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

For Committee meeting: **Tuesday 3 October 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 5:35PM. Finished 6:49PM
1.2   Meeting chaired by Tapan (present @UQ). Minutes taken by Tapan.
2   Confirmation of agenda

2.1   An agenda item on the possibility of Skype teleconferencing was added in Section 9. Any other business

3   Confirmation of minutes of last meeting
3.1   Minutes of last meeting accepted with corrections

4   Business arising
4.1   None

5   Committee Coordination -Chair
5.1   Election 2006 – A nominations announcement was asked for through the IEEE HQ for a number of positions.   These positions being Vice-Chair, Secretary, Treasurer, Computational Intelligence Chair and Power Engineering Chair. Friday 6th October is the close of nominations date, with their being no nominations at this point in time.   Tapan asked the committee to try to find nominees for these positions. Amoakoh asked if it was possible for positions to continue on if they wish (if there were no nominations). He expressed concern that nominations may not come from committed people. Tapan said that the nominations committee can reject nominees. Tapan said it would be good to get some new people if possible. Amoakoh said that it might be good to get someone who already is in the committee to take over the Vice-Chair position. Renate raised concern about training of the new treasurer. Amoakoh and Peter Sutton said they would be happy to help train anyone new.

5.2   Newsletter for Election – Renate has to make a call for a ballot on 13th October according to the Queensland Section by-laws. Renate no longer has ballot forms and cannot find any on ieee.org. It was stated that the election will be via e-mail. It was also stated that a special newsletter must be circulated to advertise nominees if there are more than one nominee. Peter Sutton found a ballot form during the meeting and said that he would send it to the committee. Renate raised the issue that a separate newsletter should be sent for the election.

6   Reports from the section
a. Vice Chair – Vaughan has sent an e-mail to all student counsellors to ask them to circulate an information e-mail to their students regarding the thesis prize. Students who want to participate will contact their student counsellors. Vaughan said he believes some students have already approached their student counsellors.

The title of the AGM seminar will be "Quantum computing in cellular phones". Vaughan asked how long the AGM generally takes. The reply was approximately 1 hour. The start of the AGM will be 5:30pm, with a 7pm start for dinner. Dinner will then be followed by the seminar at 8-8:30pm. The price for attending the dinner will be $100 for non-members and $60 for members. It was asked who receives the money for the AGM tickets. The reply was either Peter Sutton or Tapan, through either cheques or electronic transfer.   The relevant account number and BSB is to be circulated in the relevant newsletter. Vaughan and Peter Sutton will sort out the payment methods by the end of the week.

b. Secretary – Now that the GOLD affinity group has been formed, a nomination and election process needs to be followed to staff the affinity group committee. Andrew has contacted Peter McLarty to try and retrieve e-mail addresses for the GOLD members, but has not heard back yet. Andrew to look into this further.

c. Treasurer – The total funds for the Queensland Section amount to $65, 480. $40,000 of these funds exist in a term deposit.

d. Awards and Recognition Co-ordinator – Michael had an apology, but sent an e-mail describing his activities. He has prepared the text that is required for printing on each recognition certificate (which will be presented at this year's AGM) and is currently in communication with the IEEE HQ to

resolve some remaining questions. The order for the certificates will be placed immediately once the questions have been resolved.

Regarding the history of the QLD section, John said he has had no response from the history department about the compilation of the section's history. Tapan knows a retired electrical engineer who has done his masters and PhD in a history related area, so he may be able to help.

e. Professional Activities Co-ordinator – Apology

f. Membership Co-ordinator – Absent.

g. Educational Activities Co-ordinator – Tony raised the ongoing idea about placing Spectrum issues in high school libraries. He has gotten contact details of Education Queensland. The issue was raised about donating back issues of the IEEE Spectrum magazine to libraries. It was stated that Education Queensland may be willing to bear the cost burden of hosting on-line issues if the idea was applied across all of Queensland. John said it may be easy to publish the 'base' online issues but said that it might not be as effective as having a physical magazine in a library.

h. Newsletter Editor – Tapan said that the next newsletter should feature only the AGM and the election. The last general newsletter for the year should be planned for early November. The deadline for the special newsletter edition for the elections and AGM will be 13th October. The third general edition will have a material submission deadline of the Friday of the 1st week of November.

i. Web Master – The IEEE merchandise has been received, consisting of 36 T-shirts and 12 baseball caps. The total cost of the items was $609. Tapan said if an IEEE event is being planned, come and collect some of the merchandise.

7 Student chapter activities

7.1   Peter Sutton at UQ has sent out an e-mail to all the post-graduate students about the subsidised membership deal. Nine have approached Peter already and 4 have already paid the subsidised price. Peter sent out an e-mail asking for volunteers to help make a UQ student chapter, but there have been no responses yet. Jasmine asked if there are membership forms available for students. It was said that there are hard-copied membership forms available along with online submissions. There has been no response from the Griffith University student counsellor, Yong Sheng, so Tapan is to try and contact him again. Mark Livingstone has performed a membership drive early this semester, but there are some potential problems as Mark may have to defer his course. Tapan is to contact Mark also. Amoakoh has received lots of support from the students at CQU, with functions and meetings being run by the student chapter. An inaugural meeting will be held at USQ on 18th October, and the formation of a student chapter will be discussed.

8 Chapter reports and plan for 2006

8.1   Computational Intelligence – Joaquin stated that the chapter hosted an activity last week and that there are plans to hold another couple of activities before the end of the year.

8.2 Computer Chapter – A second event planned for November was reported on. This event will be co-sponsored with Engineers Australia and will be held the day before another planned event. These two events will be held on Wednesday 1st and Thursday 2nd November.

8.3 CS/R&A – A seminar was hosted at the Hawken Auditorium in conjuction with Engineers Australia on Monday 11th September. The seminar title was "The technical challenges of an automated telescope observatory" and was presented by Assoc. Prof. Duncan Campbell and some key project members. Around 30 people attended. The next planned seminar will be held on 26th October and the presenter will be Professor Kazuhiro talking about Robots and Robotic Technology

in Human Environments. Preparations are continuing for the M2VIP conference. The conference organiser thought that the idea of an IEEE best student paper prize was an excellent idea.

8.4 MTT/AP – Apology, Tapan to ask for report.

8.5 Power Engineering Chapter – The chapter's 6th function of the year will be held next week 12th October. The seminar is called "An Overview of the effects of the SWIS Market on Generators" presented by Professor Joseph K. Winsen from the University of Newcastle.

8.6 Signal Processing – The chapter's 4th activity for the year will be on the 31st of October and entitled "Signal Processing in Power Engineering".

9   Any other business
9.1   Skype conferencing – With standard teleconferencing, the cost of more that 3 participants is high. It was said that with Skype, a conference between 5 locations is free. All that is needed is a computer microphone and speakers. Joaquin suggested that we give it a try. John said that an account can be set-up with Skype for around $20/3 months. Skype then gives a dial in number that the meeting participants can call.

10   Next meeting
10.1   7th November at 5:30pm