



MINUTES-DRAFT

MEETING	IEEE Victorian Section Monthly Administrative Meeting		
MEETING NO	342	MEETING DATE	3 rd of May 2016
VENUE	Bld 56, Level 6, Room 83, RMIT University (115Queensberry Street Carlton)	MEETING TIME	6.00 PM for a 6.30 PM start
CHAIR	Eddie Custovic	SECRETARIAT	Nishad Mendis
APOLOGIES	G.Khomani, M.Nazari		
ATTENDEES	E. Custovic, N.Mendis, E.Vinnal, T.Gascoigne, A. Harvey, S. Burger, P. Junor, G.Tajadod, T. Raducan, T. Wijesinghe, E.H. Lim, M. Shoushtarian, G.Adamson, J.Elamsy, S. Abraham, P.Dbholkar, S.Narayanan, A. Ghosh, R. Rhamani, L. Cahil, R. Slaviero, k. Ghorbani, E.Mckay (online), A. Boghossain (online), M.Vecion (online)		

AGENDA

1. Confirmation of Agenda
2. Confirmation of Minutes of Last Meeting
3. Business arising from Minutes (Action Items)
4. Section reports (Chair, Treasurer, Membership Development, TASU, Conferences, SAC)
5. Operational Unit reports (Chapters, Affinity Groups and Student Branches)
6. Current Items for Consideration
 - 6.1 Operational units reporting for minutes -Eddie and Nishad
 - 6.2 University awards and sponsorships (RMIT and others) -Eddie Custovic
 - 6.3 R10 Student Internship & Skill Program –Eddie Custovic
 - 6.4 Australia Council Finance – Eddie Custovic
 - 6.5 Uplink-Alan Harvey
7. Other Business
8. Next Meeting

1. CONFIRMATION OF AGENDA

Meeting agenda confirmed with following addition:

Amendments/Additions: An item regarding "Uplink" was added by Alan Harvey

2. CONFIRMATION OF MINUTES OF LAST MEETING

Amendments/Additions: Account statements for April to be added

Motion: That the minutes of the last meeting be confirmed as a true and a correct record

Moved: Alan Harvey

Seconded: Laurie Cahill

Motion carried

3. BUSINESS ARISING FROM LAST MEETING & OUTSTANDING ACTION ITEMS

- 3.1 Getting the financial reports from Australia Council for 2015 – Eddie to follow up
- 3.2 IEEE membership development report- Andre Oboler
- 3.3 Contact in active student branches –Eddie Custovic
- 3.4 EOY organise a one day event on Entrepreneurship-Possibility of getting 1500USD from R10IRC - Claudio

4. SECTION REPORTS

4.1 Chairs Report – Presented

- Engineering Career Expo will be held on Wednesday 21st September (Confirmed) 10 am to 4 pm. The venue will be State Library – Experimedia Room. The cost of the venue was \$4300. La Trobe University has paid for the venue and IEEE, EA and IET have contributed 25% of the cost each. The event will have 3 registration sessions, 10-12, 12-2, 2-4. Each session will have 1 speaker (10 minutes). There will be a total of 21 exhibitors. The exhibitor manuals draft is ready and has been distributed to all of you. Each exhibitor will pay between \$500-600 to have a table. This should generate ~10-12K return. We are in the process of finalising the registration processes and this will be advertised widely through all channels. It will give IEEE Vic great exposure.
- We now have official IEEE Victorian Section merchandise. Waterproof vests for upcoming winter. We have already sold a few of them. They are being sold at cost price, \$40 for students and \$50 for non student members. You can purchase them tonight or by going to <http://www.ieeevic.org/resources/> We welcome suggestions for the next IEEE Victorian Section merchandise ideas.
- Prof. Malin Premaratne has now stepped down as chair of the Joint Society on Electron Devices and Photonics. I would like to congratulate Malin on his hard work in driving the success in this chapter. Malin had organised over 90 technical talks since his appointment in 2001. Malin was also responsible for setting up the student branches at The University of Melbourne and Monash University. We will now be seeking volunteers to fill the role of chair, vice-chair, secretary and treasurer for this chapter. All interested volunteers should email me. Please spread the word of this vacancy. I would also like to thank Kamran Ghorbani for his services as Chair of MTT & AP Society. Stefan Burger will take over the

chair as role. Kamran and Stefan are working on a transition strategy. It is important that all chapters and affinity groups consider leadership transition.

