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Minutes of Meeting 14th October, 2008
Venue: UQ General Purpose (South) Building, Room 78-421

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	Ashkan Boldaji		*X*	
Professional Activities	Andrew Bradley			*X*
Membership Coordinator	Peter McLarty			*X*
Awards & Recognition	Michael Lees	*X*		
Student Activities Chair	Philip Machanick	*X*		
Educational Activities Coordinator	Tony Ahfock			*X*
Aerospace and Electronic Systems Chapter	Robert Ellen	*X*		
Computational Intelligence Chapter	Brijesh Verma			*X*
Computational Intelligence Chapter (VC)	Marcus Gallagher		*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*
MTT/AP Chapter	Aleksandar Rakic		*X*	
MTT/AP Chapter (VC)	Karla Ziri-Castro		*X*	
Power & Energy Chapter	Gerard Ledwich	*X*		
Power & Energy Chapter (VC)	Mohammad Hesamzadeh		*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 5:33PM. Finished 7:05PM.
1.2   Meeting chaired by Vaughan. Minutes taken by Abbas.
2   Confirmation of agenda.
   Agenda accepted without change
3   Confirmation of minutes of the last meeting.
   Previous minutes accepted without change
4   Business arising from the last meeting.
4.2 Vaughan has followed up with Joe with regards to the speaker for the AGM. Still unresolved. All suggestions are welcomed.
5   Committee Coordination — Section Chair.
5.2 Promotion for 1000th Qld Section member?
5.2.1   Vaughan is proposing for the Section to have a promotion program to get the member count to 1000. He is proposing to offer free AGM pass to the 1000th member and the nominator. All in favour. **ACTION** Vaughan to organise the promotion. Vaughan will email the inactive members (subject to IEEE regulations allowing this) to invite them to rejoin and take advantage of this promotion.
5.3 Guidelines for reasonable expenditure for speaker visits
   There are two issues to resolve: the maximum number of nights of accommodation that the Section should cover and the second one is the number of people attending the dinner with the speaker and the standard of dinner. Discussion was held. It was resolved to have the following guidelines:
5.3.1   For accommodation, 2 nights will be preferred but, in exceptional circumstances and where there appears to be an expectation (such as for Distinguished Lecturers), up to 3 nights will be accepted.
5.3.2   As for dinner, it is advised to have a $200 cap on the expenditure for the dinner. It will be at the discretion of the host Chapter Chair or representative to decide on the dinner standard and number of invitees.
5.4 Report on Sections Congress
   Vaughan gave a brief report from the Section Congress held in Québec City last month. The main highlights were:
5.4.1   Next year will be the IEEE's 125th anniversary, more on this later.
5.4.2   IEEE has released a very flexible and useful website maintenance tool, called vTools. Vaughan will ensure that Ash is informed about the details with a view to implementation on the Qld Section website.
5.4.3   An Australia Council meeting was held during the Section Congress.
5.5 Nominations for Australia Council offices in 2009
5.5.1   Vaughan requested Section support for his nomination for Council Chair. There is a second nominee from WA, Douglas Chai. An election will be held to fill this position.
5.5.2   Vaughan requested Section support for nomination of Zia Ahmed of South Australia Section for Council Vice Chair. Both nominations were approved.
5.6 R10 Outstanding Volunteer Award Nomination (see attached document)
5.6.1   The potential nominees were considered and it was decided to nominate the Section's Volunteer of the Year award for this award. **ACTION** Vaughan to complete the form nominating Michael Lees.
5.7 Smart Planners Presentation, 23 October
   Vaughan suggested to the people interested in bringing a conference to Brisbane to take advantage of this program.
6   Reports from the Section Committee

6.1 Vice Chair

Joe apology

ACTION Vaughan to follow up with Joe about the AGM.

6.2 Secretary

Nothing to report.

6.3 Treasurer

6.3.1   Absent but a report was circulated prior to the meeting. A few thousand dollars were spent in the last month. $14,500.93 remains in the account, plus $40,000 in term deposits

6.4 Awards & Recognition

All certificates have been ordered and we are now waiting for them to arrive.

ACTION A blank certificate should be used to present to the 1000th member at AGM. Michael to prepare.

