



## QUEENSLAND SECTION

THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS INC.

ARBN 078 576 495

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### Minutes for April meeting 2006

**For Committee meeting:** **Tuesday 11 April 2006, 5:30 – 6:30 PM teleconference at**  
UQ General Purpose South Building Room 78-219 --  
Phone 3365-9113  
and Central Queensland University Phone (07) 4930 6491

<i>Office</i>	<i>Attendance</i>	<i>Present</i>	<i>Apology</i>	<i>Absent</i>
Section Chair	Tapan Saha	X		
Section Vice-Chair	Vaughan Clarkson		X	
Secretary	Andrew Thomas	X		
Section Treasurer	Amoakoh Gyasi-Agyei	X		
Section Past Chair	Renate Sitte			X
Newsletter editor	Yong Peng	X		
Webmaster	Sheng How Goh	X		
Professional Activ	Vacant			
Membership Coordinator	Peter McLarty	X		
Computer Chapter Ch	Vacant			
Power Chapter Ch	Joe Dong			X
Control Systems/Robotics & Autom.	Michael Lees	X		
Signal Proc & Comms Ch – Vice Chair	Jasmine Banks			X
Microwave Theory & Techniques Antennas & Propag. Ch	David Thiel/Ashley Robinson			X
Computational Intelligence Ch	Joaquin Sitte		X	
Student Counsellor QUT	Ed Palmer			X
Student Counsellor UQ	Peter Sutton		X	
Student Chapter GU_GC	Mark Livingstone		X	
Awards & Recognition	Michael Lees	X		

#### **1 About the meeting:**

- 1.1 Meeting opened at 5:37PM. Finished 7:00 PM
- 1.2 Meeting chaired by Tapan (present @UQ). Minutes taken by Andrew.

#### **2 Confirmation of agenda**

- 2.1 In section 11 (Any other business), Michael proposed a discussion concerning the Thesis prize.

#### **3 Confirmation of minutes of last meeting**

- 3.1 Minutes accepted with no changes.

#### **4 Business arising**

4.1 No business arising.

#### **5 Committee Coordination**

5.1 Computer Chapter Election –A call for nominations was made a couple of weeks ago via e-mail, with the computer chapter e-mail list used. There were some problems with this e-mail distribution, with not all computer chapter members receiving the call for nominations. In the last meeting, it was proposed that the call for nominations be sent out again, this time to all of the Queensland Section members, as the Queensland Section members e-mail list is more updated than the computer chapter list. The e-mail was sent, with some comments made by committee members being rectified. The e-mail reached 622 members, with only two e-mail addresses bouncing. The e-mail was sent on 4<sup>th</sup> April and the call for nomination was closed on 14<sup>th</sup> April.

One committee member said that the election was void due to insufficient time for the nominations and quoted the minimum time stated by the by-laws as being 3 weeks. Tapan looked into the by-laws and said that if the executive committee decides that this time is to be shortened, then this is allowed. Tapan has received 3 nominations with still 2 days to go till the call for nominations is closed.

Amoakoh said that he agreed with the shortened nomination time as the computer chapter is a big chapter which needs to be sorted out quickly. Peter McLarty said that Tapan should notify nominees and inform them of the multi-nominee election process and ask them to submit biographies. Tapan said it should be made sure that the election follows all the by-laws and he will inform the committee before he undertakes any actions. Tapan said we should try to elect both Chair and Vice-Chair at the same time if possible. Amoakoh suggested this also. It was also stated that nominees should also be given the opportunity to submit a one paragraph statement for the election.

5.2 CS/R&A Chapter Election – Only one nomination was received, and this was from Michael Lees. Therefore, Michael is the new CS/R&A chapter chair.

5.3 Vacant positions – There are 2 vacant positions, the Professional Activities Co-ordinator and the Educational Activities Co-ordinator. Tapan suggested that now post graduate students can take these roles and asked the committee members to look for people in industry and academia to fill these roles. These vacant positions will be included in the newsletter. Yong Peng also suggested the vacant positions should be posted on the website. Andrew is to write a few lines describing the vacant positions and send these to Yong Peng and Goh.