- Our goal is encourage leadership transition and that by the end of 2016 all chapter chairs who have served for extended periods take on other roles within the section.
- Congratulations to Thamani and the Young Professionals for submitting their nomination for the IEEE Young Professionals Hall of Fame award.
- The Australian Council Bylaws are still in deep discussion. We have assigned Tony Gascoigne as the IEEE Victorian Section champion. Tony played a big part in putting together the proposed revision to the document.
- Australian council student paper competition requires a nominated judge from each section. I have nominated Robert Slaviero and Alan Harvey. Thank you for both of them for taking on this role.
- The industry engagement event which is being held on the 19th of May is looking to be a great event. Peter Moar and Claudio Insaurrealde have done a great job in prioritising invitations to the most senior people in industry who had clearly indicated their companies. So far we have had registrations from over 20 senior executives, CEO's and general managers for this industry engagement event.
- You will note that our website is evolving on a weekly basis. I strong encourage you all to contribute to the website. In particular provide us with basic info for your chapter/affinity or student group.
- Elspeth McKay, our assistant secretary will provide a monthly 200 word summary of the activities taking place in our section. These will go up on our webpage. So please ensure you are submitting your written reports to Nishad/Elspeth.

4.2 Vice-Chair's Report- not presented (Absent)

4.3 Treasurer's Report-presented

a) Summary (of actual expenditure and income, leaving aside intra section-managed account transfers)

- change over last month (excluding conference account):\$3258 expenditure
- change from beginning of year: (excluding conference account): \$4804 expenditure
- total funds in Section-held accounts: \$100,780

b) Main Cheque Account (Worksheet 1 in attached spreadsheet)

- income: \$1113 (Reimbursement for Eddie Custovic attending R10 meeting and IEEE vest sales)
- expenditure: \$4395 (meeting expenses, GST payment)
- closing balance: \$10

c) Conference Account (Worksheet 2) This account is being used for SSIT conference

- income: \$3000 (sponsorship from Department of Defence for SSIT Norbert Wiener conference)
- expenditure: \$3 (bank fees)
- closing balance: \$5991

d) Cash Investment Account (Worksheet 3)

- income: \$27 (credit interest)
- expenditure: \$2
- closing balance: \$20,038

e) Term Deposit reinvested on 29 Feb. 2016 for 4 months at 2.75% maturing 29 June 2016 (Worksheet 4)

- income: \$0
- expenditure: \$0
- closing balance: \$74,740

f) Corrections

- email summary of accounts:
 - change from beginning of year: +\$1447 (previously +\$2917)
 - change in first quarter: +\$1447 (previously +\$2634)
 - total funds in Section-held accounts: +\$101,039 (previously +\$104,101)
- main account closing balance: +\$3,293 (previously \$3,436)
- monthly spreadsheet
- Conference account \$0.50 expenses (previously \$1.00)

g) Other activities

- GST accounting for calendar Q1 2016 completed. GST of \$337 paid to ATO
- Australian Tax Office has approved a GST branch for the SSIT Norbert Weiner Conference: this will allow the Section to assist the conference by in effect lending a section bank account for the Conference financial transactions and reporting on conference GST. The Section provides the conference with two weekly updates on the status of that particular account.

h) Outstanding issues

- Section owed Norgard DL reimbursement by IEEE ACT, Queensland and North Queensland Sections. Each Section has agreed to pay \$271.

