| Dr. Garry Einicke, IEEE QLD Chair | Dr. Ghavam Nourbakhsh - IEEE QLD Secretary |
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| Fax: | Fax:  3138-1516 (W) |
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**Minutes of Meeting held on May 10<sup>th</sup> 2016**
**Venue: UQ General Purpose (South) Building, Room 78-421**

| Office | Attendance | Present | Apology | Absent | Via Skype |
|---|---|---|---|---|---|
| Chair | Garry Einicke | *X* | | | |
| Vice Chair | Daniel Eghbal | *X* | | | |
| Secretary | Ghavam Nourbakhsh | *X* | | | |
| Treasurer | Mike Robinson | *X* | | | |
| Immediate Past Chair | Tapan Saha | *X* | | | |
| Newsletter Editor | David Russell | *X* | | | |
| Webmaster | Mike Robinson | *X* | | | |
| Professional Activities | Dian Tjondronegoro | | | | *X* |
| Membership Development chair | Yateendra Mishra | | | | *X* |
| Awards & Recognition | Preethi Chandra | | *X* | | |
| Student Activities Chair | Jaroslaw Krata | *X* | | | |
| Educational Activities Chair | Kalum P. Udagepola | | | | *X* |
| Engineers Australia Liaison | Tapan Saha | *X* | | | |
| TISP | Mike Robinson | *X* | | | |
| Women in Engineering  (Chair) | Marie Luise Wille | | *X* | | |
| Women in Engineering (Vice chair) | Negareh Ghasemi | *X* | | | |
| Women in Engineering (Secretary) | Alexandra Posoldova | *X* | | | |
| Aerospace and Electronic Systems Chapter (Chair) | Robert Kennedy | *X* | | | |
| Aerospace and Electronic Systems Chapter (VC) | Ken Morris | | *X* | | |
| Aerospace and Electronic Systems Chapter (Sec) | *Vacant* | | | | |
| Computational Intelligence Chapter (Chair) | Amin Gharipour | | | | *X* |
| Computational Intelligence Chapter (VC) | Andrew Lewis | | *X* | | |
| Computational Intelligence Chapter (Sec) | Zahra Jadidi | | | | *X* |
| Computational Intelligence Chapter (Treasurer) | Alan Wee-Chung Liew | | | *X* | |
| Computer Chapter  (Chair) | Tomasz Bednarz | | | *X* | |
| Computer Chapter (VC) | Ruslan Puscasu | | | *X* | |
| Computer Chapter (Sec) | Jingxin Xu | | | *X* | |
| Computer Chapter (Treasurer) | Mike Robinson | *X* | | | |
| Control Sys/Robo & Auto Chapter (Chair) | Luis Mejias Alvarez | | | | *X* |
| Control Sys/Robo & Auto Chapter (VC) | Navinda Kottege | | | *X* | |
| Control Sys/Robo & Auto Chapter (Sec) | *Vacant* | | | | |
| Engineering in Medicine & Biology Chapter (Chair) | Mohanraj Karunanithi | | | *X* | |

