

## THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS INC.

ARBN 078 576 495

Mr. Om Perkash— Section Chair	Dr. Chandima Ekanayake—Secretary
IEEE Queensland.	IEEE Queensland
Phone:	Phone: 0733653762
Email: opbatra2kn@gmail.com	Email: chandima@ieee.org

#### Minutes of Meeting August 2023

#### Date:8/08/2023

#### Attendance:

Office	Officer name	Present	Apology	Absent
Chair	Om Perkash		$\boxtimes$	
Vice Chair	Rahul Sharma		$\boxtimes$	
Secretary	Chandima Ekanayake			
Treasurer	Richard Yan			
Immediate Past Chair	Alexandra Posoldova			$\boxtimes$
Newsletter Editor	Michael Robinson			
Webmaster	Sameera Samarasinghe			
Professional Activities				
Membership Development chair	Sudarshan Dahal			
Awards & Recognition	Michael Robinson			
Student Activities Chair	Hui Ma			
Educational Activities Chair	Daniel Eghbal			
Engineers Australia Liaison	Tapan Saha			
Community Manager	Jenniffer Zapata Giraldo			
Women in Engineering Chair	Punam Pawar			
Women in Engineering (Vice chair)				
Women in Engineering (Secretary)				
Aerospace and Electronic Systems Chapter Chair	Vaughan Clarkson			
Aerospace and Electronic Systems Chapter (VC)	Robert Kennedy			
Aerospace and Electronic Systems Chapter (Sec)				
Computational Intelligence Chapter Chair	Marcus R Gallagher			
Computational Intelligence Chapter (VC)				
Computational Intelligence Chapter (Sec)				
Computer Chapter Chair	Brian Lovell			
Computer Chapter (VC)				
Computer Chapter (Sec)				
Computer Chapter (Industry Engagement)				
Control Sys/Robo & Auto Chapter Chair	Thierry Peynot			
Control Sys/Robo & Auto Chapter (VC)	Alejandro M-Calderon			
Control Sys/Robo & Auto Chapter (Sec)	Navinda Kottege			
Engineering in Medicine & Biology Chapter Chair	Alejandro M-Calderon			$\boxtimes$
Engineering in Med & Biology Chapter (VC)	Camila Shirota			$\boxtimes$
Engineering in Med. & Biology Chapter (Sec)	MirHojjat Seyedi			
MTT/AP Chapter Chair	Hugo Espinosa			
MTT/AP Chapter (VC)	Syed Akbar Raza Naqvi			$\boxtimes$
MTT/AP Chapter (Secretary)	Lu Zhang			$\boxtimes$
Power & Energy Chapter Chair	Feifei Bai			$\boxtimes$
Power & Energy Chapter (VC)	Nilesh Modi			$\boxtimes$
Power & Energy Chapter (Secretary)	Nadali Mahmoudi			$\boxtimes$
Women in Power rep.	Indira Alcaide-Godinez			$\boxtimes$



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Power & Energy Chapter Treasurer	David Batterham	×	
Power and Energy Chapter (Student rep)	David Datternam		
Signal Pro & Comms Chapter Chair	Manuel Schmidt		
Signal Pro & Comms Chapter (VC)			
Signal Pro & Comms Chapter (VC)			
IA/IE/PEL Chair	Dezso Sera		
IA/IE/PEL VC	Mahinda Vilathgamuwa		
IA/IE/PEL Treasurer	Dulmini Karunathilake		
IA/IE/PEL Secretary	Junwei Lu		
Blockchain and IoT Chair			
Blockchain and IoT VC			
Blockchain and IoT VC			
SSIT Chair			
SSIT Vice Chair			
SSIT QLD Coordinator			
Young Professionals Chair			
Young Professionals (VC)			
Young Professionals (VC)			
Student Counsellor QUT	Ghavameddin Nourbakhsh		
Student Counsellor UQ	Richard Yan		
Student Counsellor GU-GC	Stephen So		
Student Counsellor GU-Nathan	Hugo Espinosa		
Student Counsellor USQ	Hugo Espinosa		
Student Counsellor CQU – Brisbane			
Student Counsellor CQU – Brisbane	Lasitha Piyathilake		
UQ Student Branch Chair	Deren Teo		
UQ Student Branch Vice Chair	Wendi Ma		
UQ IEEE PES Student Branch Chair	Ge Zhang		
UQ IEEE PES Student Branch Vice Chair	Ning Ma		
UQ IEEE PES Student Branch Secretary	Jiajie Feng		
UQ IEEE PES Student Branch Treasurer	Shijie Yao		
QUT Student Branch Chair			
QUT Student Branch Vice Chair			
QUT Student Branch Secretary			
QUT Student Branch Treasurer			
Griffith Student Branch Chair (GC)	Andrew Jensen		
Griffith Student Branch Vice Chair (GC)	Angus Brawley		
Griffith Student Branch Secretary (GC)			
Griffith Student Branch Treasurer (GC)	Timothy Tadj Zack Budai		
Griffith Member Engagement Coordinator(GC)	Medina Jenkins		
Griffith Events Coordinator(GC)	Victoria Belmont		
~ /	Madeline Abio		
Griffith Administrator(GC)	Waterine Abio		
Griffith Student Branch Vice Chair (GC)			
Griffith Student Branch Secretary (GC)			
Griffith Student Branch Treasurer (GC)			
Griffith Student Branch Chair (Nathan)			
Griffith Student Branch Vice Chair (Nathan)	N O		
Griffith IEEE PES Student Branch Chair	Yue Qu		
Griffith IEEE PES Student Branch Vice Chair	Hamza Mubarak		$\boxtimes$