6.5 Professional Activities

Not present and no report received.

6.6 Student Activities

6.6.1   IEEE Australia Council student branch competition: Philip reported on the outcome. A written report is attached.

6.7 Membership Development

Not present and no report received.

6.8 Educational Activities

Not present and no report received.

6.9 Newsletter Editor

The firm deadline for submissions still on 31st October. Robert will send a reminder for submission shortly.

6.10 Webmaster

Not present and nothing to report.

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

7.1 UQ – Not present and nothing to report.

7.2 QUT – Not present and nothing to report. The event on Sep 16th was well received.

7.3 GU – Not present and no report received.

7.4 CQU – Not present and no report received

7.5 USQ – Not present and no report received.

8   Chapter & Affinity Group reports and plans for 2008

8.1 Aerospace & Electronic Systems

8.1.1   A major UAV challenge event was held where Robert represented IEEE. It was a great success. Unfortunately the promotional material from US didn't arrive to be used for the stand at the event.

8.1.2   A talk is being organised for November. Date and time is not yet set.

8.1.3   There are a few events already in planning for next year.

8.2 Computational Intelligence

Not present and no report was received.

8.3 Computer Society

Philip raised the idea of brining the international symposium of Parallel and Distributed Computing to Australia for 2012. He will follow up to get more information.

The chapter this year only had one event so far. Vaughan encouraged the Chapter to organise at least one more event over the next two months.

8.4 Control Systems/Robotics & Automation

8.4.1 Duncan reported on the recent event. He thanked Robert for filling in for him at the event. It was well received.

8.4.2 Another event is being organised for December 18th. Details to be firmed up over the next few days.

8.5 Engineering in Medicine & Biology

8.5.1 Not present but a report was given by Vaughan. The event for October 31st is now confirmed.

8.6 Microwave Theory & Techniques/Antennas & Propagation

    Not present and no report was received.

8.7 Power & Energy

8.7.1 Gerard reported. An event was held two months ago. A DL visit is now organised for November. The speaker will be Professor Anjan Bose. Gerard still needs to organise a venue for this talk. As soon as the location is firmed up it will be circulated.

8.7.2 Gerard tabled a budget to cover the cost of the DL visit. Three nights accommodation is required for $950 and $200 for dinner and another $200 for catering for the talk. It was approved by the Committee.

8.8 Signal Processing/Communications

    Dhammika reported. A DL talk was held at QUT last week. It was very well received with over 50 attendees. The event resulted in no cost to the Section. This was the fifth activity for the year. At least one more event is being organised.

8.9 Graduates of the Last Decade

8.9.1 An event on 27th November, joint with Engineers Australia, with a speaker from Ground Probe, has been confirmed. Robert will start advertising shortly.

8.9.2 A second event with a social nature is being considered for December. Cost estimate will be tabled at the next meeting.

9 Any other business

9.1 Abbas mentioned a talk in mid-December by Professor Daniel Yeung, President of IEEE Systems, Man and Cybernetics Society (SMCS) to be co-hosted by NICTA and ITEE.

9.2 Vaughan informed the Committee that, at the Sections Congress, he ordered a promotional IEEE flag that can be used at Section events.

10 Next meeting

    11th November, 2008

Reports submitted by email:

<u>Student Activities Chair</u>

This is something I can report on as student activity. Here are some
general recommendations arising out of the contest, which should be
conveyed back to student branches, so could you add these as a report so
they go out as part of the minutes?

The judges have suggested that it might be helpful if we provided some
general feedback on the applications to the Student Branches. I pass them
on to you and you may care to convey these comments back to the Student
Branches involved.

1. All Student Branches should be congratulated for the dedication of their
committee members and the interesting activities that they held.

2. All applications were of high quality and demonstrated considerable
enthusiasm. All applications met the items specified in List No. 1

3. The winning application was the best organised and the most
professionally prepared submission. It also addressed the most items in
List No. 2.

4. The judges were helped when the material was well organised and easy to
find.

5. Judges were impressed when applications cross-referenced attachments to
the criteria list.

5. The judges looked for specific material to support each claim.

6. The judges suggest that Student Branches wishing to enter the
competition start early, be aware of the checklist, and work on it
consistently throughout the year.

Philip Machanick