| Role | Name | | | | |
|---|---|---|---|---|---|
| Engineering in Med & Biology Chapter (VC) | Qing Zhang | | | | X |
| Engineering in Med. & Biology Chapter (Sec) | Yan Li | | | X | |
| MTT/AP Chapter (Chair) | Konstanty Bialkowski | | | | X |
| MTT/AP Chapter (VC) | Antony Lui | | X | | |
| MTT/AP Chapter (VC) | Morteza Shahpari | | | | X |
| MTT/AP Chapter (Secretary) | Mostafa Shahbani | | | | X |
| Power & Energy Chapter (Chair) | Nilesh Modi | X | | | |
| Power & Energy Chapter (VC) | Rahul Sharma | | X | | |
| Power & Energy Chapter (Secretary) | David Batterham | X | | | |
| Signal Pro & Comms Chapter (Chair) | Andrew Bradley | | | X | |
| Signal Pro & Comms Chapter (VC) | Vaughan Clarkson | | X | | |
| Signal Pro & Comms Chapter (Sec) | *Vacant* | | | | |
| Social Implication of Technology Chapter (VC) | Kieran Tranter | | | X | |
| Young Professionals Affinity Group (Chair) | Alexandra Posoldova | X | | | |
| Young Professionals Affinity Group (VC) | Reuben Peterkin | X | | | |
| Young Professionals Affinity Group (Sec) | Rob Makaremi | | X | | |
| Young Professionals Affinity Group (Treasurer) | Hamid Amini Moghadam | X | | | |
| Student Counsellor QUT | Mark Broadmeadow | | X | | |
| Student Counsellor UQ | Rahul Sharma | | X | | |
| Student Counsellor UQ PES | Tapan Saha | X | | | |
| Student Counsellor GU-GC | Jahangir Hossain | | | | X |
| Student Counsellor GU-Nathan | Sascha Stegen | X | | | |
| Student Counsellor USQ | *Vacant* Paul Wen (?) | | | | |
| Student Counsellor CQU – Brisbane | Sangeetha Kutty | | X | | |
| Student Counsellor CQU – Rockhampton | Edward Palmer | | | X | |
| UQ Student Branch Chair | Jeremy Taylor | | | X | |
| UQ Student Branch (VC) | Michael Broe | | | X | |
| UQ Student Branch Treasurer | *Vacant* | | | | |
| UQ PES Student Branch Chair | Hanxiao Zhang | | | X | |
| UQ PES Student Branch (VC) | Lakshitha Naranpanawe | X | | | |
| UQ PES Student Branch Secretary | Xinren Marcus Jiang | | | X | |
| GU-GC Student Branch Chair | Reza Akbarzadeh Sohi | X | | | |
| GU-NC Student Branch Chair | Mojtaba Moghimi | | | X | |
| GU-NC Student Branch (VC) | Nazanin Nadian | | | X | |
| GU-NC Student Branch (Sec) | Arslan Akram Nizami | X | | | |
| GU-NC Student Branch (Treasurer) | Domagoj Leskarac | X | | | |
| Australian Oceanic Engineering Chapter | Navinda Kottege | | | X | |
| IEEE HKN Chair | *Vacant* | | | | |

| Number | Item | Action | Actioned |
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| | Chair: Garry Einicke opened the meeting with welcoming the members | | |
| 1.0 | Attendance and apologies. | As noted. | Secretary |
| 2.0 | Confirmation of agenda. | Was accepted by the committee members attended. | |
| 3.0 | Acceptance of minutes of the last meeting. | Moved by Garry and accepted by David. | |

| 4.0 | Business arising from the last meeting. | No items were reported. | Chair |
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| 5.0 | Committee Coordination – Section Chair. | | |
| 6.0 | Reports from the Section Committee | | |
| 6.1 | Chair | • I provided feedback to Tapan Saha about the draft AC by-laws.<br>• I endorsed and submitted the 2016 R10 WIE proposal from Marie-Luise Wille and her team.<br>• I gratefully acknowledge Marie-Luise Wille developing guidelines for signing up new student IEEE members.<br>• I gratefully acknowledge the team for developing, reviewing and posting the section's documents (Ghavam Nourbakhsh, Daniel Eghbal and Mike Robinson).<br>• Our team has reviewed the PES student paper competition submissions for Nilesh Modi.<br>• As usual, I request that our Chapter and Affinity Group Chairs continue working to achieve their event targets. | Garry |
| 6.2 | Vice-Chair | • Tapan volunteered to contact QLD life members about forming a life member affinity group. Subject to enough interest from the life members, the section would then apply to form the Life Member affinity group.<br>• Section approved $500 budget to purchase IEEE merchandise. Daniel to check available products and send a list to the committee before ordering. These gifts are used for IEEE speakers and memberships derive events.<br>• Current catering arrangement is fine with everyone.<br>• | Daniel |
| 6.3 | Immediate past chair report (plus Engineering Australia report) | • IEEE Australia Council (AC) meeting will be on 17h May.<br>• Update about AC bylaws is received from the QLD Section, which is needed to be approved in the next meeting.<br>• AC Students paper and Student Branch winners' selection process are in progress.<br>• UQ-EAIT engineering conference for 2016 will be held on 7th June. | Tapan Saha |

