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Minutes of Meeting 11th November, 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		
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	Gerard Ledwich		X	
Power & Energy Chapter (VC)	Mohammad Hesamzadeh		X	
Signal Pro & Comms Chapter	Garry Einicke	X		
Signal Pro & Comms Chapter (VC)	Dharmika 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 5:35PM. Finished 7:15 PM.
- 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.

- 4.1 Vaughan to complete nomination form for R10 Outstanding Volunteer Award, nominating Michael Lees.
- 4.2 Vaughan has followed up with Joe with regards to arrangements for the AGM.
- 4.3 Michael to order blank certificate for the 1000th member of the Section.
- 4.4 Vaughan has sent out the notice for the campaign to get to 1000 members.

5 Committee Coordination — Section Chair.

5.1 AC Council Elections and Bylaws

- 5.1.1 Vaughan briefed the Committee about the change of the by-laws. He asked the Committee to endorse the changes. All were in favour.
- 5.1.2 Vaughan asked the Committee to endorse the casting of Queensland's vote in favour of his candidacy for the Chair of Australia Council. All were in favour.

5.2 IEEE R10 History Portal

- 5.2.1 Vaughan invited everyone on the Committee to contribute to this portal.

5.3 2009 Global Student Congress

- 5.3.1 Vaughan reported on the development around the bid for the Congress. The bid has now been submitted.
- ### 5.4 Nominating Brendan Williams for Senior membership
- 5.4.1 Vaughan presented Brendan's case to be nominated for Senior membership. All were in favour.

6 Reports from the Section Committee

6.1 Vice Chair

Not present. Vaughan briefed the Committee on the progress with planning for the AGM.

6.1.1 AGM & annual dinner

6.1.1.1 AGM Speaker

The speaker for the AGM has now been confirmed as Em. Prof. Mat Darveniza and all arrangements have been made.

6.1.1.2 Level of subsidy

Vaughan proposed to adopt a similar arrangement to last year i.e. \$40 pp for Committee members, \$60 pp for members and \$80 pp for spouses of members. It will be free for the recipients of the student thesis prizes.

6.1.1.3 Order of events will be similar to last year as well i.e. Committee meeting at 5pm, the AGM at 5:30, then 6:30 for 7 for dinner and the Speaker will start at 7:30pm.

6.1.1.4 It was also decided to send a separate e-notice with the invitation to the AGM.

ACTION: Vaughan and Abbas to write the invitation and send out.

6.1.1.5 Similar to last year, invitations are to be sent to members of sister societies.

ACTION: Vaughan to invite the sister societies.

6.1.1.6 All Chapter Chairs and Student Branch Councillors must prepare and submit a written report for presentation at the AGM. **ACTION:** Abbas to email the Committee members (Chapter Chairs and Student Branch Councillors) to remember to prepare and submit a written report.

6.2 Secretary

Nothing to report.

6.3 Treasurer

6.3.1 A report was circulated prior to the meeting. \$14,800.93 remains in the account, plus \$40,000 in term deposits.

6.4 Awards & Recognition

All certificates have arrived from the HQ. All are ready except for the student thesis award winner and the 1000th members.

6.5 Professional Activities

Not present and no report received.

6.6 Student Activities

6.6.1 Global Student Congress.

Discussed earlier in the meeting.

6.6.2 Student Thesis Prize

ACTION: Philip to organise the judging panel over the next few days.

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 final deadline for submissions is COB tomorrow.

6.10 Webmaster

Ash talked about the new IEEE webtool. It has a useful meeting wiki tool where Chapter Chairs can individually login and add notices.

ACTION: Ash will set up the links and the system and will email short instructions to all Chapter Chairs.

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

7.1 UQ – Not present and nothing to report.

7.2 QUT – Jasmine spoke to this. She reported on the successful event recently held at QUT. Jasmine also raised the issue of Counsellors bearing the cost of paying the student membership fees on their personal credit card. This can become significant when 10-15 students join at the same time.

It was agreed that, where requested by counsellors, the Section could advance funds to cover expected out-of-pocket expenses and then reconcile at a later stage when the exact figures are known.

7.3 GU – Charles spoke to this. There is now an avenue to hold separate meetings for the Electronics and Computing students at GU-Gold Coast. This should make it easier to organise IEEE student meetings next year.

7.3.1 Charles will be on Long Service leave during first half of next year. He will try to find someone to cover for him during this time.

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 talk is planned for next week to be held at UQ. It was resolved to have this as a joint UQ SB event.

A budget of \$200 is approved to cover the cost of catering for the event.

8.2 Computational Intelligence

Not present and no report was received. Vaughan reported that the Chapter held a postgraduate symposium last week which was quite successful.

8.3 Computer Society

Simon spoke to this. An event is being finalised for later in the month. Details will be circulated later.

8.4 Control Systems/Robotics & Automation

An event is now finalised for mid-December.

8.5 Engineering in Medicine & Biology

Mohan spoke to this. The inaugural event was held last month which was very successful. Another event for November 28th is now confirmed. The website for the Chapter is almost complete.

8.6 Microwave Theory & Techniques/Antennas & Propagation

Aleks spoke to this. An event was held recently which was the second this year for the Chapter.

8.7 Power & Energy

Not present and no report was received. An event for later in the month has been confirmed.

8.8 Signal Processing/Communications

8.8.1 Garry spoke to this. He has attended the Region 10 Comms Society meeting in Tokyo recently. The expenses for this meeting will be reimbursed by ComSoc hence there is no need for the Section to share the cost. He mentioned the option of advertising the Chapter events on the Region 10 ComSoc website.

8.8.2 An event has been organised for end of next week.

8.9 Graduates of the Last Decade

8.9.1 Robert spoke to this. One event is now confirmed for November 27th. He is now trying to organise a second event before the end of the year.

ACTION: Abbas to send details of the SMCS talk by the Society President that has been organised for December 16th to Robert. GOLD will be an official co-host for this event.

9 Any other business

9.1 Garry talked about a QLD government advertisement to send a student to Italy to do a Masters degree. He asked if it is appropriate to put it in the newsletter. It was resolved that if it is deemed relevant to the Chapter, it can be included in the newsletter.

10 Next meeting

5pm 4th December, 2008, at Sofitel.