

QUEENSLAND SECTION



THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS INC.

ARBN 078 576 495

Dr. Chandima Ekanayake — Section Chair IEEE Queensland.	Dr. Hugo Espinosa — Secretary IEEE Queensland
Phone:	Phone:
Email: chandima@ieee.org	Email: h.espinosa@griffith.edu.au

Minutes of Meeting February 2023

Date:13/02/2023

Attendance:

Office	Officer name	Present	Apology	Absent
Chair	Chandima Ekanayake	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice Chair	Rahul Sharma	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretary	Hugo Espinosa	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer	Richard Ruifeng Yan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Immediate Past Chair	Om Perakash	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Newsletter Editor	Mike Robinson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Webmaster	Sameera Samarasingha	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Activities	Moid Sandhu	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Membership Development chair	Sudarshan Dahal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Awards & Recognition	Mike Robinson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Activities Chair		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educational Activities Chair	Rajesh Nighot	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engineers Australia Liaison	Tapan Saha	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community Manager	Jakob Pallot	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Women in Engineering Chair		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Women in Engineering (Vice chair)	Christina Kazantzidou	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Women in Engineering (Secretary)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aerospace and Electronic Systems Chapter Chair	Robert Kennedy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aerospace and Electronic Systems Chapter (VC)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aerospace and Electronic Systems Chapter (Sec)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computational Intelligence Chapter Chair	Marcus Gallagher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computational Intelligence Chapter (VC)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computational Intelligence Chapter (Sec)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Society Chapter Chair	Brian Lovell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Society Chapter (VC)	Mike Robinson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Society Chapter (Sec)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Society Chapter (Industry Engagement)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Control Sys/Robo & Auto Chapter Chair	Benjamin Tam	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Control Sys/Robo & Auto Chapter (VC)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Control Sys/Robo & Auto Chapter (Sec)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engineering in Medicine & Biology Chapter Chair	Alejandro Melendez-Calderon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engineering in Med & Biology Chapter (VC)	Camila Shirota	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engineering in Med. & Biology Chapter (Sec)	MirHojjat Seyedi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MTT/AP Chapter Chair	Hugo Espinosa	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MTT/AP Chapter (VC)	Syed Akbar Raza Naqvi	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MTT/AP Chapter (Secretary)	Lu Zhang	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Power & Energy Chapter Chair	Feifei Bai	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power & Energy Chapter (VC)	Nadali Mahmoudi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power & Energy Chapter (Secretary)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Women in Power rep		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power & Energy Chapter (Treasurer)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power and Energy Chapter (Student rep)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signal Pro & Comms Chapter Chair	Manuel Schmidt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signal Pro & Comms Chapter (VC)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signal Pro & Comms Chapter (Sec)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IA/IE/PEL Chair	Gihan Vitharanage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IA/IE/PEL VC	Dezso sera	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IA/IE/PEL Treasurer	Junwei Lu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IA/IE/PEL Secretary	Mahinda Vilathgamuwa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blockchain and IoT Chair		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blockchain and IoT VC		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blockchain and IoT Secretary		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SSIT Chair		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SSIT Vice Chair		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SSIT QLD Coordinator		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Young Professionals Chair		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Young Professionals (VC)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Young Professionals (Sec)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Counsellor QUT	Ghavameddin Nourbakhsh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Counsellor UQ	Richard Yan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Counsellor GU-GC	Stephen So	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Student Counsellor GU-Nathan		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Counsellor USQ		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Counsellor CQU – Brisbane		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Counsellor CQU – Rockhampton	Lasitha Piyathilake	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UQ Student Branch Chair	Ge Zhang	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UQ Student Branch Vice Chair	Ning Ma	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UQ Student Branch Secretary	Jiajie Feng	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UQ Student Branch Treasurer	Shijie Yao	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UQ IEEE PES Student Branch Chair	Taolue Shen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UQ IEEE PES Student Branch Vice Chair	Anuradha Abeysekara	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UQ IEEE PES Student Branch Secretary	Ge Zhang	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UQ IEEE PES Student Branch Treasurer	Ashan Imantha M.H. Bandara	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QUT Student Branch Chair		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QUT Student Branch Vice Chair		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QUT Student Branch Secretary		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QUT Student Branch Treasurer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Griffith Student Branch Chair (GC)	Andrew Jensen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Griffith Student Branch Vice Chair (GC)	Angus Brawley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Griffith Student Branch Secretary (GC)	Timothy Tadj	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Griffith Student Branch Treasurer (GC)	Zack Budai	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Griffith Member Engagement Coordinator(GC)	Medina Jenkins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Griffith Events Coordinator(GC)	Victoria Belmont	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Griffith Administrator(GC)	Madeline Abio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Griffith Student Branch Vice Chair (GC)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Griffith Student Branch Secretary (GC)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Griffith Student Branch Treasurer (GC)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Griffith Student Branch Chair (Nathan)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Griffith Student Branch Vice Chair (Nathan)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Griffith IEEE PES Student Branch Chair	Yue Qu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Griffith IEEE PES Student Branch Vice Chair	Hamza Mubarak	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Griffith IEEE PES Student Branch Secretary	Muhammad Naveed Naz	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Griffith IEEE PES Student Branch Treasurer	Weichong Yao	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Griffith IEEE PES Student Branch Webmaster	Muhammad Ajmal Khan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IEEE HKN Mu Kappa Chapter Chair	Samuel Moll	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IEEE HKN Mu Kappa Chapter Vice Chair	Yunda Xu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IEEE HKN Mu Kappa Chapter Secretary	Hankun Cui	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IEEE HKN Mu Kappa Chapter Treasurer	Linfeng Liu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IEEE HKN Mu Kappa Chapter Media officer	Christopher Malau	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Life Members Chair	John Gough	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Historian	Om Perakash	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