Peter McLarty suggested posting a form of minutes on the website, so members can see what is going on within the committee. It was unsure whether this is allowable, and this needs to be checked.

#### **6 Reports from the section**

6.1 Section chair – On 26<sup>th</sup> and 27<sup>th</sup> March, Tapan and Vaughan attended the region 10 section congress, which was very well attended. India, Thailand, Singapore etc. are very active, particularly in their student chapters. All of the region 10 awards went to India due to their active student chapters. The Student and GOLD congress was promoted heavily at the meeting. Tapan's view is that we should try and collaborate with local institutions such as IEAust more. This need to be discussed further.

6.2 Vice Chair – Apology

6.3 Secretary – Nothing to report

6.4 Treasurer – Amoakoh stated that the section is not poor. The section has \$24000 in a regular bank account, with \$40000 in term deposits, with over \$60000 in total. With last year's rebates, this

will soon be around \$70000. Yong Peng requested Amoakoh to submit a report for the upcoming newsletter.

6.5 Awards and Recognition Co-ordinator – Michael has received no nominations for awards from the committee. Michael asked for more information about the current nominees and Tapan suggested that Renate should be nominated for her contributions to the section.

6.6 Newsletter Editor – Yong Peng has got some information from committee members, but still needs more. He asked Peter McLarty about writing some information for the newsletter encouraging people to renew their membership. The newsletter was planned to be published on 14<sup>th</sup> of April however Tapan suggested delaying this so computer chapter elections can be detailed within it.

6.7 Web Master – Goh has helped Joaquin start a website for the Computational Intelligence chapter. Tapan is to contact chapter chairs to send updated information to Goh for the website.

## **7 Student chapter activities**

7.1 Peter Sutton sent an e-mail to Tapan to explain the details of his planned activities. Ed Palmer has not contacted Tapan, so Tapan said he will follow this up. Mark Livingstone is active and has run a student drive function. Amoakoh said that last Wednesday he ran a student drive and signed up 17 new student members. Therefore, he now has the required 20 students to form a student chapter at CQU. He will send the petition to HQ to formalise the chapter. Tapan is to contact USQ about possible student chapter activities.

## **8 Region 10 meeting**

8.1 As above.

## **9 Chapter reports and plan for 2006**

9.1 Power Engineering Chapter – Absent.

9.2 CS/R&A – Michael has been promoting the Machine Vision conference and has news that one activity that Ljubo had been organising appears to be possible again, after earlier doubts.

During this section, it was mentioned about IEEE gifts that can be given to presenters at seminars. It was suggested that it may be good for the section to acquire some of these items. Goh is to look at how these types of merchandise may be purchased and will report on this during the next meeting.

9.3 Signal Processing and Communications chapter – Absent

9.4 MTT/AP – Absent, Tapan to follow up.

9.5 Computational Intelligence – Quarterly meeting will be held in April which includes discussing regional activities.

## **10 Formation of GOLD**

10.1 A function has been organised to facilitate the formation of a GOLD chapter in Queensland. This social function will be held at St. Leo's college on 28<sup>th</sup> April, with finger food provided along with a cash bar available for drink purchases. The RSVP date was originally set for 21<sup>st</sup> April, but this has been extended to 25<sup>th</sup> to allow for more attendees. Andrew is to send out another reminder for the function, including local graduate student members and the QS committee.

## **11 Any other business**

11.1 Thesis prize – Vaughan is looking into the thesis prize and Tapan has given Vaughan websites that detail these prizes. Vaughan said he will detail a 1 page report on this for the next committee meeting.

Joaquin by e-mail said that he would like to discontinue the half price membership drive as he feels it detracts from the value of an IEEE membership. This was noted, however the half price membership drive was agreed upon by the committee at earlier meetings. It was said that the effectiveness of these drives will be evaluated next year.

It was stated that anyone who has any input into the thesis prize ideas to e-mail Vaughan by the next meeting. Also, there is a need to start AGM preparation for this year. The date needs to be finalised and possible high profile invitees need to be considered. Lord Mayor Campbell Newman was tentatively proposed.

## **12 Next meeting**

12.1 23<sup>rd</sup> May at 5:30pm