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

For Committee meeting: **Tuesday 8 August 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	Andrew Bradley		*X*	
Membership Coordinator	Peter McLarty	*X*		
Computer Chapter Ch	John Williams	*X*		
Computer Chapter Vice Ch	Simon Ellis	*X*		
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 5:32PM. Finished 6:51 PM
1.2   Meeting chaired by Tapan (present @UQ). Minutes taken by Andrew.
2   Confirmation of agenda
2.1   No change

3   Confirmation of minutes of last meeting
3.1   Minutes accepted with changes.
4   Business arising
4.1   None

5   Committee Coordination
5.1   Australia Council Outstanding Student Branch award – The QS was asked to review the proposed award and its accompanying document of procedure. The proposal for the award was accepted by the committee along with its accompanying document. The award features a prize of $1000 for an outstanding student branch.
5.2   Post code issues – The Queensland Section was asked to define the postcodes that created their boundary with the Nth Queensland Section. It was stated that this issue has arisen due to some inconsistency in the Nth QLD section's post code boundaries. It was suggested that 9000-9999 and 4000-4739 covers the QLD section.
5.3   AGM 2006 – The IEEE year runs from January to December, so some activities still need to be done in the next couple of months, before the end of the year.

6   Reports from the section
a. Vice Chair – Vaughan showed the attending committee members the Final Year Thesis Prize, Thesis cover advertisement. These covers are now placed around the university campuses. It was stated that some theses from Griffith could be received now, as the final year projects are submitted after the 1st semester. It was suggested that there could be a certificate and money presentation for the winners at the AGM.

The AGM speaker is now organised. The venue has been booked and the deposit has been payed. The cost will be either $95 or $105 per head, depending on the menu selection. John suggested asking Custom's house about cutting out the free drinks from the package and give out two free drink tickets to all attendees, to reduce the cost. The QS can subsidise the price of the dinner for members according to Peter Sutton. A minimum of 20 attendees is needed for the function to go ahead, with a maximum of 60 for the room booked. It was suggested that the committee subsidises $40/head along with 2 free tickets for the thesis prize winners. The committee accepted this proposal. Vaughan and Tapan are to organise these AGM details to be placed on the web-site and within the newsletter.

b. Secretary – Andrew reported that the Queensland Section GOLD affinity group has now been officially formed. The next step is to hold an election for the affinity group committee. Organising this election is an action item for Peter McLarty and Andrew. Andrew also reported briefly on his trip to the GOLD congress in Beijing. An report on this trip is attached below.

c. Treasurer – Apology

d. Awards and Recognition Co-ordinator – Apology, nothing to report.

e. Professional Activities Co-ordinator – Apology

f. Membership Co-ordinator – Peter reported that there was no big shift in the membership numbers. Vaughan asked about the membership turnover rates. Peter said it was hard to tell this as there isn't a lot of historical data to judge this. Peter is to send John a list of computer chapter members.

g. Educational Activities Co-ordinator – Tony was contacted by the past educational activities co-ordinator. The past co-ordinator said he had trouble getting interest for seminars. Tony said the Eduactional Activities Co-ordinator guide doesn't mention high school activities for the IEEE. However, it is not specifically excluded and the committee agreed that there is no problem with organising high school visits by IEEE. Simon said that he thought the co-ordinator would involve

more general educational activities. Peter McLarty said there is an IEEE online forum which can be used to gain advice on the role of committee positions such as the educational activities provider. Tony suggested approaching high school libraries to see if they would stock "Potential" and "Spectrum" IEEE magazines. It was also suggested that the section could do some joint activities in the IEAust engineering week. It was stated that projects/research activities could be good for high school students. John suggested trying to get involved in the Robot soccer competition at ITEE in UQ. John asked if there were any resource kits for educational activities form IEEE headquarters.

h. Newsletter Editor – Tapan has not been able to contact Yong Peng. Tapan and Andrew to try to track down his phone number to ask about the upcoming newsletter progress.

i. Web Master – Apology, IEEE merchandise has been ordered.

7 Student chapter activities
7.1   Peter Sutton is planning to hold a membership drive and look at forming at student chapter at UQ in the 1st week of the semester. Amoakoh has been active and formed a student chapter at CQU. Tony has discussed forming at student chapter at USQ, and they have a plan of doing this. Tapan is to send Tony the student membership rules.

8 Chapter reports and plan for 2006
8.1   Computational Intelligence – Apology

8.2 Computer Chapter – John has tentatively arranged a speaker from IBM's OzLabs, Martin Schwenke, who is very prominent. The speaker has agreed to perform a seminar. John said that there might not be any financial commitment required, but there is a possibility of airfare and/or accommodation costs. John estimated this cost to be between $500-$1000. The committee approved this expenditure.

8.3 CS/R&A – Michael reported his activities via e-mail. An event that was planned for the 4th September has now been moved to the 11th September. It is entitled "The Technical Challenges of an Automated Telescope Observatory" and is a joint seminar with Engineers Australia.

8.4 MTT/AP – Four local activities are beginning to be organised, and there could be two in August. The chapter is also looking at attracting a distinguished lecturer from the US.

8.5 Power Engineering Chapter – A successful distinguished lecturer seminar was held be the chapter on 24th July. The day after this 1hr seminar a half day seminar was help which included many attendees from industry.

8.6 Signal Processing – Apology

9 Any other business
9.1   None

10 Next meeting
12.1   5th September at 5:30pm

Attachement: Short report on activities at GOLD congress in Beijing

First day highlights:

Talk by Michael Lightner "IEEE in a global environment: Building an organisation for the next decade"
- Discussed top 10 challenges that the IEEE sees itself facing in the next decade
  - Develop an affordable and attractive membership model
  - Leading provider of continuing education and professional development
  - Involved in curricula development
  - Promote public awareness of engineering
  - Embrace new technologies

Student activities
  - Student retention is a major issue in Region 10
    - Importance of GOLD to capture these students

"What is GOLD" lecture Darrel Chong
  - 1996 – In the 4th year after graduation 83% had ceased to be IEEE members
  - 19 GOLD affinity groups in Region 10
  - 4249 GOLD members
  - IEEE mentoring program
    - Being released July 2006
    - Computer matches mentors and mentees
    - Virtual mentorship
    - GOLD online seminars
  - Emphasised the importance of collaborating with student branches

Second day:

GOLD group presentations

Bombay section:
- Approached IEEE student chapters and addressed final year students
- Recruiting drives
- Organised industrial visits
- Networking
- 50% 1st year membership offer

Singapore section:
- Golf clinic
- Cocktail night
- GOLD and student branch gathering
- Career and financial talks

Kerala section:
- How to face interviews seminars

Malaysia section:
- Career guidance, financial seminars
- Technical talk on Telemedicine

Western Australia section:
- Sponsored by WA engineering companies – Alcoa, Western Power etc.
  - Sent out mass letters to prospective sponsors asking for support
  - My thoughts: Good not necessarily for the money, but because it makes
  industry aware of IEEE and may encourage employees to be active

- Networking events, 1st drink free
- Seminar on buying property
- Sends out e-mails to student members who have just graduated informing them about GOLD