sutton suggested that we could do the same thing as for the computer chapter, that is, get someone to be acting chair temporarily and hold an election. Amoakoh agreed with this. It was suggested that Peter McLarty be asked to organise an election for the Robotics chapter along with the Computer chapter. Michael said he would be interested in a position within the Robotics chapter. He offered to be the chapter chair and election process will therefore be followed.

6 IEEE HQ report submission for 2005

6.1 The report submission went well with all the reports being submitted on time. The section may not get the $200 rebate for both the Computer and Signal Processing chapter due to inactivity.

Tapan said that we have no 'special' projects running within the Queensland Section, which Section 10 addresses. The thesis prize has had no action or activity in recent times. Peter Sutton said that this may be due to the low number of undergraduate members. Tapan asked if it was possible to give the prize to non IEEE members. It was suggested that a prize could be a free one year membership. Tapan asked if one person could take the role of reviving this prize. Vaughan volunteered for this. Tapan suggested announcing these prizes soon. Michael suggested a formal meeting for the prize winners. Tapan is to talk to Renate about what she was planning to do in this area.

Tapan said that some regions sent students along to the IEEE congress. Tapan asked if we should ask for candidates to apply for such a trip. Peter McLarty suggested that the applicant students should have to give a presentation as to why they should go.

7 Student chapter activities

7.1 Peter Sutton said he had nothing to report since last meeting. He said he has now got the student list though, and can organise them to get together. He said that he is going to approach post-grad students about the half-price membership drive.

Amoakoh has found 5 students who have expressed interest in a student chapter at CQU. He said he will tell us when he gets to the required 20. Peter McLarty said that one may be able to get approval from HQ for numbers slightly less than 20 if you can show that more members will join.

There is a Student Section World Congress in China this year, Andrew is to investigate this.

8   Region 10 meeting

8.1   The chair and vice-chair's trip to Thailand for the Region 10 meeting has been approved. Tapan said that he needs a template for the Region 10 report that needs to be submitted. Peter Sutton is to look for an older Region 10 report to give to Tapan.

9   Chapter reports and plan for 2006

9.1   Power Engineering Chapter – Last week one workshop and a DL presentation was held. The DL presentation had 60 attendees and the workshop had 90 attendees (58 of those were from the industry). Joe has told Tapan that he has a plan for the year.

Tapan is going to ask all the chapter chairs what their plans are for 2006 – a preliminary report.

CS/RA – Peter McLarty said he can do the same election process as he has done for the computer chapter. Michael will now be acting chair of this chapter. .

Signal Processing – Two activities have been planned for this year already. This chapter is looking at inviting a Distinguished Lecturer and also holding at least one seminar in image processing.

MTT/AP – There is a new chair for this chapter who resides at Griffith University – Nathan Campus. One event was already planned for this year.

10   Formation of GOLD

10.1   There is a plan to host an introductory social function for GOLD members. It was decided that this should be run in late April, possibly at the UQ staff club. Andrew and Peter are to organise an e-mail to send around to the GOLD members informing them of the upcoming plans. Peter said he can access all the GOLD members' details via SAMIEEE.

11   Any other business

11.1   Membership - Peter McLarty talked about the slow down in membership for the region and asked how we are planning to increase membership. It was discussed that GOLD is a good incentive for increasing membership.

Fellowship endorsement – Tapan endorsed Gerard Ledwich to the position of an IEEE fellowship.

Newsletter – The first newsletter is being planned and the submission deadline for all reports is 28th March. The Australian Post number is not needed for the newsletters any longer, but the ARBN number is needed. It was asked that we all submit something to the newsletter.

12   Next meeting

11.1   21st March of February at 5:30pm