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| | | IEEE QLD Section sponsorship of $250 was requested and approved by the committee. | |
| 6.4 | Secretary | No report. | |
| 6.5 | Treasurer | • MJR proposed that future conference financing should be by way of an overdraft guarantee, instead of transferring section money into a conference bank account.<br>• $1,100 rebates received from IEEE. $10,000 transferred to a new term deposit. Net assets = $121.5K. | Mike |
| 6.6 | Awards & Recognition | • Conducted the voting round and completed the process for 2015 awards for the outgoing committee members. | Preethi |
| 6.7 | Professional Activities | • Continue promoting for professional activities. | Dian |
| 6.8 | Student Activities | No report. | |
| 6.9 | Membership Development | No report. | |
| 6.10 | Educational Activities | • L31 report was submitted and it would organise for next month. | Kalum |
| 6.11 | Newsletter Editor | David:<br>• All groups to submit newsletter content to the Newsletter Editor by 20 June for intended publication early July 2016. | All chapters and groups. |
| 6.12 | Webmaster | No report. | |
| 6.13 | TISP | No report. | |
| 7.0 | Student Chapter Activities | | |
| 7.1 | UQ Student Chapter | No report. | |
| 7.2 | PES Student branch at UQ | • Next main event which will be organised by us is recruiting new IEEE student members during the information session on 7th of June 2016 (at UQ EAIT postgraduate conference). We will be doing it on behalf of UQ IEEE student branch. | Lakshitha |
| 7.3 | QUT Student Chapter | No report. | |
| 7.4 | GU (Nathan) Student Chapter | • Griffith University Nathan IEEE Student Branch held a recruiting event on 19th April 2016 including a presentation on electric bikes from the guest speaker for the evening, Nick Willis from Electric Bikes Brisbane. We achieved a total attendance of 35 guests with members of the public, new, and existing IEEE members. The day brought upon 11 new student IEEE signups as well as ample discussion on electric bikes and IEEE membership. The event was catered with a free BBQ | Mojtaba Moghimi |

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| | | for IEEE members. <br> • Griffith University IEEE Nathan Student Branch plans for an IEEE seminar at early June with Prof. Trescases from University of Toronto presenting about Power electronics and FPGA designs. The details of the event and posters will be out soon. | |
| 7.5 | GU (Gold Coast) Student Chapter | No report. | |
| 7.6 | CQU (Brisbane) Student Chapter | • On Wednesday April 20th 2016, Mike Robinson from the IEEE Queensland Section conducted a seminar on this topical subject, which was attended by 36 people. The seminar was co-sponsored by the Australian Computer Society's Queensland Branch. <br> • We will be organising another event in July 2016 co-sponsored by ACS. <br> • We have 12 new members who have joined IEEE this year. Will be sending the invoices shortly to Mike Robinson. <br> • Also, I would need the details of our existing IEEE members in our campus. Please send it through to me so we could have our meeting to plan for our future events. | Sangeetha Kutty |
| 7.7 | CQU (Rockhampton) Student Chapter | No report. | |
| 7.8 | USQ Student Chapter | No report. | |
| 8.0 | Chapter and Affinity Groups | | |
| 8.1 | Aerospace & Electronics Systems | • AES section held an event on the 5May2016 at QUT for a presentation by Gordon Young from Air Services on GBAS. There were 10 attendees. <br> • We are looking at possibly presenting this again at UQ later in the year to capture some of Vaughan's students for the lecture. <br> • AES Section is organizing a 1 day workshop for Over The Horizon Radar with Dr Joe Fabrizio presenting. This is scheduled for the 12July and the flyer with details and the meeting in vtools should be out this week. We are expecting to attract 25 to 30 attendees for the workshop and holding it at BCEC. | Robert Kennedy |
| 8.2 | Computational Intelligence | • The IEEE Queensland Computational Intelligence Chapter will be | Amin |