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1. Welcome from Chandima.

- **Attendance and apologies.**

As noted.

2. Confirmation of agenda.

The agenda was circulated and approved.

3. Acceptance of minutes of the last meeting.

Minutes of the last meeting were circulated and approved.

Proposer: Mike Robinson **Seconded:** Tapan Saha

4. Business arising from the last meeting.

No carry on items.

5. Reports from the Section committee:

- **Chair:**

Welcome to the 2024 section committee.

Housekeeping items:

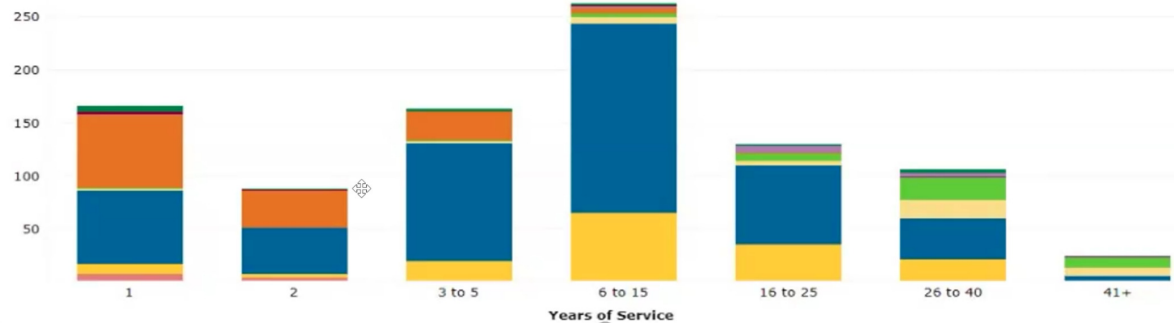
- The monthly committee meeting is scheduled for every second Tuesday of the month (except January and December) from 5:30 pm to 7 pm. It will be held at the University of Queensland, Advanced Engineering Building, St Lucia Campus, Building GP-South (78), Room 49-601, or via Zoom. Please ensure that you have received a calendar invite for all meetings throughout the year.
- The agenda for each meeting will be circulated a few days prior to the meeting. Please email any items that you would like to discuss at the meeting to the section Secretary (Hugo Espinosa – h.espinosa@griffith.edu.au) at least a few days before the meeting.
- Committee approval is required for any budget used towards an event. Please seek budget approval during the monthly meetings. It is recommended to avoid seeking approvals via email.

- If you are unable to attend the meeting (in person/online), please submit your apology to the section secretary as soon as possible. Otherwise, your attendance will be recorded as 'Absent.' Attendance will be reported in IEEE vTools.
- Each chapter and affinity group is required to hold a **minimum of two (2) technical meetings each year** to remain viable and eligible for funding available as part of the Section Rebate. However, we expect more from each of you. Please discuss with your chapter committee and establish a target. The Chair/Vice Chair are always available to discuss your targets and any limitations you may have outside of the meeting.
- Remember to schedule the meeting using IEEE vTool service a couple of weeks prior to the meeting and submit the meeting report online afterward. Meetings without the report submission will not be considered towards chapter activities. Other social media platforms can be used in addition to vTools. Our primary goal is to reach IEEE QLD Section members first, followed by prospective members through other social media platforms.
- The section committee email address is qld-committee@ieee.org. Please only send emails to this address if you would like to communicate with all committee members.
- A pre-approval budget of \$200 is available for events. Please submit event receipts along with a justification of expenditure.

Update on membership:

- Members: 1293 (*Note: there are some discrepancies in the number of total members from different data sources*)
- Member distribution based on level: 750
 - Members: 427
 - Fellow Members: 9
 - Senior Members: 111
 - Graduate Student Members: 113
 - Life members 30
 - Life Senior Members: 27
 - Student Members: 11
 - Other: 22 (Associate Member, Life Fellow, Affiliate)

▪ Years of Service:



It is important to target activities towards members with low participation rates, especially student members. Encouraging participation from Life members and Young professionals is also recommended.