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Griffith IEEE PES Student Branch Secretary	Muhammad Naveed Naz			X
Griffith IEEE PES Student Branch Treasurer	Weichong Yao			X
Griffith IEEE PES Student Branch Webmaster	Muhammad Ajmal Khan			X
IEEE HKN Mu Kappa Chapter Chair	Raveena Wadhwani	$\boxtimes$		
IEEE HKN Mu Kappa Chapter Vice Chair	Grace Margaretha			$\boxtimes$
IEEE HKN Mu Kappa Chapter Secretary	Zachary Grice			$\boxtimes$
IEEE HKN Mu Kappa Chapter Treasurer	Yunda Xu			$\boxtimes$
IEEE HKN Mu Kappa Chapter Media officer	Linfeng Liu			$\boxtimes$
Life Members Chair	John Gough		$\boxtimes$	
Section Historian	Om Perkash		$\boxtimes$	



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- 1. Welcome from Chandima.
- **2.** Attendance and apologies. As noted.
- **3. Confirmation of agenda.** Proposed Chandima Seconded Tapan

#### 4. Acceptance of minutes of the last meeting.

Minutes of the last meeting were circulated and approved.

Proposer: Tapan Seconded: Sameera

5. Business arising from the last meeting.

#### 6. Reports from the Section committee:

- Chair presented by Chandima
  - 1) Sections Congress: Mike is going to Ottawa Canada to represent QLD Section; His flights are paid by Section (as advance), Mike is paying for his hotel accommodation; Mike will be reimbursed by MGA for all the expenses; Upon receipt of reimbursement, Mike will return the loan money to QLD Section.
  - 2) IEEE Short Course for 28 August is proceeding as planned; Registrations numbers are a bit lower than anticipated, however, the event is proceeding. Team is working on securing more registration so that Section can breakeven / make some money. If there are no more registrations section will have to pay \$1200. If there is one more registration will reach breakeven.
  - 3) Field Trip to Gilmour Space Technologies This was pencilled in for August, however, it might need to be delayed until we find a person who is able to lead this activity. A champion need to be arranged to run this session.
  - 4) AGM Venue: AGM venue is confirmed; Deposit is being paid; Speaker / Entertainment updates to be shared by Rahul.
  - 5) Approval for Budget for two-day short course in November by AESS chapter in conjunction with Old Crows organization. This request was brought to committee last meeting and was deferred; Section Chair strongly supports this event and deems it as low risk. From this activity, Section



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expects to make money. So "total cost" is in fact negative. Further update was given by Vaughan. Approval of this moved to the next meeting. To breakeven around 12 registrations are required.

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#### Vice Chair – presented by Chandima

- Venue is locked, booking is confirmed, room is complementary. There is no minimum number for charges, if number is well beyond 100 BECE will check the availability of another room. Entertainment need be decided and currently working on it. Bollywood dancing has been proposed but welcome any other suggestions. Room can be arranged to accommodate the dance. Currently finalising the ticketing prices and will be discussed in the September meeting. AGM Speaker as the first choice approaching Paul Simshauser CE Powerlink Qld but was not available and working on finalising the speaker.
- -

Secretary

No report

- Treasurer: No report
- **Newsletter Editor:** The July newsletter has been postponed to August due to lack of articles.
- Webmaster

No updates.

Awards and Recognitions

No update

- Professional Activities:
- Student Activities



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Student competition on load and PV forecasting has started. Already two teams are registered. An article is provided to Newsletter chair. Needs to send an e notice.

