



## QUEENSLAND SECTION

THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS INC.

ARBN 078 576 495

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**Minutes of Meeting 20<sup>th</sup> January, 2009**  
**Venue: UQ General Purpose (South) Building, Room 78-421**

**Attendance:**

Office	Attendance	Present	Apolog y	Absent
Chair	Abbas Bigdeli	X		
Vice Chair				
Secretary	Andrew Thomas	X		
Treasurer	Jasmine Banks	X		
Immediate Past Chair	Vaughan Clarkson	X		
Newsletter Editor	Robert Ellen	X		
Webmaster	Ashkan Boldaji	X		
Professional Activities				
Membership Coordinator	Peter McLarty			X
Awards & Recognition				
Student Activities Chair	Mark Griffin			X
Educational Activities Coordinator	Tony Ahfock			X
Engineers Australia Liaison	Tapan Saha	X		
Aerospace and Electronic Systems Chapter	Robert Ellen	X		
Aerospace and Electronic Systems Chapter (VC)	Peter Lindsay			X
Computational Intelligence Chapter	Marcus Gallagher		X	
Computational Intelligence Chapter (VC)	Michael Blumenstein			X
Computer Chapter	Simon Ellis	X		
Computer Chapter (VC)	Philip Machanick		X	
Control Sys/Robo & Auto Chapter	Duncan Campbell		X	
Control Sys/Robo & Auto Chapter (VC)	John Billingsley		X	
Engineering in Medicine & Biology Chapter	Mohan Karunanithi	X		
Engineering in Medicine & Biology Chapter (VC)	Stephen Wilson			X
MTT/AP Chapter	Aleksandar Rakic			X
MTT/AP Chapter (VC)	Karla Ziri-Castro		X	
Power & Energy Chapter	Jose Lopez-Roldan	X		
Power & Energy Chapter (VC)	Tapan Saha	X		
Signal Pro & Comms Chapter	Garry Einicke	X		
Signal Pro & Comms Chapter (VC)	Dharmika Jayalath		X	
GOLD Affinity Group	Robert Ellen	X		
GOLD Affinity Group (VC)	Roelof Swanepoel	X		
Student Counsellor QUT	Jasmine Banks	X		
Student Counsellor UQ	Andrew Thomas	X		
Student Counsellor GU-GC	Charles Hacker			X
Student Counsellor GU-Nathan	Yongsheng Gao			X
Student Counsellor USQ	Tony Ahfock			X
Student Counsellor CQU	Shawkat Ali			X

## **1 About the meeting:**

- 1.1 Meeting opened at 5:35PM. Finished 7:15 PM.
- 1.2 Meeting chaired by Abbas. Minutes taken by Vaughan.

## **2 Confirmation of agenda.**

Agenda accepted without change.

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

Previous minutes accepted without change.

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

- 4.1 Vaughan completed action items assigned to him last meeting

## **5 Committee Coordination — Section Chair.**

### 5.1 Vice chair selection

- 5.1.1 Joe was to be chair in 2009, but could not take this position. According to MGA, Abbas stepped into Chair position. Vice chair is now open. Abbas called for anyone in this meeting if they would like to volunteer for the position of Vice Chair. Tapan said that according to committee rules under these special circumstance the executive committee can choose to appoint Vice Chair without election.

- 5.1.2 Vaughan proposed Roelof to be vice chair. Abbas outlined the responsibilities of the Vice Chair to Roelof, including the suggestion of revising the AGM idea. Roelof said he could provisionally accept subject to possible future changes in his work load. Roelof said he would accept the position if no-one had objections subject to these conditions. No objection from committee that was present..

### 5.2 Attendees to Region 10 meeting

- 5.2.1 Annual meeting, this year in Vietnam, late February/early March. Usually section chairs attend in addition to Chair, traditionally in this section Vice Chair is sent to this meeting. Abbas stated that we have to decide if we wish to do this as a section this year, and if Roelof was willing to do this. Tapan said that this was traditionally in the environment of automatic progression from Vice Chair to Chair. Vaughan said he is of the opinion that we should continue Vice chair sending position and we should approach Vice chair as if they are chair for the next year. Tapan said he would like to propose another idea, that it is up to the committee who is sent, could be anyone in the committee based on their performance/activities in the committee. Tapan said that this person could now potentially be Chair the following year.

- 5.2.2 Tapan's idea was supported by some committee members. Abbas was in favor of treasurer, secretary or vice chair going as these people are the most likely to be Chair in the following years, he said it was a compromise between all committee members eligible and just Vice chair tradition. Three suggested ideas, vice chair only, anybody in committee, or executive committee only (VC, secretary, treasurer). Abbas said that what we set this year will most likely set precedent for following years. Roelof liked the executive committee idea, looking at the person within this group with the most experience, contributions or most time served. Abbas said he wasn't in favor of seeing this as a reward, rather as a training trip or investment. Roelof agreed. Abbas suggested a solution: All those section committee members who are considering to nominate themselves in the next year or two to put their hands up, once we know that we discuss the most suitable person to go.

