Tapan Saha – Section Chair	Andrew Thomas – Secretary
University of Queensland – St Lucia Campus	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 September meeting 2006

For Committee meeting: **Tuesday 5 September 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 5:30PM. Finished 7:00PM
1.2   Meeting chaired by Tapan (present @UQ). Minutes taken by Tapan.
2   Confirmation of agenda
2.1   No change

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

5   Committee Coordination -Chair
5.1   Post code issues – Tapan stated that the Nth Qld chairman proposed that post codes 4075 to 4079 should be in Nth Qld. Only 2 or 3 members would be affected by this change. Existing members in these areas would be left as they are, but any new members in these areas will now be Nth Qld members. John Williams said that we shouldn't mix members within one postcode as this could prove to be administratively difficult. Vaughan said that Nth Qld should produce a map showing the regions in question. Renate stated that the Australia Council should decide and Amokoah said that the areas in question are close to the CQU. Tapan said that we will ask Nth Qld for a map of the disputed areas.

5.2   AGM: call for nominations – Renate recited an e-mail that she had previously distributed on the matter. Tapan said that the positions open for nomination are the Vice Chair (2007 – 2008), Treasurer, Secretary, Chair of Computational Intelligence Chapter, Chair of Power Engineering Chapter and the Vice-Chair for the Signal Processing Chapter. The other positions are selected by the committee and do not require nominations. A student councillor for QUT needs to be found. Tapan requested that Renate and David Theil find student councillors. Renate said that she wanted someone from Engineering to fill the GU Gold Coast student councillor position, as someone from IT has held that post for the last 10 years.

5.3   Newsletter issue regarding AGM – Tapan requested Renate and Peter to prepare a document regarding the call for nominations. This needs to be send by 8th September, and the 6th October is the newsletter issue regarding the nominations. The deadline for the nominee's biographies to be received is one week before 6th October. It was said that there is an issue with the distribution of an electronic voting form. It was proposed that the distributed e-mail contains links to a voting form that can be hosted on the section's website.

6   Reports from the section
a. Vice Chair – Vaughan said the thesis prize posters have gone up around the universities and he is yet to send out e-mails to university students to advertise the competition. The speaker for the AGM has been confirmed and the venue has been booked. Vaughan will include a section in the upcoming newsletter regarding the event. Vaughan will also develop an agenda for the event.

b. Secretary – Tapan will contact Andrew and Peter McLarty to progress GOLD.

c. Treasurer – There was a discussion on the student membership subsidies. The current arrangement is that up to 20 students from each campus can get half price subsidies. Amoakoh wanted to know whether all students that express interest could receive the subsidised price. The committee decision was to stick with the original idea of 20 students.

A discussion on the financial investments was also entered into. The section currently has around $10k invested in a three month term deposit (that has since grown to $10,340). Another $30k is invested for 1 year at 5.7% interest, and there is another $25k available for activities. Amoakoh proposed that we invest $40k for 15 months so that we can gain exposure to a higher interest rate of 6.4%. The committee agreed with this proposal.

d. Awards and Recognition Co-ordinator – Michael reported that another two nominations have been received:
-    James Birt Newsletter editor for 2004-2005

- Dr Vallipuram Muthukkumarasa Professional/Career activities co-ordinator

The committee accepted the nominations. It was asked whether the recognition certificates for Chapter chairs were automatically distributed upon the completion of time in the position. Michael confirmed that they were automatically distributed by the IEEE. Tapan asked Michael to send an e-mail to the section committee to confirm this. Michael proposed that Michael proposed that we purchase new recognition certificates for this year's recipients. The reasons for this include
- No longer have enough certificates anyway
- The current certificates are the base level blank certificates
- Should keep all awards at the same ceremony consistent

Michael proposed that we purchase new certificates that are pre-printed and have the IEEE president's signature. These would cost around $20 each. The committee approved this recommendation.

The section history was also discussed. Tapan reported that he has two boxes of documents (including old minutes) that contain information about the sections history. Tapan suggested that we source some external assistance to go through the documents and compile the section history. John suggested contacting the arts/history department to see if they had some suitable resources. Michael suggested that such a task may be suitable for a final year arts/history student thesis. John will make some enquiries and will investigate this with the appropriate department at UQ. Michael noted that there are two parts to the section history that we would like to compile. The first part is a detailed history of the formation of the section and the chapters (from inception to now). The second part is a complete chronological list of all office bearers for all positions since the sections inception.

e. Professional Activities Co-ordinator – Tapan suggested that we request the past Professional Activities Co-ordinator to forward his previous plans to Andrew Bradely. Renate is to follow this up.

f. Membership Co-ordinator – Absent.

g. Educational Activities Co-ordinator – Tony gave a brief report about Robocup held on 26th and 27th August at UQ. Around 40 students participated. Tony gave a brief introduction about the IEEE before presenting the three prises. The prises consisted of three cheques for $125 each. Tony will supply details in an article for the newsletter.

h. Newsletter Editor – Absent.

i. Web Master – Thirty six T shirts and 12 caps have been purchased through IEEE HQ. Peter Sutton is planning a new membership drive in October, which this merchandise may be used for. Michael suggested including some photos of the merchandise in the next newsletter. Tapan enquired about the new short URL. Vaughan said that a new short URL had been developed, but that there was also an existing short URL that was only just re-discovered, www.ieee.org/qld. Tapan gave a general reminder that future activities should be advertised on the section website.

7   Student chapter activities
7.1   *Comments from Tapan.*

Tony said he is planning an IEEE promotional event at USQ mid October. Tony also asked the committee whether Bachelor of Technology students are eligible to join IEEE. Amoakoh said that

they were eligible. Tony asked whther he could reserve two IEEE T shirst and two IEEE caps for the USQ meeting.

8   Chapter reports and plan for 2006

8.1   Computational Intelligence – Joaquin stated that he had to postpone an event until November, which will be the chapter's third function for the year.

8.2 Computer Chapter – John reported that the next seminar will be at Hawken Auditorium on 2nd November. The speaker will be Martin Schwenke from IBM's OzLabs, who is very prominent.

8.3 CS/R&A – Michael reported that the next seminar is on Monday 11th September at Hawken auditorium "The technical challenges of an automated observatory" by Ass. Prof. Duncan Campbell. There will also be another seminar on 26th October at Hawken Auditorium "Robots and RT Systems in Human Environments" by Prof. Kazuhiro Kosuge. The M2VIP conference (to be held in Towoomba in December) was progressing well. They have reached the full paper review stage and firm acceptances should be sent out in the next two weeks. The conference will be a single stream, including some tutorial sessions. Many of the papers will be expanded to form chapters of a book to be published by Springers in the new year.

Tapan asked whether we should sponsor a prize at the conference. Michael thought it was a good idea but we would need somebody who is able to attend the conference to present the prize. Tony offered to present the prize if need be. Requested that Michael contact M2VIP to see whether a $200 prize for best student paper would be appropriate.

Tapan provided a general reminder that an L31 form needs to be completed and submitted to IEEE after each event. The form can be found by seaching for "L31 IEEE" in google.

8.4 MTT/AP – David reported that he has held two talks over the last few weeks, and that there may be another seminar later in the year

8.5 Power Engineering Chapter – Joe reported that this chapter has held four seminars this year. They are planning another two for later this year.

8.6 Signal Processing – Absent

9   Any other business
9.1   None

10   Next meeting
12.1   3rd October at 5:30pm. Newsletter submission deadline is 6th October.