- Membership Development
- Educational Activities:
- Engineers Australia liaison

Annual dinner is on last week of October. A \$ 1000 invoice will be sent to IEEE Qld section to sponsor a table. When the flyer is ready it will be shared with the committee for more information. A proposal will be tabled in coming months to finalise process of selecting attendees.

• Community manager

#### 7. Student Chapter Activities

#### 6.1 UQ

Organised a membership drive on UQ market day. 7 new members joined with the offered discount. Cost will be reimbursed. This event was approved in the last meeting.

- 6.2 UQ PES
- 6.3 QUT

6.4 GU (GC)



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#### 6.5 GU (Nathan)

Searching for new committee members

#### 6.6 GU PES

6.7 CQU

6.8 USQ

- Chapter and Affinity Group reports
  7.1 Aerospace and Electronic Systems
  - 7.2 Computational Intelligence
  - 7.3 Computer Society:.

Request Prof. Brian to run a session based on his recent article in IEEE spectrum.

#### 7.4 Control Systems/Robotics & Automation





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Planning online talks.

#### 7.5 Engineering in Medicine & Biology

Formed a new committee. Will have 3 or 4 events in the coming months. Chandima will update IEEE Vtool.

#### 7.6 Microwave Theory & Techniques/Antennas & Propagation

Finalised the committee. Working towards a DL visit. Organising a webinar on 10<sup>th</sup> Aug.

#### 7.7 Power and energy and DEIS joint chapter -

2 events are coming. 28<sup>th</sup> August and 11<sup>th</sup> of September.

#### 7.8 Power Electronic/Industrial Electronics/ Industry Applications

7.9 Signal Processing/Communications

7.10 Young Professionals

#### 7.11 Women In Engineering





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#### 7.12 IEEE HKN Mu Kappa Chapter

Arduino session is running on 6<sup>th</sup> of September. \$300 approved to support the session. Requested for a newsletter article. Three new members will join.

#### 7.13 Blockchain IoT

#### 7.14 Life Members

MJR is working with the national body to collect all information. John is working on organising two events

#### 9. Any other business

TENCON 2025 discussion. Will request Brian to start the application.

40 years celebration – 2025. TKS suggested we should celebrate this with 2024 AGM in October/November. IEEE president is happy to visit. Needs to form a committee. Suggested a day long event.

Committee congratulate Brian for his IEEE spectrum article on AI assisted pathology. https://spectrum.ieee.org/digital-pathology MJR is the ambassador for organising IEEE day.

#### **10. Next meeting:**

12/09/2023

#### ACTION LIST

Actions shaded dark have been either completed or cancelled (Numbering Scheme: Year\_Month\_action number)

Action No	Description	<b>Expected</b> Completion	Status
		Date	



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ACTION ITEM 2023 02 04	Jen circulated an email with the link to	14 March 2023	Cancelled this activity.	
ACTION ITEM 2023_02_04	Canva and members will look at the	14 March 2023	Cancened this activity.	
	benefits.			
	benefits.			
ACTION ITEM 2023_03_03	Update bank account signatories by the	11 April	On going. Treasurer has resigned.	
	treasurer	-		
ACTION ITEM 2023_04 _01	Submit a proposal on a student	9 May	Completed	
	competition on AI application for			
	energy (Hui Ma)			
ACTION ITEM 2023_04 _02	Update on AESS short course on Radar	9 May	Completed	
	target tracking (Vaughan)			
ACTION ITEM 2023_04 _03	Request the Australia council approval	9 May	Completed	
	for TENCON 2025 biding (Om)			
ACTION ITEM 2023_04 _04	Detailed proposal on the seminar by	9 May	Completed	
	Prof. Green (HKN)		toth to the DODO	
ACTION ITEM 2023_05_01	TENCON 2025 bid preparation (Brian)		In progress . 12 <sup>th</sup> June meeting BCEC	
			staff. Created an email account.	
ACTION ITEM 2023_05_02	Re-invest three term deposits is fixed		In progress. Om contacted ANZ.	
	deposits (Om)			
ACTION ITEM 2023_05 _03	AGM preparation (Rahul)		In progress. Date is fixed. 24 <sup>th</sup> Nov	
ACTION ITEM 2023_05 _04	Approach members who haven't		In progress. Chandima/Om has	
	renewed the membership (Sudharshan)		contacted Sudharshan. Completed	
ACTION ITEM 2023_05 _05	A report on Prof. Green's seminar		completed	
	(HKN)			
ACTION ITEM 2023_05 _06	Organising Gilmore space visit (Om		In progress	
	and Robert)			
ACTION ITEM 2023_06_01	Jen will provide potential AGM venue		Jen has resigned and no further action	
	details to Rahul		required.	