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| | | hosting Prof Xue Li giving a seminar "Big Data Fusion for Mining e-Health Data", Friday, 13/May/2016 at 2pm on the Griffith University Gold Coast Campus. <br>• Also, we will be hosting Dr. Kelvin Ross giving a seminar "AI: The Future of Travel", Friday, 27/May/2016 at 2pm on the Griffith University Gold Coast Campus. Kelvin has made a distinguished contribution to ICT in Australia, particularly in the field of software testing. He is the a founder of K. J. Ross & Associates, currently employing over 100 specialist software testing consultants, and a NATA accredited testing laboratory. | Gharipour |
| 8.3 | Computer Society | • Conducted a Responsive Web Design seminar at CQU on April 20th. 36 students attended. | Mike |
| 8.4 | Control Systems/Robotics & Automation | • We had a meeting at QUT on April 15. Paul Newman from Oxford University gave a talk on autonomous self-driving cars. We had approx. 50 attendees with 20 ieee members. | Luis Mejias |
| 8.5 | Engineering in Medicine & Biology | • We plan to organise an IEEE event on June 10th, Friday, including two speakers: Prof. Xue Li from UQ, and Mr Martin Kettles from Konica Minolta. <br>• We are expecting 20~50 attendees. And I requested $100 supports from the section committee and got approved. Also committee agreed that if there are more than 20 registrations, our chapter can get $150 supports if needed. | Qing Zhang |
| 8.6 | Microwave Theory & Techniques/Antennas & Propagation | No report. | |
| 8.7 | Power & Energy/DEIS | • Past Seminar: Date 26/04/2016 Helping grid-integration of intermittent renewable energy sources with intelligent loads, by Prof. Prabir Barooah, Uni of Florida, USA. <br>• Future Seminar - June 14, Speaker – Stephanie Moroz (CEO- Nano-Nouvelle). <br>• Request for funding approval worth $140. Background: Significant interest from Industry to remotely access seminar most of which are held at UQ. Proposal is to use IEEE's WebEx. However, for clean audio feed a usb microphone is required. This equipment, once | Nilesh, David, Rahul |

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| | | acquired, will be available to other chapter events as well. Tapan supported the funding for microphone. <br>• Call for PES travel award completed and results will be declared before 15th May. <br>• PES will receive $800 for high performing chapter in 2015. | |
| 8.8 | Signal Processing/Communications | No report. | |
| 8.9 | Social Implications of Technology | No report. | |
| 8.10 | Young Professionals | • Past event - Big Data, good turn up, Nathan student branch helped with promoting the event. <br>• YP applied for the Activity support fund from R10 for organizing start-up boot camp and it is very likely that the application will be supported - 400USD. Chair of R10 YP expressed his strong support to organize start-up boot camp and proposed other funds we can apply for date for start-up boot camp set to be on 10-11th of September. <br>• YP Queensland participated on AUNZ YP teleconference, which was on 8th of May. <br>• Future event will be on Power Engineering in August. <br>• Alexandra will be on business trip from 6th of Jun until 19th of July. | Alexandra Posoldova |
| 8.11 | Women In Engineering | • We recently submitted a grant proposal for 2016 R10 Women in Engineering support fund. We aim to have a CSIRO facility tour for female engineering students. <br>• As we wish to host this event even without the R10 WIE grant, we requested $100 for catering purposes. Tapan supported this catering funding. | Negareh Ghasemi |
| 8.12 | AOEC [Australian Oceanic Engineering Chapter] | No report. | |
| 9.0 | Other business | | |
| 10.0 | Next meeting. | Next meeting will be 14th of June. | |