Motion 1: Appointment of new committee members

2024 IEEE QLD Section Chair, Chandima Ekanayake, proposes the motion to appoint the following members to the Section committee, as no nominations were received during elections in 2023:

Community Manager: Jakob Pallot

Aerospace & Electronics Systems:

Vice Chair: Jason Williams

Power Electronics/Industrial Electronics/ Industry Applications Societies:

Chair: Gihan Vitharanage

Vice Chair: Dezso sera

Treasurer: Junwei Lu

Secretary: Mahinda Vilathgamuwa

Signal Processing, Communications, and Geoscience and Remote Sensing Societies:

Chair: Manuel Schmidt*

** Manuel Schmidt will serve as Chapter Chair until a new member can be appointed for the role, in that case Manuel would move into the Vice Chair role.*

UQ PES Student branch:

Chair: Taolue Shen

Vice Chair: Anuradha Abeysekara

Secretary: Ge Zhang

Treasurer: Ashan Imantha M.H. Bandara

UQ IEEE SBC:

Chair: Ge Zhang

Vice Chair: Ning Ma

Secretary: Jiajie Feng

Treasurer: Shijie Yao

Young Professionals: Chair: Sameera Samarasingha

Proposed: Chandima Ekanayake; Seconded: Tapan Saha – Motion passed unanimously

Motion 2: Change of signatories:

2024 IEEE QLD Section Chair, Chandima Ekanayake, proposes the motion to update the signatories on the IEEE QLD Section bank accounts. The signatory to be added is Hugo Espinosa (Secretary) to Everyday Saver and Three Term Deposits. The full list of signatories for 2024 includes: Chandima Ekanayake (Chair), Rahul Sharma (Vice Chair), Richard Ruifeng Yan (Treasurer), and Hugo Espinosa (Secretary). All New signatures to have full internet banking access to section accounts. Remove signatory Om Perakash and Alexandra Posoldova.

Proposed: Chandima Ekanayake; Seconded: Tapan Saha – Motion passed unanimously

Council Update:

- AC requested the introduction of a small levy on sections (50¢ per member) – QLD supports the request.
- AC requested information about Educational Activities – Chandima sent Council our Educational Activities Chair details.
- AC requested information about a Robotics competition to be held in QLD – Chandima will verify with UQ and QUT if there is any competition organised by them and will report back to the Educational Activities Council’s Chair.

R10 Meeting:

Meeting to be held in Kula Lumpur on 2nd and 3rd March, 2024. All section delegates from R10 will attend this meeting to discuss, among other things, challenges in the region, common grounds, and administrative issues. Chandima is planning to attend the meeting. Air travel and accommodation are covered by R10, no costs will be incurred for the section.

Financial Requests:

A new process based on an online Google form will be introduced in the next weeks. Any claim will be submitted through the form, which will be received by Richard Yan (Treasurer). Richard will enter the information in IEEE. The form will allow to attach receipts. Thank you to Ashan for helping to prepare the form. The form will be shared with the committee for testing.

IEEE Celebrations

It was proposed by Tapan Saha to celebrate IEEE 140-year anniversary, together with QLD Section 40-year anniversary. The proposal was approved by the committee. There are not yet planned activities for the event, but this will be discussed at further committee meetings.

To celebrate IEEE’s 140th anniversary, Chandima encouraged the committee to visit ieee.org to read the document “Inspiring Technology: 34 Breakthroughs”, which offer a selection of milestones that the past nearly century and a half have witnessed.

Other items:

- The number of events in 2023 was 80, however, not all events were reported. It is important to report all 2024 events in vTools, and to ensure that all 2023 events were correctly reported.
- The committee decided to remove the chapter “Blockchain IoT” from the Section.
- Request to order plaques for year-end celebration.

- **Vice Chair:**
Rahul Sharma is in his second and last year on the role. Rahul will start the AGM process sooner this year, and will look at contributing to the committee on other aspects as well.

- **Secretary:**
Introduced himself to the committee. Reminded the committee to send him meeting agenda items, meeting attendance apologies, updates in chapter members lists, etc.

- **Treasurer:**
Richard circulated the financial statement and will do the same every month prior to the committee meeting. Chandima will contact the bank to inquire whether the Section can access the accounts.

- **Newsletter Editor:**
Position vacant.

- **Webmaster:**
The website must be updated, Sameera was not in the meeting, so Chandima will send him an email indicating the things to update in the website. Mike will send Chandima an email with red flags found in the current website.

- **Awards and Recognitions:**
The website needs to be updated. Since Sameera was not present at the meeting, Chandima will send him an email listing the items that need to be updated on the website. Additionally, Mike will send Chandima an email highlighting any red flags found on the current website.