- 5.2.3 Tapan suggested rather we look at experience and contributions and select that way. Abbas said that the deadline is already past and we need to make a decision today. Jasmine suggested because deadline is so tight, we just send the Vice Chair this year. Garry suggested that people nominate themselves and we vote on them now, during the meeting. Abbas said that for next year, we should have a longer discussion later in the year, with the responsibility for initiating this going to Roelof. Committee decided that

we should go with Garry's idea. Vaughan nominated Roelof. Committee agreed that Roelof was selected for the trip.

### 5.3 E-mail list management

5.3.1 In the past, Peter managed the e-mail list; he is not on committee this year. Abbas said Secretary is usually the person, Secretary agreed with this.

### 5.4 Bank account signatories

5.4.1 Current signatories are Tapan, Vaughan, Peter and Joe. Tapan said new signatories should be at least two in same physical workplace, due to the requirement of two signatories. Vaughan suggested that 2 UQ and 2 QUT signatories would be best. Jasmine was fine to be sole QUT signatory, as she is often in the UQ locality.

**ACTION:** Vaughan, Roelof, Peter etc. to organise change in signatories.

5.4.2 Abbas, Jasmine, Vaughan and Roelof new signatories.

### 5.5 Planning for 2009

5.5.1 Abbas created a planning document for the section for 2009. Because running short on time, Abbas suggested he just presents section plan 2009 idea and then we discuss it further in later meetings. Abbas suggested that this could be used to pre-approve activities, so no need for back and forth between committee etc. Said it should be a living document, to be updated through the year. Abbas said he would like it to be added to agenda for next meeting for discussion and also to start filling it in if members think it will be of benefit. Vaughan just added that Section chairs should be thinking about plans for 125 year IEEE events.

## 6 Reports from the Section Committee

### 6.1 Vice Chair

No report as yet.

### 6.2 Secretary

6.2.1 Andrew said he would be putting together Officer reports and he would do that by either sending out an e-mail to get IEEE e-mail addresses and membership numbers of committee members. Due end of February.

### 6.3 Treasurer

6.3.1 L50 reports need to be submitted – major source of income for section. Bank account reports are due sooner than L50 though. Jasmine will need to submit these things.

**ACTION:** Jasmine and Abbas to make sure L50 and bank account reporting is performed.

### 6.4 Awards & Recognition

6.4.1 Vacant. **ACTION:** Abbas to check to see if Michael is still willing to do this.

### 6.5 Professional Activities

Vacant.

### 6.6 Student Activities

Absent and no report received

### 6.7 Membership Development

Absent and no report received

### 6.8 Educational Activities

Not present and no report received.

### 6.9 Newsletter Editor

6.9.1 Robert asked if we want to do a sole AGM report newsletter, or just put it in first edition of usual newsletter. Discussion ensued, it was suggested by Abbas that a newsletter be released in March, concentrating mostly on AGM report. Robert said he may be considering a format change during the year.

### 6.10 Webmaster

6.10.1 Looked at IEEE Wiki, still in Beta stage (enables entering of information by chairs regarding timing of meetings and activities).

## **7 Student Chapter activities: UQ, QUT, GU, CQU, USQ**

7.1 No students present currently, nothing to report

## **8 Chapter & Affinity Group reports and plans for 2008**

Early in year, nothing substantial to report except for Signal Processing/Communications chapter

### **8.1 Signal Processing/Communications**

8.1.1 Sig. Processing received request to section to sponsor a workshop on the order of \$1000 (see e-mail from Garry). Garry is happy to support this. Abbas spoke to organizer and suggested that the invited speaker be sought to be a DL, which makes the funding easier. Abbas wasn't sure if it was worthwhile to commit \$1000 to this workshop, as workshop is already part of a conference which is supported by IEEE and Xplore (i.e. already has IEEE logo). Vaughan suggested some support might be possible if there was some benefit to members such as a discount. To be discussed further next meeting, Garry to ask if they can find a DL visit instead.

## **9 Any other business**

### **9.1 TENCON2012 proposal**

9.1.1 Vaughan said request for bids on TENCON in 2012 has been distributed, can be a good money maker for the section. Vaughan said it should be seriously considered because of the benefits it can bring to the section. Simon agreed that this would be good. Committee agreed that this would be a good idea

**ACTION:** Abbas to distribute information about this to committee.

### **9.2 Pizza**

9.2.1 Committee was supportive of Pizza to be bought again for meetings.

### **9.3 Student Congress bid**

9.3.1 Vaughan said Queensland won, said there were three winners, but it is going to be held in Singapore. Mark can give a fuller report next time.

### **9.4 Region 10 history portal**

9.4.1 Vaughan is going to look into history of Brisbane TV in 1930's, going to look into this further and track down original equipment.

### **9.5 Sub-section establishment**

9.5.1 Vaughan raised that Rockhamptom or Toowoomba would be good centre for this. Vaughan spoke to a Rockhamptom member to ask if he would be willing to get 20 signatories for the creation of this sub-section, and he was interested in this. Vaughan asked if he had permission to send details of members in the area to this person to see if he could get signatures if he agrees. Committee agreed to this.

## **10 Next meeting**

10<sup>th</sup> February 2009