



QUEENSLAND SECTION

THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS INC.

ARBN 078 576 495

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Minutes of Meeting 15th September 2009
Venue: UQ General Purpose (South) Building, Room 78-421

Attendance:

Office	Attendance	Present	Apology	Absent
Chair	Abbas Bigdeli	X		
Vice Chair	Roelof Swanepoel	X		
Secretary	Bart Sedgwick	X		
Treasurer	Jasmine Banks	X		
Immediate Past Chair	Vaughan Clarkson		X	
Newsletter Editor	Robert Ellen	X		
Webmaster	Ashkan Boldaji	X		
Professional Activities	Farhad Dadgostar	X		
Membership Coordinator	<i>Vacant</i>			
Awards & Recognition	Michael Lees		X	
Student Activities Chair	Mark Griffin			X
Educational Activities Coordinator	<i>Vacant</i>			
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	Vaughn Clarkson		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	



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Number	Item	Action	Actionee
1.0	Attendance and apologies.	Noted as above.	
2.0	Confirmation of agenda.	Amendments noted.	
3.0	Confirmation of minutes of the last meeting.	Minor amendments.	
4.0	Business arising from the last meeting.	Website address update to be forwarded.	A Boldaji
5.0	Committee Coordination – Section Chair.		
5.1	Membership Drive Gifts	<p>Items were forwarded to committee, list rationalised based on price. Top 3 items noted:</p> <ol style="list-style-type: none"> 1. USB hub calculator (US\$10.45), 2. IEEE coffee mug (US\$7.10), and 3. Cap (US\$4.55). <p>Abbas B proposes that one hundred pairs of calculator and cap are purchased (at US\$15/pair).</p> <p>Roelof S proposes that more caps are purchased for student events.</p> <p>Roelof S moves that Committee purchases 90 USB hub calculators and 110 caps. Abbas B seconds. No objections, action passed.</p>	A Bigdeli
5.2	IEEE Banner	Abbas will send design around to Committee for comments. Requests some assistance with design selection.	A Bigdeli
5.3	1 st Computational Intelligence Summer School.	<p>Request from Marcus G for Section sponsorship for students attending conference. Sum of \$2500 is proposed.</p> <p>Committee in principle happy to support IEEE Qld. Student members, but requests more information regarding the nature of the conference and proposed sponsorship. It's not clear if this is an IEEE event? Action deferred until more information available and can be done before the next meeting via flying minutes. Abbas B to seek clarification from Marcus G.</p>	A Bigdeli



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5.4	ITME Conference	Request from USQ member Jianming Yong, for technical sponsorship of this conference . Committee points out that Sections are unable to offer technical sponsorship, which must come from Technical Societies at HQ level.	A Bigdeli
5.5	Qld Section Elections	Abbas B to forward e-notice for nominating committee. Timing is: <ul style="list-style-type: none"> • Nominations received 4 weeks from e-notice. • Nominations included in newsletter. • V-tools to be used for voting. 	A Bigdeli
6.0	Reports from the Section Committee		
6.1	Vice Chair		
6.1.1.	AGM Venue Update	Event confirmed for 4 th of December. Roelof S waiting on quotes for mail-outs to members. Has contacted Premier's office regarding invitation. Guest confirmed as Doone Wyborne (Geodynamics). Suggestion from Committee that backup speaker is considered.	R Swanepoel
6.1.2.	Student Branch Councillors	Student branch councillors to be advised that they are required to review submissions.	
6.1.3.	R10 Meeting	No particular feedback received from Committee. Abbas B moves to accept guidelines. Bart S seconds. No objections, passed. Guidelines for a secondary (section nominated) R10 Congress attendance were accepted (Abbas B, seconded by Philip M)	
6.1.5.	Women in Engineering Chapter	Section has promised financial support for helping set up a WIE AG, provided that someone is found to take the lead	
6.2	Secretary	Attendance record required for AGM.	B Sedgwick
6.3	Treasurer		
6.3.1.	PES Seminar	D Birtwhistle invoice remains unpaid, waiting for updated invoice. Jose LR has been in touch. Jose LR requested summary of payments for closing out.	J Banks



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6.3.2.	Renewal of Term Deposit	Committee agrees to retain \$25k in cash. \$20k to 3 month term deposit, to take advantage of future rate rises.	J Banks
6.3.3.	MECU Vote	Committee not in a position to vote (no majority), agrees to Abstain from voting.	J Banks
6.3.4.	Australian Council Levy	Abbas B to forward invoice. Cheque can be signed at next meeting for ~\$470.	A Bigdeli
6.4	Awards & Recognition	M Lees sends apologies. B Sedgwick tables email: The completed awards and recognition certificates for the 2009 AGM have arrived.	
6.5	Professional Activities	Committee welcomes new Chair: Farhad Dadgostar	
6.6	Student Activities	No report.	
6.7	Membership Development	Position vacant.	
6.8	Educational Activities	Position vacant.	
6.9	Newsletter Editor	Committee discussed timing for newsletters around AGM and election. Rob E to advice cut-off and publishing dates.	R Ellen
6.10	Webmaster	Ashkan B has been testing user account section. Nearly ready for chapter pages and handover to chapter chairs. Tapan S requests that templates be made available, Ashkan B says no problem. Notes that Webmaster retains admin rights.	A Boldaji
7.0	Student Chapter Activities		
7.1	QUT Student Chapter	Recent events have been successful with over 10 new members. Recent event with Andrew Thomson (US visitor) was successful. Jasmine B to organise election.	J Banks
7.2	UQ Student Chapter	Vaughn C sends apologies. B Sedgwick tables email. Student branch meeting on 11 th August very well attended with talk by Dr. Ashley Robinson on activities of Micro. Student branch supported an event on 27 th August at which 1 st year eng., students at UQ were invited to learn more about studying electrical, computer systems and software engineering.	



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		Nominations closed for 2010 branch, elected unopposed were Nikki Holmes as Chair and Robert Chang as Treasurer.	
7.3	GU Student Chapter	No report. Abbas B to contact regarding 2010 elections.	A Bigdeli
7.4	CQU Student Chapter	Shawkat A sends apologies. No report. Abbas B to contact regarding 2010 elections.	A Bigdeli
7.5	USQ Student Chapter	No report. Abbas B to contact regarding 2010 elections.	A Bigdeli
8.0	Chapter and Affinity Groups		
8.1	Aerospace & Electronic Systems	Second event planned for October, DL visit. Not sponsoring Outback UAV Challenge this year.	
8.2	Computational Intelligence	No report.	
8.3	Computer Society	Philip M notes that chapter needs to organise second event.	
8.4	Control Systems/Robotics & Automation	Event held on 19 th of August with industry support from CUB and ERM Energy, well attended with 34. Event planned for David Roberts from UK High Commission, focusing on DSTO activities. ~20 th October. John B organising a talk at USQ sometime in November, around 10 th year anniversary of chapter.	
8.5	Engineering in Medicine & Biology	No report.	
8.6	Microwave Theory & Techniques/Antennas & Propagation	No report. Tapan S notes that he's heard that an event is being organised.	
8.7	Power & Energy	DL event on Smart Grid was very well attended (69) including CEOs of various Utilities.	
8.8	Signal Processing/Communications	Garry E organising a second event with Lachlan Andrew on Green Computing. DL events organised for November and December, which will	



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		require accommodation sponsorship.	
8.9	Graduates of Last Decade	Presentation skills event planned for (hopefully) second week of October. Discussed the possibility of graduation reception event for students in January or February 2010. iLab event for 26 th November with IEAust.	
9.0	Other business.		
10.0	Next meeting.	13 th October 2009	