Mike proposed going back to the previous awards and recognitions format, which was created by Michael Lees in 2010. In such format, committee members receive recognition of service for attending a certain number of meetings. These members can then be nominated for outstanding contributions. Mike will send Chandima the document created by Michael. At the next Section committee meeting, Mike will request a vote for the Queensland Section to return to the format described in that document. A positive vote will enable Mike to order award certificates and plaques for the 2024 awards ceremony. The document will be circulated along with the agenda for the March meeting.

- **Professional Activities:**
- **Student Activities**
- **Membership Development**
- **Educational Activities:**
- **Engineers Australia liaison**
Tapan Saha is not anymore in Queensland Electrical branch. Richard will be the Engineers Australia liaison officer.
- **Community manager**

6. Student Chapter Activities:

- **UQ:**
New committee approved.
- **UQ PES:**
New committee approved.
- **QUT:**
- **GU (GC):**

- **GU (Nathan):**
- **GU PES:**
- **CQU:**
- **USQ:**

7. Chapter and Affinity Group reports

- **Aerospace and Electronic Systems:**

Robert nominated Jason Williams as Chapter's Vice Chair. The committee approved the nomination.

Robert also discussed the opportunity offered by Eventbrite for a waived pro unlimited plan, which would provide the section with unlimited marketing tools, event management, payments, tickets, etc. The condition is to use Eventbrite for certain services for the next two years.

- **Computational Intelligence:**

- **Computer Society:**

- **Control Systems/Robotics & Automation:**

- **Engineering in Medicine & Biology:**

- **Microwave Theory & Techniques/Antennas & Propagation:**

An Australian MTT/APS Chapter Chairs meeting was held to discuss cross-collaborations for organising online seminars, as well as potential visits from Distinguished Lecturers. This cross-collaboration among chapters aims to enhance networking opportunities and increase seminar attendance.

- **Power and energy and DEIS joint chapter:**
Differences between Enotices and vTools events were discussed.
- **Power Electronic/Industrial Electronics/ Industry Applications:**
New committee approved.
- **Signal Processing/Communications:**
Chapter Chair approved.
- **Young Professionals:**
- **Women In Engineering:**
- **IEEE HKN Mu Kappa Chapter:**

The chapter is organising an engaging panel for students, researchers, and industry members to discuss Queensland's goal of achieving net zero emissions by 2050. Three panellists have been invited, two from UQ and one industry guest with experience in energy market modelling. The event aims to connect professionals from the industry with students and researchers by promoting sustainable energy engineering practices.

The event expects to attract 100 attendees, with 70% being students and 30% professionals. Promotion of the event will be done through student societies, social media platforms, and through the panellists.

Date of the event: March 6th, 2024

Funding request: \$1,201.58 (catering + gift)

Note: if the number of attendees is lower than 100, then a budget adjustment would be required.

Chandima suggested to involve UQ Student Branch to support the event and drive the IEEE student membership to more than 20 new student members, which is the limit of HKN at one time.

Budget approved by Chandima and seconded by Robert Kennedy.

- **Blockchain IoT:**
It was decided by the committee to remove the chapter from the section.
- **Life Members:**
More information about plans and events will be shared at the next committee meeting.

8. Any other business

Mike shared the Australia Council website (<https://ieee-ac.org/events.html>), which contains a list of conferences held in 2023, to highlight the absence of conferences hosted in Brisbane. Mike also highlighted the importance for students to attend the student congress ANZSCON. Mike will share information about an IoT conference.

9. Next meeting:

12/03/2024

ACTION LIST

(Numbering Scheme: Year_Month_action number)

Action No	Description	Expected Completion Date	Status
ACTION ITEM 2024_02_01	Update bank account signatories		On going
ACTION ITEM 2024_02_02	Awards Chair role definition		Mike reviewed and adjusted the document, which will be discussed at the March meeting.
ACTION ITEM 2024_02_03	On March 1 st , 2024, Robert Kennedy proposed to request Jorge Portillo from Eventbrite to send the contract document through to the section for signature and approval		On going



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ACTION ITEM 2024_02_04	Financial requests using a new process through a Google form		On going
ACTION ITEM 2024_02_05	IEEE 140-year anniversary celebration together with QLD Section 40-year anniversary		On going
ACTION ITEM 2024_02_06	Chapter Blockchain IoT removed from the Section		On going
ACTION ITEM 2024_02_07	Purchase of plaques for year-end celebration		On going
ACTION ITEM 2024_02_08	Improvements and updates on section's website		On going

BUDGET REQUESTS

Item No.	Date	Request	Requested amount	Approved
BUDGET APPROVED 2024_02_01	13/02/2024	HKN Chapter panel event catering and gift for panellists	\$1,201.58	Yes