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

For Committee meeting: **Tuesday 23 May 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*		
Power Chapter Vice Chair	Rajat Majumder	*X*		
Control Systems/Robotics & Autom.	Michael Lees	*X*		
Signal Proc & Comms Ch – Vice Chair	Jasmine Banks	*X*		
Microwave Theory &Techniques Antennas & Propag. Ch	David Thiel/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	Michael Lees	*X*		

1   About the meeting:
1.1   Meeting opened at 5:37PM. Finished 7:00 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 Minutes accepted with no changes.

4 Business arising

4.1 Joaquin raised the question about the membership co-ordinator's report on non-renewed memberships possibly from the computer chapter. This issue will be followed up when Peter McLarty arrives.

5 Committee Coordination

5.1 Computer Chapter Election – 3 candidates have been nominated for the election, but one of these withdrew from the Chair election. The deadline for the voting is 26th May. Tapan will check the results and make sure that they are all computer chapter members who have voted. Within the next 10 days there should be a result. Joaquin said is it possible to send a reminder to the computer chapter members to vote. Tapan will send out a reminder tomorrow morning.

5.2 Vacant positions – Tapan got some interest from USQ for these positions, but ultimately they appear to be disinterested. Vaughan as one person in mind and will inform the committee on this at a later date.

6 Reports from the section

a. Section chair – Tapan has been working on the computer chapter election but is concerned about the student chapter activities. He has informed Peter Sutton at UQ that he should have a membership drive and try to form a student chapter. He did the same for Ed Palmer for QUT and the Griffith Nathan campus co-ordinator. The Nathan campus Co-ordinator is currently on sabbatical leave, but once he comes back he plans to have a membership drive and form a chapter. Tapan is to follow up these people to get chapters formed and membership drives underway.

b. Vice Chair – Vaughan talked about his plans for the thesis prizes. He thought that the format of the prize should stay the same i.e. promotion of the prize, students submit the prize to local representatives at the universities and then a final judgement from the thesis prize committee. In terms of promotion, Vaughan said he wanted to create an interesting and eye-catching display. He has approached thesis binders and suggested putting up a cloth bound thesis cover with gold writing on the front discussing the IEEE thesis prize, to be displayed in a prominent place at the universities. He has received a $100 quote from the thesis binders. Tapan suggested that membership drives should be run in parallel with this promotion. Vaughan planned on giving these thesis cover displays to the student counsellors for them to display.

It was discussed that the way the thesis prize used to work was that one thesis from each university was submitted for final judgement. Michael suggested that short-listing may not work due to lack of submissions. It was decided that we would see how many submissions there are and then plan what to do then. Joaquin said he was concerned about the nature of the number of prizes. He said that we should not only address engineering but also IT students. He suggested that there could be smaller prizes, but more of them and that these could be distributed during the AGM formally. He also said that the bound thesis cover may be too small to convey the necessary information.

It was also discussed that there is a need to appoint people who will organise the assessment criteria. The format of the small thesis prize idea was suggested to be 1 or 2 prizes per campus, each at the value of approximately $100, along with the standard 2 prizes. Tapan suggested that we could do both, the thesis binding idea along with a nearby poster with specific details. The poster and thesis binding ideas are to be presented more fully next meeting.

Vaughan said he disagrees with the smaller prizes. He argued that having a larger valued, single prize would provide more motivation for participation. Renate said that she thinks the major prizes are unreachable in the student's minds. It was suggested that there could be 1st, 2nd and 3rd prizes. Renate spoke about her "New Inventors" type prize format, which she considers would be a reachable

prize with 1 based at each campus. This plan has a cost estimate of approximately $800-$1000. Tapan asked Renate to circulate her proposal before the next meeting. Vaughan raised the point of the prominence of the prizes, i.e. which prize should be more visible. It was decided that the thesis prize should be kept in its current format, but the "New inventor" idea should also be considered as a separate prize, once Renate's proposal is submitted.

c. Secretary – Nothing to report

d. Treasurer – Apology

e. Awards and Recognition Co-ordinator – Michael asked about the formal nomination for an award of recognition for Renate. The committee agreed on this recognition and nomination. He also asked for more information about the details of the nominees, as he has sparse information regarding this. Michael is to circulate an e-mail asking for the required information, to certain committee members.

The history of the IEEE QS was also raised. David Thiel was asked to help with the collation of historic information. It was discussed that there could be two parts to this history, a descriptive history of the section in general and a history of the office bearers.

f. Newsletter Editor – The next newsletter is planned for July, with the deadline for information being set at the end of June.

g. Web Master – Goh discussed his investigation into the IEEE merchandise available for purchase. They consist of T-shirts, baseball caps, polo shirts and sweatshirts. Some of these items have a minimum order of 12, with the T-shirts costing $9.38 each. Renate said a little diploma is a better idea, not a T-shirt. It was stated that this is not necessarily for speakers at technical activities, but rather for promotion at student functions. It was generally decided that we should buy 40 T-shirts and 40 baseball caps. It was stated that there is no policy on distinguished lecturer/speaker gifts and that they are usually purchased within the local group.

7   Student chapter activities
7.1   The student counsellors for UQ and QUT were absent. Mark Livingstone from Griffith, Gold Coast has been doing activities, while the student counsellor for Nathan campus in on sabbatical leave. Amoakoh is organising a student chapter.

8   Chapter reports and plan for 2006
8.1   Computational Intelligence – A first function has been held and the chapter has hosted a brainstorming session on possible activities. There is currently a draft being finalised to formalise these activities and at the next meeting there will be something more specific to be presented.

8.2 CS/R&A – One nomination (from Duncan Campbell) has been received for the position of vice-chair. A technical presentation for the August/September period is currently being planned (speaker: Duncan Campbell). Dr Peter Cook has cancelled his planned 2006 presentation. The robotics workshop has been moved from October to December. Another possible joint Engineers Australia/IEEE function is in planning for late October.

8.3 MTT/AP – Nothing to report.

8.4 Power Engineering – 2 seminars will be held in July, one of these being a DL seminar and the other being a general technical session. That will make 5 events this year, with possibilities for more later in the year. Dr. Rajat Majumder is now the Vice-Chair in the Power Engineering chapter. There will be a Chair/Vice-Chair election in June or July, with a call for nomination being commenced soon.

8.5 Signal Processing and Communications chapter – There is one event planned, a distinguished lecturer seminar on June 16th. There is to be more information circulated to the committee.

9   Formation of GOLD

9.1 An initial social function was organised, which was attended by approximately 13 people. A petition to form the GOLD chapter was signed with all the necessary number of signatories for the formation. This form was faxed to HQ, but as yet there has been no word on its progress. Andrew will contact the Region 10 GOLD co-ordinator to follow this up. Initial functions need to be looked at and planned.

10   Any other business

10.1   A date for the AGM needs to be fixed. There were plans for getting a high-profile speaker for this function. Vaughan is organising a conference in the 2nd week of December, and therefore suggested that the end of the 1st week of December may be a good date for the AGM. He suggested that he may be able to invite Ingrid Dobeche to speak, who is the inventor of wavelets from Princeton University. The 8th December was tentatively proposed. Vaughan is to contact her and inform us of her availability at the next meeting.

11   Next meeting

12.1   27th June at 5:30pm