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Minutes for 10th February Meeting, 2008
Venue: UQ General Purpose (South) Building, Room 78-421

Attendance:

Office	Attendance	Present	Apolog y	Absent
Chair	Abbas Bigdeli	X		
Vice Chair	Roelof Swanepoel	X		
Secretary	Andrew Thomas	X		
Treasurer	Jasmine Banks	X		
Immediate Past Chair	Vaughan Clarkson	X		
Newsletter Editor	Robert Ellen	X		
Webmaster	Ashkan Boldaji			X
Professional Activities				
Membership Coordinator	Peter McLarty		X	
Awards & Recognition				
Student Activities Chair	Mark Griffin	X		
Educational Activities Coordinator				
Engineers Australia Liaison	Tapan Saha		X	
Aerospace and Electronic Systems Chapter	Robert Ellen	X		
Aerospace and Electronic Systems Chapter (VC)	Peter Lindsay		X	
Computational Intelligence Chapter	Marcus Gallagher			X
Computational Intelligence Chapter (VC)	Michael Blumenstein			X
Computer Chapter	Simon Ellis	X		
Computer Chapter (VC)	Philip Machanick	X		
Control Sys/Robo & Auto Chapter	Duncan Campbell	X		
Control Sys/Robo & Auto Chapter (VC)	John Billingsley	X		
Engineering in Medicine & Biology Chapter	Mohan Karunanithi		X	
Engineering in Medicine & Biology Chapter (VC)	Stephen Wilson			X
MTT/AP Chapter	Aleksandar Rakic			X
MTT/AP Chapter (VC)	Karla Ziri-Castro		X	
Power & Energy Chapter	Jose Lopez-Roldan		X	
Power & Energy Chapter (VC)	Tapan Saha		X	
Signal Pro & Comms Chapter	Garry Einicke	X		
Signal Pro & Comms Chapter (VC)	Dhammika Jayalath	X		
GOLD Affinity Group	Robert Ellen	X		
GOLD Affinity Group (VC)	Roelof Swanepoel	X		
Student Counsellor QUT	Jasmine Banks	X		
Student Counsellor UQ	Andrew Thomas	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

1 About the meeting:

- 1.1 Meeting opened at 5:31PM. Finished 7:12 PM.
- 1.2 Meeting chaired by Abbas. Minutes taken by Andrew.

2 Confirmation of agenda.

- 2.1 Two agenda changes:
 - 5.4 TENCON2012
 - 5.5 2009 Plan

3 Confirmation of minutes of the last meeting.

- 3.1 One error spotted in Section 1.2 – Vaughan taking minutes when it was actually Andrew
- 3.2 Apart from this error, minutes accepted.

4 Business arising from the last meeting.

- 4.1 Signatories change over: Hasn't happened as yet, Jasmine to continue following up on that.
- 4.2 L50 forms to be done – still undergoing preparation
- 4.3 Michael Lees - active as awards and recognition? – not yet been confirmed
- 4.4 TENCON2012 – Information e-mail has been distributed to committee

5 Committee Coordination — Section Chair.

- 5.1 Region 10 membership development incentive program
 - 5.1.1 Incentive program by Region 10 to increase numbers of senior members. They are going to put in money for sections which elevate their members to senior members, and suggested sections to create sub-committees to organize this. Want people to put up their hand to create committee sub-section. Abbas contacted Peter McLarty about this, he said he is in support of this but is not a senior member so cannot chair committee. He suggested Tapan or Peter Sutton to chair this sub-committee. Abbas supported nominating Tapan for this, Robert was in favour of this. Abbas said he would be happy to be involved in the committee along with Peter McLarty in the HMEC sub-committee.
- 5.2 125th Anniversary Region 10 student congress and other anniversary activities
 - 5.2.1 Region 10 student congress location has now been decided, Singapore is hosting. QLD section not to be involved.
 - 5.2.2 Region 10 has asked for proposals to celebrate anniversary activities, successful proposal can get up to \$1000 US to implement this. Vaughan had suggested last meeting to do something regarding the early television experiments performed in Brisbane. Robert and Abbas were in support of Vaughan's proposal. Other proposal's welcome.
- 5.3 Region 10 newsletter contribution
 - 5.3.1 Call for contribution to Region 10 newsletter. Abbas called for anyone who has had a successful event or other noteworthy event, to please put together a small article to submit for the Region 10 newsletter. Robert suggested something about robo-cup may be newsworthy. Duncan suggested something perhaps from AGM photos, reports etc.
- 5.4 TENCON2012
 - 5.4.1 Call for expression of interest in TENCON2012 – can potentially be a good financial benefit for the section. Good networking event in IEEE also. Abbas said that we are currently spending more than what we earn, so it might be a good idea to try and secure this conference. Expression of interest deadline is 20th February. Abbas had a meeting with Brisbane convention centre and they are happy with these sort of opportunity. Got a quote of around \$200,000 for everything (food, etc.). Abbas wanted committee input on using this information to put in this expression of interest. Later full submission will be invited.
 - 5.4.2 Abbas asked if anyone had any objections, if not, would anyone be willing to volunteer for the organization of this conference.

Discussion ensued about costs, Abbas said there are other funds available in sponsorship from IEEE, Qld government etc. John Billingsley said that this overhead seemed very high. He suggested that UQ for instance could host it to reduce overhead costs. Philip agreed that the costs were a little bit on the high side. Robert suggested that the Gold Coast may be a better venue. Roelof said even convention centre ball park figures still seem to be financially good. John agreed with Gold coast idea, said we should call it Surfers Paradise in bid.

