

Minutes of Meeting held on October 08th 2019, 5:30pm
Venue: UQ, St Lucia Campus, Advanced Engineering Building, Room 49-601
Webex Meeting Number: 591 164 987 Dial in Number (1800456315)

Nilesh Modi, IEEE QLD Section Chair	Jeniffer Zapata, IEEE QLD Section Secretary
Phone:	Mobile:0451487655
Email: n.modi@ieee.org	Email: Jenniffer.zapata@ieee.org

Office	Attendance	Pre-sent	Apo-logy	Sky-pe/We-bex	Ab-sent
Chair	Nilesh Modi	X			
Vice Chair	Alexandra Posoldova	X			
Secretary	Jeniffer Zapata	X			
Treasurer	Vaughan Clarkson			X	
Immediate Past Chair	Daniel Eghbal			X	
Newsletter Editor	David Russell		X		
Webmaster	Farzad Faradjizadeh		X		
Professional Activities	Waaile Lafta			X	
Membership Development chair	Sudarshan Dahal				X
Awards & Recognition	Amin Mocaribolhas-san		X		
Student Activities Chair	Rasoul Garmabdari				X
Student Activities Assistant Chair	Mohammadhossein Etesami				
Educational Activities Chair	Rasoul Garmabdari				X
Engineers Australia Liaison	Tapan Saha		X		
TISP	Michael Cowling				X
Women in Engineering (Chair)	Negareh Ghasemi			X	
Women in Engineering (Vice chair)	Marie-Luise Wille			X	
Women in Engineering (Secretary)	Hanxiao Zhang				X
Aerospace and Electronic Systems Chapter (Chair)					
Aerospace and Electronic Systems	Jason Williams	X			

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Chapter (VC)					
Aerospace and Electronic Systems Chapter (Sec)	Hanxiao Zhang				X
Computational Intelligence Chapter (Chair)	Andrew Lewis	X			
Computational Intelligence Chapter (VC)	Garima Samavedi				X
Computational Intelligence Chapter (Sec)	Toshi Sinha				X
Computational Intelligence Chapter (Treasurer)	Zahra Jadidi				X
Computer Chapter (Chair)	Rijab Rana				X
Computer Chapter (VC)					
Computer Chapter (Sec)	Mike Robinson				X
Computer Chapter (Treasurer)					
Control Sys/Robo & Auto Chapter (Chair)	Wail Lafta			X	
Control Sys/Robo & Auto Chapter (VC)					
Control Sys/Robo & Auto Chapter (Sec)					
Engineering in Medicine & Biology Chapter (Chair)	Qing Zhang		X		
Engineering in Med & Biology Chapter (VC)	Mohanraj Karunanithi			X	
Engineering in Med. & Biology Chapter (Sec)	Vanessa Smallbon		X		
MTT/AP Chapter (Chair)	Antony Lui	X			
MTT/AP Chapter (VC)	Hugo Espinosa		X		
MTT/AP Chapter (Secretary)	Anthony Stancombe		X		
Power & Energy Chapter (Chair)	Tapan Saha		X		
Power & Energy Chapter (VC)	Chandima Ekanayake				X
Power & Energy Chapter (Secretary)	Mohammadhossein Etesami				X

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Power and Energy Chapter (treasurer)	David Batterham				X
Signal Pro & Comms Chapter (Chair)	Kristian Weegink		X		
Signal Pro & Comms Chapter (VC)	Greg Hislop				X
Signal Pro & Comms Chapter (Sec)	Muhammad Moh-tasim				X
Young Professionals Affinity Group (Chair)					
Young Professionals Affinity Group (VC)	Celeste De Mezieres				X
Young Professionals Affinity Group (Sec)	Reuben Peterkin			X	
Young Professionals Affinity Group (Treasurer)					
PE/IE/EA (Chair)	Mahinda Vilathgamuwa				X
PE/IE/EA (VC)	Junwei Lu				X
PE/IE/EA (SEc)	Firuz Zare				X
PE/IE/EA (Treasurer)	Mohammadhossein Etesami				X
Blockchain, Chair	Alexandra Posoldova	X			
Blockchain, Vicechair	Matthew Hutchins				X
Student Counsellor QUT	Ghavam Nourbakhsh		X		
QUT Student Branch, Chair	Tara Shabab	X			
QUT Student Branch, Vice-Chair	Babak Jeddi				X
QUT Student Branch, Secretary	Jennifer Zapata Giraldo	X			
QUT Student Branch, Treasurer	Amin		X		
UQ student branch Councillor	Chandima Ekanayake				X
UQ student branch Chair	Rohith Nuna				X
UQ student branch VC	Ricky Nguyen				X
UQ Student Branch Secretary					
Student Counsellor GU-Nathan	Sascha Stegen				X

