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Minutes of Meeting 10th March 2009
Venue: UQ General Purpose (South) Building, Room 78-421

Attendance:

Office	Attendance	Present	Apolog y	Absent
Chair	Abbas Bigdeli		X	
Vice Chair	Roelof Swanepoel	X		
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				
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)	Dhammika 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 6:58 PM.
- 1.2 Meeting chaired by Roelof. Minutes taken by Andrew.

2 Confirmation of agenda.

Agenda confirmed

3 Confirmation of minutes of the last meeting.

No changes, minutes accepted

4 Business arising from the last meeting.

- 4.1 Region 10 newsletter: Only segment of newsletter possibly contributed could be awards and recognition detail from AGM. Could potentially send a digest version of AGM newsletter to Region 10
- 4.2 Google documents idea for the Section plan hosting still needs to be investigated

5 Committee Coordination — Section Chair.

5.1 Region 10 student congress

- 5.1.1 Uncertain at this stage, will leave for future meeting.

ACTION: Roelof to follow up on this with Abbas

5.2 MGA committees in 2010

- 5.2.1 Roelof asked if anyone was willing to volunteer anyone or themselves for a position on the MGA committee for 2010. Secretary of Sig Processing and Comms Chapter volunteered himself for GOLD MGA committee.

5.3 Membership drive gifts

- 5.3.1 No stock left, no USB drives left. Need to decide what gifts could be bought for new members, potential members etc. It was brought up that UQ career fairs that this would be good to have things for this.

ACTION: Roelof to contact Abbas about getting more USB sticks.

- 5.3.2 Jose said that PES chapter is going to go to a couple of power engineering companies to perform recruiting there, would be good to have membership gifts of some sort. Need some banners and IEEE publicity materials. Plan is for June for this to be done. Roelof said we may need to do separate banners for PES. Need to check with Abbas about his progress with printing costs etc. Gary suggested that we should make a few banners for different locations/events, Roelof said these should be heavy duty due to a lot of use.

5.4 Region 10 educational activities support fund bid

- 5.4.1 Region 10 is offering a support fund for educational activity events. This was brought up so everyone is aware of this, the section can look at proposals for their events.

6 Reports from the Section Committee

6.1 Vice Chair

- 6.1.1 Roelof is looking at prices for different conference venues

- 6.1.2 Roelof has also been considering who to send to Region 10 congress next year. Roelof is of opinion that they should open it up and let everyone go, lots of useful information about IEEE direction, activities etc. Will send an e-mail out about pertinent reports presented at the congress to committee. Roelof is waiting for Abbas and Vaughan to get back and will talk to them about who should go to congress next year. Roelof said that at the moment he is of mind to send someone who is potentially in line for chair.

6.2 Secretary

- 6.2.1 Officer reporting was completed.

- 6.2.2 Secretary announced his resignation to the committee. Andrew is moving away from Brisbane for a new job opportunity and therefore is unable to continue on as Secretary. Bart Sedgwick, current secretary of the PES chapter has agreed to take over the section secretary position. The committee was happy with this replacement.

6.3 Treasurer

- 6.3.1 Apologies with report received: "The L50 form was successfully completed and sent on 19/02/2009.

The signatories form is in the process of being filled in. Abbas will be back in Brisbane on 12/03/2009, so I plan to come to UQ after that date and collect Abbas, Vaughan and Tapan signatures at the same time. I will make a time to meet Roelof later this week or early next week.

After the signatories form is filled in, all those who don't already have an account with UniCredit will need to visit a branch and show identification documents. I have just visited the QUT branch and obtained a list of acceptable documents, which is attached in docs.pdf. One thing which is not listed here, is that those with foreign passports will need to show a visa along with the passport."

6.4 Awards & Recognition

- 6.4.1 Michael Lees willing to continue on as Awards and recognition if committee is happy for him to not be able to attend meetings. Committee is happy with this.

ACTION for Andrew to let Michael know about comings and goings in committee

6.5 Professional Activities

Vacant.

6.6 Student Activities

- 6.6.1 Mark has nothing to report, except he brought up Region 10 student congress, need to try and decide on two student volunteers to send to this. Mark is going to nominate two people and then speak to Abbas and e-mail to committee for approval.

6.7 Membership Development

Absent, no report

6.8 Educational Activities

Vacant.

6.9 Newsletter Editor

- 6.9.1 Robert has received Michael's report for awards and recognition from AGM, Robert said AGM special edition should go out members pretty soon, probably within a week. Robert has some proposed submission and publication dates for three normal editions, 1st Tuesday of May, August and November.

6.10 Webmaster

Absent, no report received.

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

- 7.1 UQ – A small stall was setup on the engineering orientation day at UQ with some interest from students and the membership signup of 1 to 2 students.

8 Chapter & Affinity Group reports and plans for 2008

8.1 Aerospace & Electronic Systems

- 8.1.1 Now have a Secretary, John Davies. 28th April there will be a talk at Boeing House in city, on warfare systems and a hardware demonstration.

8.2 Computational Intelligence

Absent

8.3 Computer society

Absent

8.4 Control systems

- 8.4.1 A call for papers for a conference in Brunei, IEEE Multi-Conference on Systems and Control, John asked if this call for papers could be advertised at all in committee. Robert and Roelof said it could go in future newsletters.

8.5 EMBS

8.5.1 New web-site, Mohan asked if this could be distributed in some way. Roelof said the newsletter would be the best way to distribute this. In November there will be an event. Mohan to distribute a flyer for this event via E-notice.

8.6 MT&T/AP

8.6.1 Apologies, but e-mail report sent from Karla: "I would like to propose a seminar as part of the events for the MTT/AP Chapter this year. The speaker is QUT lecturer Dr. Jacob Coetzee, who joined QUT last year. He recently won second place in the gold category of the IEEE International RF and microwave conference for the design of a novel 4-element monopole array. The proposed topic of his talk is the design of this novel 4-element monopole array. As he is a local speaker the expenses can be kept to a minimum. QUT can host the seminar and we will only require funds for catering (refreshments) during the event. The date for this seminar is flexible, anytime between April and June, to suit the availability of budget from the chapter."

8.6.2 It was agreed that a proposal needs to be prepared for this and can be approved next meeting.

8.7 Power and Energy

8.7.1 Jose talked about extensive plan regarding workshop/seminar for 2 days, will make some money for the chapter – workshop will be cost effective. Raised that Jasmine will need to be involved in order to receive funds. Roelof said he is sure Jasmine will not have an issue with this. Committee was happy with this seminar as long as it breaks even at least, Jose said if not enough attend and break-even point is not reached, money will be refunded to confirmed attendees and cancel workshop. Roelof said that even if it doesn't quite break even, could be counted as a membership development event within limits.

8.7.2 It was suggested that after meeting with Jasmine regarding costs etc., Jose should send out an e-mail to committee and this will be approved in that manner by committee.

8.7.3 40+ people attended last seminar on electric vehicles. Gary suggested that Jose fills out L31 form for this as soon as possible.

8.8 Signal Processing and Communications

8.8.1 Sig processing secretary is organizing a conference, Gary asked if we can get the key-note speaker to do a seminar here at UQ branded with IEEE.

8.9 GOLD

8.9.1 Robert said that there is a group of about 3 or 4 people who had to pull out of event from last year, Robert will be going back to those people to see if they want to do anything this year.

9 Any other business

None

10 Next meeting

14th April, 2009