



QUEENSLAND SECTION

THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS INC.

ARBN 078 576 495

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Minutes of Meeting 8th July, 2008

T 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
Gold Chair	Robert Ellen	X		
Educational Activities Coordinator	Tony Ahfock			X
Computational Intelligence Chapter	Brijesh Verma		X	
Computational Intelligence Chapter (VC)	Marcus Gallagher		X	
Computer Chapter	Simon Ellis	X		
Control Sys/Robo & Auto Chapter	Duncan Campbell	X		
MTTAP Chapter	Aleksandar Rakic	X		
Power and Energy Chapter	Gerard Ledwich			X
Power and Energy Chapter (VC)	Mohammad Hesamzadeh	X		
Signal Pro & Comms Chapter	Garry Einicke	X		
Signal Pro & Comms Chapter (VC)	Dharmika Jayalath			X
Aerospace and Electronic Systems Chapter	Robert Ellen	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
Awards & Recognition	Michael Lees	X		
Student Activities Chair	Philip Machanick		X	

1 About the meeting:

- 1.1 Meeting opened at 5:30PM. Finished 7:05PM.
- 1.2 Meeting chaired by Vaughan. Minutes taken by Abbas.

2 Confirmation of agenda

Unanimously confirmed.

3 Confirmation of minutes of last meeting

Minutes of the meeting held 10th June 2008, having been circulated, were taken as read and confirmed with exception of attendance list. It was noted that Duncan was indeed present.

4 Business arising

- 4.1 Vaughan reported that the memory sticks with appropriate logo have been ordered and will be available shortly.

5 Committee Coordination — Section Chair.

- 5.1 Formation of nominating committees for election of 2009 officers
The call for nomination for Queensland Section, CI, SP/Coms, PE, AESS have gone out already. Call for other chapters should be circulated soon.
- 5.2 A Special History Supplement With The Next IEEE R10 Newsletter
Vaughan asked all Committee members if anyone has any historical stuff (specifically visual such as photos) on IEEE Queensland Section to be used for this newsletter.

6 Reports from the Section Committee

6.1 Vice Chair

- 6.1.1 Joe spoke about the AGM and the option of the Customs House. He pointed out that a disadvantage of Customs House was that there was only very limited parking nearby. He will follow this up and will report next meeting. He will obtain new quotes from both Custom House and Sofitel.
- 6.1.2 The other issue is the date for the AGM. Because of the GOLD event on November 27th, it was resolved to push it back by one week to December 4th.
- 6.1.3 With regards to thesis prize, with the extra one week, the time for the judging process should be sufficient now.

6.2 Secretary

Nothing to report.

6.3 Treasurer

Not present and no report received.

6.4 Awards & Recognition

Abbas reported that the voting was in for the Volunteer of the Year Award and it was in favour of Michael Lees. The Committee congratulated Michael. The formal announcement & ceremony will occur at the AGM.

6.5 Professional Activities

Not present and no report received.

6.6 Student Activities

Not present but a report was received, email report attached.

6.7 Membership

Not present and no report received.

6.8 Educational Activities

Not present and no report received. Since last meeting, Tony has withdrawn his resignation for this role and agrees to continue until the end of the term.

6.9 Newsletter Editor

Robert Ellen spoke to this item. The next newsletter is being planned. He asked for all Committee to send their contribution by this Friday.

6.10 Webmaster

Not present.

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

UQ: Nothing major to report. Andrew will work on getting a new student Chapter Chair. He will be using the e-notice to call for nomination.

QUT: Jasmine reported that at QUT the student chapter is developing a website. She has been liaising with HQ to fill out the forms with regards to the Student Chapter. Progress is being made to submit all forms.

GU: Not present and no report was received.

USQ: Not present and no report was received.

CQU: Not present and no report was received.

8 Chapter reports and plans for 2008

8.1 AESS

Robert spoke to this. A potential speaker from Raytheon is being considered for the Chapter's inaugural event.

8.2 Computational Intelligence

Not present and nothing to report.

8.3 Computer Society

Simon spoke to this. Nothing is planned at the moment but he is trying to organise something with the universities.

8.4 Control Systems/Robotics & Automation

Duncan spoke to this. He now has access to e-notice and SAMIEEE. He is working on organising an event in September and another event in December. Details yet to be finalised.

He also spoke about a third joint Chapter on SMC. He has liaised with the HQ and knows there are 5 SMC members in Queensland Section.

There are also some events in the pipeline for next year.

8.5 Microwave Theory & Techniques/Antennas & Propagation

Aleks spoke to this. An event is organised for August. He is also working on another event jointly with Griffith. Another event by a speaker who is coming from Germany is also being organised.

8.6 Power and Energy

Mohammad spoke to this. He pointed out that the PE website which is hosted on UQ, is outdated. He will be working towards developing a new website hosted on the IEEE EWH server.

8.7 Signal Processing/Communications

Garry spoke to this. The talk on June 16th wasn't well received. The planning for DLT visit is going well.

Garry will be giving a seminar in Germany for the SP Chapter there.

He also talked about the MOU with DSPCS 2008 conference. He will be following it up as a flying minute.

8.8 GOLD

Robert spoke to this. A joint event with Engineers Australia is organised for November 27th, speaker is from GroundProbe. Another event perhaps jointly with UQ postgrads is being considered before November.

9 Any other business.

9.1 Succession plans for next year and nomination: Vaughan asked the Committee members to consider nominating themselves.

9.2 Simon reported on the IET Engineering Fraternity Dinner. He reported it was a good event including an inspirational speech.

- 9.3 Skype. Vaughan raised the issue with quality of conference call using Skype. He will be investigating the cost of providing landline conference call and will report back at the next meeting.
- 9.4 Queensland Section sponsoring the DSPCS Conference: the DSPCS has requested our Section to be the technical sponsor of the conference. The issue is if the Committee wants to become also the financial sponsor in the future so the members can also benefit from any potential profit.
- 9.5 Catering: it was decided to continue ordering the Pizza for next meetings.

10 Next meeting

12 August at 5:30pm.

Reports submitted by email:

Student Activities Chair

I mailed all Student Branch Counsellors with the following request and none have done anything yet (except one who was travelling at the time and promised to get back to me, but didn't).

On Wed, Jun 4, 2008 at 8:49 AM, Philip Machanick

Vaughn asked me to make this request to student branch counsellors. Could you all report back to me on when you think you will be able to complete these steps? Also please let me know if there are any obstacles to progress. Thanks.

Each student branch should:

1. Elect a chair or at least have an interim chair appointed. I believe the student branch counsellors can appoint interim chairs.
2. Complete their reporting obligations. Only the UQ student branch did this last year. For the sake of filling out a few forms, the branches earn USD100 or so each year.
3. Adopt a constitution. I have the UQ student branch constitution (attached). The others could be obtained (if they exist) from the Student Services Department. I got the UQ constitution by contacting Barbara Koenig b.koenig@ieee.org

All the details can be found in the MGAB manual

http://www.ieee.org/portal/cms_docs_iportals/iportals/volunteers/mga/home/MGAOPSMAN/MGA-Manual-Jan2008.pdf

in Section 9.7 'Student Branches'. There's also the 'Student Concourse' website (which details the reporting requirements) at <http://www.ieee.org/web/membership/students/index1.html>