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GU Nathan Student Branch Chair					
GU Nathan Student Branch Vice-Chair					
GU Nathan Student Branch Secretary					
GU Nathan Student Branch Treasurer					
Student Counsellor GU-GC	Stephen So				X
GU-GS Student Branch Chair					
GU-GS Student Branch Vice-Chair					
GU-GS Student Branch Secretary					
Student Counsellor USQ					
Student Counsellor CQU – Brisbane	Michael Cowling				X
Student Counsellor CQU – Rockhampton					
Australian Oceanic Engineering Chapter – Queensland Rep					
Power and Energy Chapter (student rep chair)	Sameera Samarasinghe	X			
Power and Energy Chapter (student rep vice-chair)	Eddy	X			
Power and Energy Chapter (student rep secretary)	Indira Alcaide-godinez				X
IEEE HKN President	Lucas Rabenhorst				X
IEEE HKN VP	Joshua Riddell				X
IEEE HKN Secretary	Ruiyuan Zhang				X
IEEE HKN Treasurer	Sameera Samarasinghe	X			
IEEE HKN Media officer	Sameera Samarasinghe	X			
IEEE HKN - Faculty advisor	Tapan Saha		X		
SSIT Chair					
SSIT Vice-Chair					
SSIT Secretary					

The tenth Queensland Section meeting for 2019 started at 5:30pm after chair noted that the required quorum was present and welcomed the members. Jenniffer Zapata (Secretary) recorded the minutes.

1. **Attendance and apologies:** as noted.
2. **Confirmation of agenda:** agenda confirmed.
3. **Business arising from the last meeting:**
 - 08_01: completed.
 - 08_02: completed.
 - 08_03: completed.
 - 08_04: completed, speakers confirmed.
 - 08_05: completed, answer is no.
 - 08_06: ongoing.
 - 08_07: completed, no newsletter.
 - 08_08: completed.
 - 08_09: completed.
 - 08_10: completed.
 - 08_11: completed.
 - 08_12: completed.
 - 08_13: completed.
 - 08_14: ongoing.
4. **Approval of minutes from September meeting:** minutes of last meeting were circulated. Both minutes are approved.
Proposed: Alexandra Posoldova **Seconded:** Jenniffer Zapata **Approved**

5. Reports from the Section Committee

5.1. Chair

- Awards and recognition: it was proposed to add three new awards, Young Professional, Women in Engineering and Student Volunteer. The deadline would be the 31st October. The winners will be nominated to Australia council and Region 10 awards. Alexandra propose to align with the requirements of Region 10 for these awards.

ACTION ITEM 2019_10_01: Nilesh to send email to committee with the awards draft.

Motion: To incorporate the three new awards into the awards and recognition system in Queensland Section.

Proposed: Nilesh Modi **Seconded:** Alexandra Posoldova **APPROVED**

- The chair reminded the committee the importance of submit the activity reports in vTools. The current numbers of reports is 63.

- IEEE Day 2019: there were 29 attendees. Everything went excellent, the cake added an special touch, the video from that activity is pendent.

5.2. Vice Chair

miniPOCO: Alexandra proposed that registration for miniPOCO will be separate from AGM registration and those who pay and attend both will be reimbursed.

Motion: to reimburse IEEE members that will be attending miniPOCO.

Proposed: Alexandra Posoldova **Seconded:** Nilesh Modi **APPROVED**

ACTION ITEM 2019_10_02: Alexandra to confirm program, speakers and create event in Everbrite for miniPOCO.

Alexandra then confirmed registration fees to be \$50 for members and non-members and \$10 for students. The deposit for miniPOCO has been payed to BCEC.

AGM: first deposit for AGM dinner has been payed to BCEC and Alexandra has created flyer, eventbrite link as well as v-tool events. Alexandra will send e-notice inviting QLD members. On top of that, Alexandra will send flyer to committee members to be shared to attract company sponsorships and she will list benefits for the company to do so.

ACTION ITEM 2019_10_03: Alexandra to circulate eNotice with registration for AGM Dinner as well as flyer with the IEEE benefits.

2020 nominations: Alexandra will send e-notice with extended nomination deadline.

ACTION ITEM 2019_10_04: Alexandra to circulate another eNotice for nominations for next year.

5.3. Secretary

Nothing to report.

5.4. Treasurer

Bank signatures for term deposit forms for next meeting.

5.5. Past chair

New IEEE elections.

5.6. Newsletter Editor

There is not going to be a second newsletter only the AGM report. Hard deadline: 22th November.

ACTION ITEM 2019_10_05: Nilesh to send email to committee asking for AGM report.

It was raised to the committee that there are no guidelines for the newsletter position on the website.

ACTION ITEM 2019_10_06: Nilesh to write some guidelines.

5.7. Webmaster

Nothing to report.

5.8. Awards & Recognition

Current awards for 2018 closed.

5.9. Professional Activities

Seed funding from Region 10. Completed another seminar.

5.10. Student Activities

Nothing to report.

5.11. Membership Development

There are some potential senior members from IEEE Day 2019.

5.12. Educational Activities

Nothing to report.

5.13. Engineers Australia Liaison

Nothing to report.

5.14. TISP

Nothing to report.

6. Student Chapter activities:

6.1. UQ

Nothing to report.

6.1.1. UQ PES

Their last activity was successful.

6.2. QUT

Nothing to report.

6.3. GU (GC)

Nothing to report.

6.4. GU (Nathan)

Nothing to report.

6.5. CQU (Brisbane)

Nothing to report.

