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Minutes of Meeting 13th November, 2007

Venue: UQ General Purpose (South) Building, Room 78-421
Skype teleconference username: ieeeqld

Attendance:

Office	Attendance	Present	Apology	Absent
Chair	Vaughan Clarkson	X		
Vice Chair	Joe Dong	X		
Secretary	Abbas Bigdeli	X		
Treasurer	Peter Sutton	X		
Immediate Past Chair	Tapan Saha		X	
Newsletter Editor	Robert Ellen	X		
Webmaster	Sheng How Goh			X
Professional Activities	Andrew Bradley			X
Membership Coordinator	Peter McLarty			X
Educational Activities Coordinator	Tony Ahfock		X	
Computational Intelligence Chapter	Brijesh Verma			X
Computational Intelligence Chapter (VC)	Marcus Gallagher		X	
Computer Chapter	John Williams	X		
Computer Chapter (VC)	Simon Ellis			X
Control Sys/Robo & Auto Chapter	Michael Lees	X		
Control Sys/Robo & Auto Chapter (VC)	Duncan Campbell			X
MTTAP Chapter	David Thiel	X		
MTTAP Chapter (VC)	Ashley Robinson			X
Power Engineering Chapter	Rajat Majumder			X
Signal Pro & Comms Chapter	Bouchra Senadji			X
Signal Pro & Comms Chapter (VC)	Jasmine Banks	X		
Student Counsellor QUT	Jasmine Banks	X		
Student Counsellor UQ	Udantha Abeyratne			X
Student Counsellor GU-GC	Charles Hacker	X		
Student Counsellor GU-Nathan	Yongsheng Gao			X
Student Counsellor USQ	Tony Ahfock		X	
Student Counsellor CQU	Shawkat Ali			X
Awards & Recognition	Michael Lees	X		
Student Activities Chair	Philip Machanick	X		

1   About the meeting:
1.1   Meeting opened at 5:33 PM. Finished 6:55PM
1.2   Meeting chaired by Vaughan (present @UQ). Minutes taken by Abbas.
2   Confirmation of agenda
       Unanimously confirmed.
3   Confirmation of minutes of last meeting
       Unanimously confirmed.
4   Business arising
4.1   Vaughan has not had any success finding a volunteer to succeed David Thiel yet.
4.2   Joe has obtained the abstract from Sri for the AGM talk.
4.3   Abbas to circulate the plan templates over the next few days.
5   **Committee Coordination — Section Chair.**
5.1   Boundary between Queensland & NQ Sections
5.1.1 NQ Section has proposed a new method to set this boundary by using the Australian
       Post Mail Centre System. (See Attachment 1 for details)
       John moved to accept this new method. Vaughan seconded. Unanimously confirmed.
       Vaughan to communicate this to Australian Council to suggest the same method to be
       adopted as the main boundary setting for all sections within Australia.
5.2   Update on formation of new chapters/affinity groups
5.2.1 Progress towards a new chapter in Aerospace & Electronic Systems
5.2.1.1 Rob reported on further progress towards collecting signatures for this.
5.3   Arrangements for 2008 IEEE Region 10 meeting.
5.3.1 Vaughan proposed for the Section to advance him for travel to R10 meeting. It will be
       reimbursed later by IEEE HQ. Unanimously confirmed.
5.3.2 Vaughan proposed that the section should send Joe to both the R10 meeting as well as
       the Section Congress in 2008. Rob seconded. Unanimously confirmed.
6   Reports from the Section Committee
6.1   Vice Chair
6.1.1 AGM:
6.1.1.1 AGM flyer has been sent out.
6.1.1.2 Sofitel has asked if we need audio visual equipment. It was decided to use the projector
       from School of ITEE but we should ask Sofitel to provide the larger equipments such as
       screen etc.
6.1.1.3 For AGM dinner menu, committee agreed that Joe and Vaughan will follow up on the menu
       options and make a decision.
6.1.1.4 Michael to send the list of award recipients to Vaughan so he can invite them to the AGM.
6.1.1.5 Rob suggested we should invite the exec committee of IET QLD to our AGM. Vaughan
       suggested we should also invite the IEAust QLD ITEE College exec committee as well at
       members' rate. Vaughan to send the invitation.
6.1.2 Thesis Prize
6.1.2.1 A reminder was sent out.
6.2   Secretary
       Nothing to report.
6.3   Treasurer
       A report was circulated prior to the meeting, a copy is attached.
6.4   Awards & Recognition
       Michael reported that all the materials (i.e. blank certificates, plaque etc) have arrived and are
       ready for the AGM.
6.5   Professional Activities
       Not present.
6.6   Membership/GOLD
       Not present.

