

## 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 March 2024

**Date:12/03/2024**

#### 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Secretary	Hugo Espinosa	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer	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 checked="" 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	Jakob Pallot	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Awards & Recognition Chair	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	Ruifeng Yan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community Manager	Jakob Pallot	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Women in Engineering Chair</b>	Punam Pawar	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Women in Engineering (VC)	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"/>
<b>Aerospace and Electronic Systems Chapter Chair</b>	Robert Kennedy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aerospace and Electronic Systems Chapter (VC)	Jason Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aerospace and Electronic Systems Chapter (Sec)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Computational Intelligence Chapter Chair</b>	Marcus Gallagher	<input type="checkbox"/>	<input checked="" 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"/>
<b>Computer Society Chapter Chair</b>	Brian Lovell	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
<b>Control Sys/Robo &amp; Auto Chapter Chair</b>	Benjamin Tam	<input checked="" type="checkbox"/>	<input 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"/>
<b>Engineering in Medicine &amp; Biology Chapter Chair</b>	Alejandro Melendez-Calderon	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engineering in Med & Biology Chapter (VC)	Camila Shirota	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Engineering in Med. & Biology Chapter (Sec)	MirHojjat Seyedi	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>MTT/AP Chapter Chair</b>	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"/>
MTT/AP Chapter (Treasurer)	Kamel Sultan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Power &amp; Energy Chapter Chair</b>	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 checked="" type="checkbox"/>

## QUEENSLAND SECTION



**THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS INC.**

ARBN 078 576 495

Power & Energy Chapter (Treasurer)	David Batterham	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power & Energy Chapter ( Women in Power rep )	Indira Alcaide-Godinez	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Power and Energy Chapter (Industry Liaison)	Nilesh Modi	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Power and Energy Chapter (Professional Bodies)	Tapan Saha	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Power and Energy Chapter (Webmaster)	Bonu Ramesh Naidu	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Signal Proc &amp; Comms Chapter Chair</b>	Manuel Schmidt	<input checked="" 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"/>
<b>IA/IE/PEL Chair</b>	Dezso Sera	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
IA/IE/PEL (VC)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IA/IE/PEL (Treasurer)	Junwei Lu	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
IA/IE/PEL (Secretary)	Mahinda Vilathgamuwa	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>SSIT Chair</b>		<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"/>
<b>Young Professionals Chair</b>	Sameera Samarasingha	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Young Professionals (VC)	Moid Sandhu	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Young Professionals (Sec)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>UQ Student Branch Chair</b>	Ge Zhang	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
UQ Student Branch (VC)	Ning Ma	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UQ Student Branch (Secretary)	Jiajie Feng	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
UQ Student Branch (Treasurer)	Shijie Yao	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
UQ Student Branch (Counsellor)	Ruifeng Yan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>UQ IEEE PES Student Branch Chair</b>	Taolue Shen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UQ IEEE PES Student Branch (VC)	Anuradha Abeysekara	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UQ IEEE PES Student Branch (Secretary)	Ge Zhang	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
UQ IEEE PES Student Branch (Treasurer)	Ashan Imantha M.H. Bandara	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
UQ IEEE PES Student Branch (Counsellor)	Tapan Saha	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>QUT Student Branch Chair</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QUT Student Branch (VC)	Amin Mokari	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
QUT Student Branch (Secretary)	Shaetrun Pathmanathan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
QUT Student Branch (Treasurer)	Amin Mokari	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
QUT Student Branch (Counsellor)	Yuchen Zhang	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Griffith Student Branch Chair – GC</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Griffith Student Branch (VC) – GC		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Griffith Student Branch (Secretary) – GC	Angus Brawley	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Griffith Student Branch (Treasurer) – GC		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Griffith Member Engagement Coordinator – GC		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Griffith Events Coordinator – GC		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Griffith Administrator – GC		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Griffith Student Branch (Counsellor) – GC	Stephen So	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Griffith Student Branch Chair – Nathan</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Griffith Student Branch (VC) – Nathan		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Griffith Student Branch (Secretary) – Nathan		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Griffith Student Branch (Counsellor) – Nathan	Sascha Stegen	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Griffith IEEE PES Student Branch Chair</b>	Yue Qu	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Griffith IEEE PES Student Branch (VC)	Hamza Mubarak	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Griffith IEEE PES Student Branch (Secretary)	Muhammad Naveed Naz	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Griffith IEEE PES Student Branch (Treasurer)	Weichong Yao	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



## QUEENSLAND SECTION

THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS INC.