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ACTION ITEM 2023_06 _02	Jen will provide AGM entertainment	Jen has resigned and no further action
	information to Rahul	required.
ACTION ITEM 2023_06_03	Jen and Brian will provide potential	Rahul is working with Brian
	AGM speakers to Rahul	6
ACTION ITEM 2023_06_04	Om will provide IEEE Flyer	completed
	information to Feifei.	completed
ACTION ITEM 2023_06_05	Om will look for a suitable IEEE item	Find comothing locally as dispatch time.
ACTION ITEM 2025_00_05		Find something locally as dispatch time
	for speakers	will be too long for items from IEEE
ACTION ITEM 2023_06_06	Om will contact Alexandra to get IEEE	In progress
	WIE Facebook login and will forward	
	to Punam	
ACTION ITEM 2023_06_07	Om will forward the HKN report to	completed
	MJR	
ACTION ITEM 2023_06_08	Alejandro will send potential members	completed
	for EMB office bearers	1
ACTION ITEM 2023_06_09	Om will check for the unpaid IEEE	completed
	PES travel award (2022) and inform	
	Feifei	
ACTION ITEM 2023_06_10	Om will inform the outcome of funding	completed
	request to former EMB vice chair	completed
ACTION ITEM 2023_07 _01	Section congress in Ottawa. Om will	completed
ACTION TIEW 2025_07_01	reach some senior members to finalise	completed
	Queensland representation	
ACTION ITEM 2023_07 _02	EMB chapter committee finalisation.	Completed
ACTION ITEM 2023_07_02	Om will approach the nominees.	
	Chandima to update officer reporting	completed
ACTION ITEM 2023_07_03	ITON ITEM 2023_07_03    (treasurer, Awards and recognition)	
	chair)	



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ACTION ITEM 2023_07 _04	Richard to attend bank to finalise signatories.	completed
ACTION ITEM 2023_07 _05	Rahul to confirm BCEC and check with them minimum number of attendees for the quote/ AGM invitations and advertising by mid- August/ AGM speaker by mid-August/ Finalise the ticket cost	Completed
ACTION ITEM 2023_07 _06	MJR will send a request to collect materials for the second newsletter	Completed
ACTION ITEM 2023_07 _07	Om to organise handover process for treasurer and Awards and recognition chair posts	Completed
ACTION ITEM 2023_07 _08	Om to reach AES to get more information about the November workshop	Completed
ACTION ITEM 2023_07 _09	Raveena to send new committee detail to Chandima and Sameera	Completed
ACTION ITEM 2023_07 _10	Om to send section updates to Sameera to update the website	
ACTION ITEM 2023_07 _11	Om to send an event report to the committee to check the progress in the year	
ACTION ITEM 2023_08 _01	Rahul to update AGM details	



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ACTION ITEM 2023_08 _02	Hui to send an email to students about forecasting competition.	
ACTION ITEM 2023_08 _03	Forming a committee for IEEE Qld 40 year celebration.	

## **BUDGET REQUESTS**

Item No.		Date	Request	Requested amount	Approved
BUDGET	APPROVED	09/05/2023	Refundable seed money for	Up to \$3000	Yes
2023_05_01			AESS short course on		
			Radar target tracking has		
			been increased up to 3000		
BUDGET	APPROVED	09/05/2023	HKN expenses on Arduino	\$205	Yes
2023_05_02			WS has been approved		
BUDGET	APPROVED	09/05/2023	DL accommodation and	\$568.20 + bank cost	Yes
2023_05_03			other associated local costs		
			by SPC (Increased from the		
			initial budget of \$500)		



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BUDGET 2023_05_04	APPROVED	09/05/2023	AI application in Energy competition by student activities chair	\$800	Yes
BUDGET 2023_05_05	APPROVED	09/05/2023	PES Super Technical Session Seminar networking event	Up to \$400	Yes
BUDGET 2023_05_06	APPROVED	09/05/2023	PES DL visit	Up to \$500	Yes
BUDGET 2023_05_07	APPROVED	09/05/2023	HKN Prof. Green's seminar cost for 120 people	Up to \$1200 for 120 people	Yes
BUDGET 2023_07_01	APPROVED	11/07/2023	AGM total cost	Up to \$17,000	Yes
BUDGET 2023_07_02	APPROVED	11/07/2023	GU PES branch cost for 30 attendees and speaker	\$120	Yes
BUDGET 2023_08_01	APPROVED	08/08/2023	HKN branch cost for Arduino workshop	\$300	Yes