6.7 Educational Activities
Not present but a report was submitted. (See Attachment 2)

6.8 Newsletter Editor
There will be one more issue this year with a report from the AGM and an end-of-the-year message from the Chair. Chapter chairs are encouraged to make a contribution as well.

6.9 Webmaster
Not present and no report was received.

6.10 Student activity.
Nothing to report

7 Student Chapter activities: UQ, QUT, GU, CQU, USQ

7.1 UQ: Not present and no report received.

7.2 QUT: Jasmine reported more students have joined the IEEE at a recent event at QUT. There has been an issue with availability of give-away T-shirts.
Vaughan to check with Goh about the status of orders for more T-shirts.

7.3 GU-Nathan: Not present and no report received.

7.4 GU-GC: Charles reported that the thesis prize notice was circulated and he has received some inquiries about submitting to the competition.

7.5 USQ: Not present but a report was submitted. (See Attachment 2)

7.6 CQU: Not present and no report received.

8 Chapter reports and plans for 2007

8.1 Computational Intelligence
Not present and no report was received.

8.2 Computer Society
John reported that he has sent notice about the upcoming conference. He has also approached the Computer Society to get some flyers for inserts in the conference handout about IEEE computer Society.

8.3 Control Systems/Robotics & Automation

8.3.1 An event is organised for December. Michael requested the committee to cover the reasonable cost of accommodation for the speaker in the order of $200. Unanimously confirmed.

8.3.2 Another event is organised for February. Details to be confirmed.

8.3.3 Michael also mentioned the invoice for an earlier event has not arrived yet. (Australian Synchrotron talk).

8.4 Microwave Theory & Techniques/Antennas & Propagation
David is running for President of the Antennas & Propagation Society. The committee wishes him the best.

8.5 Power Engineering
Joe reported a DL was held last week. Another event is being organised for December, details to be circulated soon.

8.6 Signal Processing/Communications
Jasmine reported no event has been held in recent months.

8.7 Vaughan to speak to Bouchra to establish if she wishes to continue in that job. Otherwise, Vaughan to approach Brian Lovell to volunteer to be the Chair of the Signal Processing Chapter next year.

9 Any other business.

9.1 Michael raised the issue about committee members not having the latest minutes after minor corrections/amendments usually done at the meeting. He moved that the secretary should send updated minutes after each meeting to committee members. John seconded that. Unanimously confirmed.
Abbas to check IEEE website for a repository for archiving and secure distribution of internal documents.

9.2 Vaughan raised the issue of having some sort of catering at committee meetings next year. Vaughan to investigate available options.

10   Next meeting
29 November at 5:00pm at Sofitel just before the AGM.

Attachment 1
Boundary between Queensland & NQ Sections

Dear committee

For at least a year, NQ Section has been wanting to revise/update/clarify the 'boundary' between Qld & NQ Section. Our bylaws state in Section 2 that

The territory of the Queensland Section, as approved by RAB, includes that portion of the state
of Queensland, Australia between the Tropic of Capricorn and the New South Wales border, plus
all of Rockhampton. The section includes those areas of Queensland with postcodes 4000 -
4739; 9008; and 9726.

The first part is not in dispute. The mapping to/from postcodes is the tricky bit. This is really the only way that IEEE HQ can sort members into Sections (since we don't usually provide the latitude & longitude of our home address). I think NQ Section is concerned that they are not getting all the postcodes/members that are due to them.

Last year, it was discussed at the Qld Section execom. It was resolved that Qld Section would take no action until NQ Section provided a postcode map clearly showing how the proposed postcodes matched our understanding that Qld Section = sub-tropical Qld + Rocky.

Now, NQ Section has a new proposal: that we should ask IEEE HQ to sort members into Qld or NQ Sections according to Australia Post's own 'Print Post Sort Plan':

http://www1.auspost.com.au/download/PrintPost_sort_plan.pdf

Specifically, NQ's proposal is that all postcodes that would be routed through the Cairns, Townsville or Mackay Mail Centres (PreSort Indicators 459, 460 and 466) should be NQ members, all others should be Qld members.

I think this might be a fair plan. I also believe we should revise our by-laws to omit any mention of postcodes, since that description is changeable at Australia Post's whim.

Anyway, I'd like to flag this as something for discussion/resolution at next Tuesday's meeting. Abbas, could you put it on the agenda, please?

Cheers
- Vaughan

Attachment 2

Brief reports:

Education Activities: Mailing of back-copies of Spectrum to school continues

USQ Student Branch Counsellor: Elections were held on 18 October. Jishu Das Gupta is the new Chair. Manoj Sivasane is the Vice Chair and Treasurer, Lanzhi Teng is the Secretary. We also recruited more than 25 new members (all paid)

Our joint event with EA went OK. It was a seminar on UAVs. It was well attended. But most were EA members. Only 5 IEEE members attended.

Regards
Tony