ARBN 078 576 495

Griffith IEEE PES Student Branch (Webmaster)	Muhammad Ajmal Khan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Griffith IEEE PES Student Branch (Counsellor)	Feifei Bai	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
USQ Student Branch Chair		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
USQ Student Branch (VC)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
USQ Student Branch (Secretary)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
USQ Student Branch (Counsellor)	Yi Cui	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>IEEE HKN Mu Kappa Chapter Chair</b>	Yunda Xu	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IEEE HKN Mu Kappa Chapter (VC)	Grace Margaretha	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
IEEE HKN Mu Kappa Chapter (Secretary)	Zachary Grice	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
IEEE HKN Mu Kappa Chapter (Treasurer)	Linfeng Liu	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
IEEE HKN Mu Kappa Chapter (Faculty Advisor)	Tapan Saha	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Life Members Chair</b>	John Gough	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section Historian</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**1. Welcome from Chandima.****▪ Attendance and apologies.**

As noted. Rahul Sharma and Marcus Gallagher sent apologies.

**2. Confirmation of agenda.**

The agenda was circulated and approved.

**Confirmed:** Rajesh Nighot    **Seconded:** Jakob Pallot

**3. Acceptance of minutes of the last meeting.**

Minutes of last meeting were circulated and approved.

**Proposer:** John Gough        **Seconded:** Mike Robinson

**4. Business arising from the last meeting.**

No carry on items.

**5. Reports from the Section committee:****▪ Chair:**

[From previous Minutes of Meeting \(13/02/2024\):](#)

- Signatories: Chandima contacted the bank. An update will be provided in the next meeting.
- Payment requests: The MS Forms for reimbursement of expenses or request of approved funds allocated to awards are ready, and will be shared with the committee for two months. Any feedback will be addressed.
- IEEE Celebrations: A draft proposal was created by Tapan Saha. Feedback from the committee was requested by March 28<sup>th</sup>, 2024.
- Blockchain Chapter: Chandima will confirm in the next meeting if the the Chapter will either be removed from the Section or remain, provided at least two members accept responsibility for leading the Chapter.
- Website: Chandima reached out to the webmaster and some changes have been undertaken, the website update is in progress.

### Other items

- Chandima attended the R10 meeting in Kuala Lumpur, where concerns were raised about a drop in Region 10 student retention. Additionally, Industry memberships are declining, as are HKN memberships. UQ has an HKN group, but Griffith, QUT, and other QLD universities do not. Region 10 is planning activities for 140 years (i.e., 140 km run). Flagship conferences from R10 will be held in New Zealand in 2025 (ANZSCON). See R10 website for more information about events.
- The committee suggested that either Tapan or Vaughn be involved in the Ethics Committee.
- Chandima reminded everyone to complete the council's survey.

### Appointment of new committee members

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

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

Treasurer: Kamel Sultan, Postdoctorate at The University of Queensland

- **Vice Chair:**
- **Secretary:**  
A shared file containing the list of committee members will be circulated for everyone's update.
- **Treasurer:**  
Richard showed two Google forms and explained how to use them. Feedback was requested:  
For Awards: <https://forms.gle/fvXBjWq2t4Re8ovy5>  
For Events: <https://forms.gle/THMF8eLyb5k3mQBTA>  
Important: These forms are NOT for requesting approvals for expenses. All fund requests should be approved by the committee during monthly meetings.
- **Newsletter Editor:**  
Mike is working on the newsletter for March, which will include updates from the 2023 AGM. Additionally, Mike has added a new feature to the newsletter where a person will be selected, and their profile, including bio and achievements, will be showcased.

- **Webmaster:**

Sameera has updated most of Chandima's requests, and the office holders have been updated. Mike will provide previous newsletters to Sameera, who will then include them in the website.

- **Awards and Recognitions:**

Mike discussed the draft proposal for the awards and recognition format, considering a return to the old system with awards for recognising service. The proposal was circulated, and feedback was requested from the committee with a one-month deadline. Mike will order the plaques independently of the approval of the draft proposal.

- **Professional Activities:**

- **Student Activities**

- **Membership Development**

- **Educational Activities:**

Rajesh is organising two site visits for this year and will contact the Secretary to obtain the list of emails from Chapter Chairs to seek collaboration.