6.6. USQ

Nothing to report.

7. Chapter & Affinity Group reports and plans for 2019

7.1. Aerospace & Electronic Systems

There are some planned events for the end of the year.

7.2. Computational Intelligence

It was raised in previous meetings the concern of lacking volunteering support in the society. The chair is not getting any support from fellow members. It was discussed that if the committee is not doing anything for the chapter, what should be the approach of the section? It was said that we could release that person from position and find replacement. Also, the section could provide some kind of warning or in an extreme case, invite the volunteer to step down.

ACTION ITEM 2019_10_07: Nilesh to send member list to Andrew for checking active volunteers.

7.3. Computer Society

Nothing to report.

7.4. Control Systems/Robotics & Automation

The society has two events finalised: “Robotics Activities at NASA’s Jet Propulsion Laboratory” and “Cyber-physical attack detection and resiliency for networked control systems”.

7.5. Engineering in Medicine & Biology

Nothing to report.

7.6. Microwave Theory & Techniques/Antennas & Propagation

There was a seminar in Griffith and the society is going to encourage students to submit their work for the Student Thesis Competition.

7.7. Power & Energy and DEIS Joint Chapter

Three events are coming all of them are technical events with local industry speakers.

7.8. Power Electronic/Industrial Electronics/ Industry Applications

Nothing to report.

7.9. Signal Processing/Communications

The first Tuesday journal club was done with 10 attendees, 6 of which were members. It was discussed the possibility of people nominating for some positions next year, with no fixed outcomes, but there was interest.

Next month will be the last formal first Tuesday journal club meeting for the year.

7.10. Young Professionals

Nothing to report.

7.11. Women In Engineering

Nothing to report. Next event will be in Perth.

7.12. IEEE HKN Mu Kappa Chapter

They had a visiting fellow from Malaysia.

7.13. Blockchain

Second event organised using PAC funding will be held on 6th of November with topic: "Certifying unique items on the Blockchain".

8. Any other business.

9. Next meeting (12th November 2019).

ACTION LIST

Actions shaded dark have been either completed or cancelled.
(Numbering Scheme: Meeting#-Action Number-Year).

Action No	Description	Completion Date	Status
2019_10_01	Nilesh to send email to committee with the awards draft	Before next meeting	
2019_10_02	Alexandra to confirm program, speakers and create event in Everbrite for mini-POCO	Before next meeting	
2019_10_03	Alexandra to circulate eNotice with registration for AGM Dinner as well as flyer with the IEEE benefits	Before next meeting	
2019_10_04	Alexandra to circulate another eNotice for nominations for next year	Before next meeting	
2019_10_05	Nilesh to send email to committee asking for AGM report	Before next meeting	
2019_10_06	Nilesh to write some guidelines	Before next meeting	
2019_10_07	Nilesh to send member list to Andrew for checking active volunteers.	Before next meeting	

Budget requests

Item name	date	Requested amount	Approved
		\$	Yes

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IEEE Queensland Section

Treasurer's Report:
 Date prepared:
 Treasurer:

November 2019 Meeting Report
 Monday, 11 November 2019
 Dr Vaughan Clarkson

ANZ Brookside Shopping Centre (BSB 014-203)		Cheque Account 469430083
Date	Item	Amount
1/10/19	Starting balance	\$61,557.78
Income		
29/10/19	TRANSFER REFERENCE 1029004890 (AESS chapter operational funding)	\$267.89
Expenses		
2/10/19	ANZ INTERNET BANKING PAYMENT 672734 TO Jenniffer Zapata Giraldo (IEEE Day expenses)	(\$338.43)
2/10/19	ANZ INTERNET BANKING PAYMENT 672868 TO Brisbane Conv Exhibition Centre (Deposit for AGM/dinner)	(\$600.00)
11/10/19	ANZ INTERNET BANKING PAYMENT 911375 TO Kristian Weegink (IEEE Day catering)	(\$202.30)
11/10/19	ANZ INTERNET BANKING PAYMENT 911094 TO Brisbane Conv Exhibition Centre (AGM/dinner final instalment)	(\$1,050.00)
14/10/19	ANZ INTERNET BANKING PAYMENT 854960 TO St Leos Catering (IEEE Day catering)	(\$1,095.50)
22/10/19	ANZ INTERNET BANKING PAYMENT 461566 TO Brisbane Conv Exhibition Centre (Revised est. POCO costs)	(\$575.00)
22/10/19	ANZ INTERNET BANKING PAYMENT 461318 TO Brisbane Conv Exhibition Centre (Revised dinner final instal)	(\$1,650.00)
Closing Balance		\$56,314.44
Nett cash available		\$56,314.44
Nett worth (nett cash available + assets - liabilities)		\$112,179.68
Assets: Term Deposits		Value
ANZ 014203-911003931		\$25,000.00
ANZ 014203-911003659		\$25,000.00
ANZ 014203-914758977		\$25,000.00
Liabilities: Reserve Allocation Payable		Value
1/8/12		\$5,779.87
1/7/13		\$5,303.01
1/8/14		\$591.22
1/7/15		\$5,608.87
1/7/16		\$1,851.79