



## QUEENSLAND SECTION

THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS INC.

ARBN 078 576 495

Tapan Saha – Section Chair University of Queensland – St Lucia Campus	Andrew Thomas – Secretary University of Queensland – St Lucia Campus
School of Information Technology and Electrical Engineering	School of Information Technology and Electrical Engineering
Brisbane 4072	Brisbane 4072
Phone: (07) 33653962	Phone: (07) 33651654
Fax: (07) 33654999	Fax: (07) 33654999
Email: saha@itee.uq.edu.au	Email: andrew@itee.uq.edu.au

### Minutes for November meeting 2006

**For Committee meeting: Tuesday 14 November 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	Andrew Bradley			X
Membership Coordinator	Peter McLarty	X		
Computer Chapter Ch	John Williams	X		
Computer Chapter Vice Ch	Simon Ellis	X		
Power Chapter Ch	Joe Dong	X		
Power Chapter Vice Chair	Rajat Majumder	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	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 5:31PM. Finished 6:41PM
- 1.2 Meeting chaired by Tapan (present @UQ). Minutes taken by Tapan.

#### 2 Confirmation of agenda

- 2.1 No change

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

3.1 Minutes of last meeting accepted with no corrections

### **4 Business arising**

4.1 None

### **5 Committee Coordination -Chair**

5.1 Election 2006 – There has been 1 nomination for each position, so therefore there is no need for an election process. These appointments will be announced at the AGM. The appointments are:

Section Vice Chair: Zhao Yang Dong

Section Treasurer: Peter Sutton

Section Secretary: Abbas Bigdeli

Chair Chapter of Computational Intelligence: Brijesh Verma

Vice Chair Chapter of Computational Intelligence: Marcus Gallagher

Chair of Power Engineering Society: Rajat Majumder

At the start of 2007, these new appointees will take their positions. The other chapter chairs will continue as normal.

5.2 AGM – Tapan will not be able to attend this year's AGM, so instead Vaughan will conduct the AGM in his absence. Tapan is to give Vaughan the minutes of the last AGM for approval, his chair report and the agenda for the meeting. All chapter chairs need to submit a report for the AGM. The deadline of this submission should be 1 week before the AGM, with all submissions going to Vaughan. Renate suggested the reports are sent in a table format, which makes the task of region 10 reporting much easier for the chair. Tapan said he is happy with that idea. David and Michael said that it would be good if a template was made available for this suggested reporting format. Renate said she would send this to the committee. It was also mentioned that in addition to the chapter chair reports, the Treasurer, Awards and Recognition Co-ordinator, Professional Activities Co-ordinator, Membership Co-ordinator and the Educational Activities Co-ordinator should also make reports. Another e-mail should be sent to the members about the AGM in around a week. Michael offered to help with the newsletter if need be. The newsletter submission deadline will be tomorrow, with circulation as soon as possible after that.

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

a. Vice Chair – An e-mail has been sent to the members formally announcing the AGM and reservation details. Regarding the thesis prizes, Vaughan said that 2 or 3 students from Griffith University and 2 from QUT have submitted for the prize. The deadline for the submission is the 30<sup>th</sup> November. It was mentioned that the winners of the two thesis prizes should receive tickets to attend the AGM dinner. Renate said that the deadline for the thesis submission may be too late for Griffith University honours students. It was stated by Vaughan that one e-mail was sent to the student counsellors for both the final year thesis prize and the power engineering prize. It was also stated that the thesis judging committee needs to be formed within 16 days, so it is ready for a quick decision by the thesis submission deadline.

b. Secretary – A GOLD committee election is being planned for early 2007. The plan at this stage for the committee is to elect a Chair, Vice Chair and Secretary. Andrew and Peter McLarty to organise this.

c. Treasurer – Bank accounts stable, nothing to report.

d. Awards and Recognition Co-ordinator – Recognition certificates have been ordered and received ready for presentation at the AGM. Michael suggested personal e-mails be sent to the awards

recipients to announce that they will be receiving them at the AGM. This might also help boost the attendees at the meeting. No progress has yet been made on the history of the QLD section.

e. Professional Activities Co-ordinator – Absent

f. Membership Co-ordinator – Nothing to report. Will look at the statistics data with regards to new membership. It was stated that there should be roughly 60 new student members from CQU and USQ from their membership drives and new student chapter formations. A few new students have also joined from UQ.

g. Educational Activities Co-ordinator – Tony said that Jason Connelly was contacted from IEEE HQ about supplying back issues of Spectrum to school libraries. He said that there were no problems from HQ about this. A low cost plan of getting these into schools is currently being considered.

h. Newsletter Editor – Nothing to report.

i. Web Master – Goh has sold 40% of the merchandise to post-graduate students. There are currently 20 T-shirts and 6 caps left. Also, the AGM information has been updated on the web-site.

## **7 Student chapter activities**

7.1 Peter Sutton has gotten some subsidised membership takers from students. Jasmine organised a membership drive on the last day of the semester and she has gotten on taker for a subsidised student membership. There is currently no word from Yong Sheng Gow. Nothing to report from Renate until 2007. Amoakoh has nothing much to report, except that the students are keen to lunch a website for their student chapter, which they have designed already.

Tapan said special thanks to Tony and Amoakoh for forming student chapters at their respective campuses and also for attaining substantial new student membership for the QLD section.

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

8.1 Computational Intelligence – On 21<sup>st</sup> November there will be a post-graduate Computational Intelligence Symposium, with 10 presenters at this stage. This activity will make 3 activities for the year.

8.2 Computer Chapter – There was 2 events on 1<sup>st</sup> and 2<sup>nd</sup> of November. The first event was a seminar from Andrew Bradley, with 10 IEEE and 10 IEAust attendees. The second seminar was presented by someone from IBM's Oz Labs, with 20-25 attendees, again with 50% IEEE and 50% IEAust. Computer Society membership forms were made available during these seminars, with 15 being taken over the 2 days. IEAust expressed a desire to collaborate more in the future with seminars. These activities give the chapter 2 activities in 6-months.

8.3 CS/R&A – There was 1 event for this chapter on 26<sup>th</sup> October. That makes 2 events this year with another one planned. The IEEE QS is sponsoring a best student paper prize at an upcoming mechatronics conference. Michael said that there are 2 sets of IEEE certificates, one old and one new. Michael said he'd like to make use of the old set of certificates for the afore-mentioned student paper prize.

8.4 MTT/AP – There was a meeting on the 12<sup>th</sup> October, with 2 speakers presenting. The attendance was 5 IEEE members and 7 guests. This activity makes 3 events for the year.

8.5 Power Engineering Chapter – The power engineering chapter has held 6 technical seminars this year, 2 of those being presented by distinguished lecturers. Renate said that section receiving DL

should announce it to all chapter chairs in Australia so that they may also take part in the DL activities. Renate said that the Australia Council policy should try to be followed.

8.6 Signal Processing – At least 2 activities have been held this year. Tapan said that there was a very good level of activities this year from all the chapters.

**9 Any other business**

9.1 None

**10 Next meeting**

10.1 15<sup>th</sup> December pre-AGM