- **Engineers Australia liaison**

- **Community manager**

**6. Student Chapter Activities:**

- **UQ:**

Ning provided an update on their collaboration with the event organised by HKN. The student chapter is launching a LinkedIn page and has invited committee members to follow it.

- **UQ PES:**  
The chapter will host an educational seminar. Catering will be provided and a budget of \$150 was requested. Chandima confirmed that \$200 are pre-approved.
- **QUT:**  
Chandima approached previous members and potential counsellors to reactivate the chapter.
- **GU (GC):**
- **GU (Nathan):**
- **GU PES:**  
The chapter offered to promote both IEEE and PES at future events in case GU (Nathan) is still vacant.
- **CQU:**
- **USQ:**  
Chandima approached previous members and potential counsellors to reactivate the chapter.

## 7. Chapter and Affinity Group reports

- **Aerospace and Electronic Systems:**  
Robert is still waiting for documentation to come through from Jorge at Eventbrite. When it arrives in the next few days, Robert will forward it to the Exec committee for signature so that the agreement can be used for all the Chapter & Affinity Groups. Robert also inquired about whether he and Jason are allowed to access OU Analytics and other volunteer resources on the IEEE MGA site.
- **Computational Intelligence:**
- **Computer Society:**

- **Control Systems/Robotics & Automation:**  
Benjamin will ask student groups and academics from UQ and QUT to promote a robotics competition. Chandima will pass on information about the competition to Benjamin. The information is also currently available on the R10 website.
- **Engineering in Medicine & Biology:**  
They are planning events and discussing opportunities (e.g., hackathon) with the Qld Brain Institute, UQ BMS Society, among others. They are also reaching out to the UQ Robotics Society for collaborative opportunities.
- **Microwave Theory & Techniques/Antennas & Propagation:**
- **Power and energy and DEIS joint chapter:**  
One educational event has been organised and another event will be organised in March.
- **Power Electronic/Industrial Electronics/ Industry Applications:**
- **Signal Processing/Communications:**  
One event has been organised. Verify that Manue Schmidt is listed in both vTools and listserv.
- **Young Professionals:**
- **Women In Engineering:**  
Two events are being organised and updates will be provided in further meetings.
- **IEEE HKN Mu Kappa Chapter:**  
Yunda provided an update of their event, which attracted 120 registrations, with 80 attendees. The UQ student chapter promoted the event. The initial budget was further reduced due to having 80 attendees.
- **Life Members:**  
The first meeting of the year will be held on Wednesday March 13<sup>th</sup>, 2024.





## QUEENSLAND SECTION

THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS INC.

ARBN 078 576 495

### 8. Any other business

### 9. Next meeting:

9/04/2024

### ACTION LIST

(Numbering Scheme: Year\_Month\_action number)

Action No	Description	Expected Completion Date	Status
ACTION ITEM 2024_03_01	Update bank account signatories		On going
ACTION ITEM 2024_03_02	Awards Chair role definition		The proposal for the awards and recognition format was circulated, and feedback was requested from the committee with a one-month deadline. To be discussed in April's meeting
ACTION ITEM 2024_03_03	On March 1 <sup>st</sup> , 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
ACTION ITEM 2024_03_04	Reimbursement of expenses or request of approved funds allocated to awards, using MS Forms		Forms available for test and feedback. For Awards: <a href="https://forms.gle/fvXBJWq2t4Re8ovy5">https://forms.gle/fvXBJWq2t4Re8ovy5</a> For Events: <a href="https://forms.gle/THMF8eLyb5k3mQBTA">https://forms.gle/THMF8eLyb5k3mQBTA</a>
ACTION ITEM 2024_03_05	IEEE 140-year anniversary celebration together with QLD Section 40-year anniversary		Draft proposal created by Tapan Saha. Feedback from the committee was requested by March 28th, 2024



QUEENSLAND SECTION

THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS INC.

ARBN 078 576 495

ACTION ITEM 2024_03_06	Chapter Blockchain IoT status		The Chapter will either be removed from the Section or remain, provided at least two members accept responsibility for leading the Chapter
ACTION ITEM 2024_03_07	Purchase of plaques for year-end celebration		On going
ACTION ITEM 2024_03_08	Improvements and updates on section's website		On going

**BUDGET REQUESTS**

<b>Item No.</b>	<b>Date</b>	<b>Request</b>	<b>Requested amount</b>	<b>Approved</b>
BUDGET APPROVED 2024_03_01	12/03/2024	UQ PES Student Chapter requested budget for the catering of an educational seminar	\$150	Yes