5.4.3 No objections from committee for expression of interest. Abbas called for a volunteer to champion this expression of interest and possible subsequent bid. John talked about a number of issues that need to be addressed regarding organizing this. Gary suggested Vaughan may be able to do this as he is already putting together bids for another conference in the region. Abbas suggested Vaughan, Simon and John as a preliminary (non-fixed) committee.

ACTION: Abbas to circulate information to these three people. 5.5 2009 action plan

5.5.1 Abbas circulated this plan last meeting, called for anyone from committee to comment regarding this document. Roelof likes the idea, as long as it isn't used to aggressively to pressure people. Abbas said this is not the idea, just to be a set of goals, things to aim for, planning, pre-approval mechanism etc. Abbas re-iterated that the plan should eliminate the need for "flying minutes" i.e. committee approval for events between regular committee meetings. Roelof said it is also a good record keeping mechanism. Duncan said he is also supportive of the document in this format. Philip suggested it could be a Google document, with committee access only.

5.5.2 Committee agreed that this document should be used in the committee.

ACTION: Abbas and Andrew to look into how to share this document on Google documents

6 Reports from the Section Committee

6.1 Vice Chair

6.1.1 Nothing to report except that he is pretty much ready go for the region 10 meeting. Abbas said we were planning to assign two duties to Roelof – who to send to Region 10 in future, and also to look into any possible AGM changes.

6.2 Secretary

6.2.1 Officer reporting about to be completed, just getting the last bit of information. 6.3 Treasurer

6.3.1 Jasmine has met with Peter Sutton last week and looked at L50 forms from previous years and will be getting into this over the next week. Signatories issue still to be resolved. Roelof also needs to approach the Credit union to become a signatory. performed.

ACTION: Jasmine, Abbas and Roelof to organize signatories 6.4 Awards & Recognition

6.4.1 Vacant

6.5 Professional

Activities Vacant.

6.6 Student Activities

6.6.1 Student congress Region 10, middle of July – have to think about student representatives for this.

6.7 Membership Development

6.7.1 990 active members, all grades. 170 flagged as "applicants", 173 people in arrears, 170 inactive members. Peter suggested that if we can get 50% of these inactive members to be active again, then we will be well over 1000 member mark. Peter suggested we e-

mail the in-active members to see if they would like to join. Vaughan suggested that the 173 in arrears might be the most fruitful ground to try and draw members back.

6.7.2 He has received membership development material from HQ, if anyone would like this material for events – please see Peter. Student kits can be ordered by student counsellors.

6.8 Educational

Activities Vacant.

6.9 Newsletter Editor

6.9.1 Since last meeting, Robert has some photos from the AGM and spoke to Michael Lees, discussed that Michael should probably do an article (about awards and recognition), and perhaps Vaughan and Abbas may also do an article. Abbas agreed that we should do that, and that it could also be a submission to the Region 10 newsletter. It was discussed whether this information should be in its own newsletter (for edition zero) or in edition 1 of the newsletter.

6.10 Webmaster

Absent, no report received.

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

7.1 No students present currently, nothing to report

8 Chapter & Affinity Group reports and plans for 2008

8.1 Aerospace & Electronic Systems

8.1.1 Robert caught up with VC and is going to flesh out 2009 plan – get at least 1 talk in a range of themes, and a big event at UAV outback challenge, would like to get a slightly bigger presence at UAV challenge. Robert is after some IEEE advertising material, banners etc. for these sorts of events. Abbas said we should consider printing our own banners this year.

ACTION: Abbas to investigate cost and procedure for printing IEEE banners

8.2 Computational Intelligence

Absent – Vaughan saw a seminar announcement for Computational Intelligence chapter

8.3 Computer society

8.3.1 Simon is speaking to and encouraging people to put in for the open source development conference and Linux conference.

8.4 Control systems

8.4.1 Duncan said that there was an event late last year on human decision making and automation, with 26 people attending. Has been speaking to Dr David Roberts, from Australian High Commission in London, looks at Australia Defence and Security, happy to come and talk in September.

8.5 EMBS

8.5.1 Mohan apologies – sent a list of queries to be raised at meeting

8.5.2 Newsletter – EMBS website advertised? – Robert said this would be fine, as long as Mohan sent information

8.5.3 EMBS a separate thesis prize? – Logistics need to be considered, if Mohan and associates are happy to look after that. Need to consider source of prize money however. Need to allocate section budget to that likely – so that needs to be considered. Abbas said that if it can improve the footprint of IEEE then it may be worthwhile, but was concerned about proliferation of prizes. Will ask Mohan about monetary source and who they are targeting. Committee is in favour in principle with this.

8.6 MT&T/AP

8.6.1 Apologies, but e-mail report sent from Karla: “Just for a brief update, currently Aleksandar and myself are finalizing the plans for this year’s events in the MTT/A&P chapter. We hope to report the details in the next meeting.”

8.7 Power and Energy

8.7.1 Apologies, but e-mail report sent from Jose: "I am working with Tapan Saha in a program of events for the IEEE PES chapter. The IEEE PES chapter is having a meeting next Monday 16 February and I will present a summary of the events plan in the next IEEE meeting".

8.8 Signal Processing and Communications No report

8.9 GOLD

8.9.1 Forward planning document of annual report is still valid, some possible presenters last year expressed an interest in giving a presentation on differing subjects but had to pull out, Robert is going to get back in touch with them to see if they are interested to do some events this year. Robert suggested about having a GOLD presence on social networking websites, wanted to see if committee is in favour of this.

9 Any other business

9.1 125th Anniversary

9.1.1 Vaughan brought up 125th anniversary – going to look into TV experiment, apparently the equipment is in storage somewhere and he has been in contact with the Queensland Museum and Vaughan is going to investigate that further. Suggested that this could be a good exhibit for the 125th anniversary activities. Committee in full support of this.

10 Next meeting

10th March, 2009