4.4 Membership Development (MD)-not presented

4.5 Technical Activities Support Unit (TASU)-not presented

4.6 Industry Coordinator- presented (Chair presented in absence of Peter Moar)

- Industry Engagement event is taking place on the 19th of May. Claudio, Eddie and Myself have been busy with sending out the personalised invites, booking the venue, organising catering etc. Many thanks to Andre Oboler for creating the membership lists.
- Considering that this is the first event of this type in a while for the Section the response from IEEE Industry based members has been great. The room caters for 40, we have 20 confirmed and no doubt there will be another 10 to 20 leading up to the night itself.
- Excellent opportunity to hear from our IEEE industry based membership with the aim to source more active participation.

4.7 Conferences Coordinator-presented (written)-Greg verbally presented

4.8 Student Activities Coordinator (SAC)- presented by Eddie in the absence of Dinuka Kudavithana

- Victoria University has become active and currently in the process of formulating a new committee.
- Few Volunteers from Swinburne University have expressed their interest to lead the student branch. We expect a volunteer to attend today's meeting and meet the section committee.
- IEEE road map workshop series is almost planned looked after by Matthew Felicetti.

4.9 Awards & Recognition-presented by Teodora Raducan

4.10 Webmaster-presented by Golnoosh Tajadod

4.11 Uplink Editor-presented by Alan Harvey

4.12 Other and External IEEE interactions (AC, R10, Engineers Australia, IET)-Not presented

5. OPERATIONAL UNIT REPORTS

CHAPTERS/SOCIETIES

5.1 Computer Society – verbally presented (Annick Boghossian)

5.2 Communications Society- presented –Karina Gomez Chavez

- The new webpage of ComSoc is online available at: <http://victorian.chapters.comsoc.org/>
- In June, we are planning to organize a threeday workshop (1hr each day) on Network Function Virtualization and Software Defined Networks, delivered by an expert from CREATE-NET research centre, Italy. We will distribute all the information soon.

5.3 Power and Energy Society-not presented

5.4 Engineering in Medicine & Biology Society-presented by Mehrnaz Shoushtarian

5.5 Signal Processing Society-Not presented

5.6 Circuits and Systems Society–presented by Allan Harvey

- 18 May 2016.IEEE Circuits and Systems Chapter: “Rapid Prototyping of Electrical/Electronic Systems” one day seminar: Areas/Topics. 1. 3D Printing. 2. Circuit Realisation 3. Design Software 4. System Integration. Room 10.9.14, RMIT University. Lunch for the first 20 attendees. Advise interest to Alan Harvey Acupak00@hotmail.com

5.7 Computational Intelligence Society-not presented

5.8 Antennas & Propagation / Microwave Theory & techniques- Verbal presentation by Stefan Burger

5.9 Electron Devices & Photonics Society-not presented.

- Eddie confirmed that Prof. Malin Premaratne has been step down from the chair position and looking new volunteers to make the society active

5.10 Education Society- verbally presented by Paul Junor

5.11 Electromagnetic Compatibility Society- Not presented

5.12 Vehicular Technology Society-presented by Saman Gorji

- VTS has approached two DL to visit Melbourne and give invited talks in second half of 2016.
- VTS is planning to organise an event (invited talk) in May 27th. The details of the event will be sent to IEEE after confirmation of the speaker.
- Though VTS has not been very active in last few months, but we are planning to have at least 4 events by Dec 2016.

5.13 Society on Social Implication of Technology –presented by Michael Rigby

- **The Morality of Technology Panel @ Melbourne Knowledge Week.** Friday 6 May 7-10pm1000 Pound Bend, 361 Little Lonsdale Street, Melbourne, VIC<http://www.eventbrite.com.au/e/melbourne-knowledge-week-the-morality-of-technology-tickets-22245879023?aff=CorporateWeb>
- **Driverless cars are coming: 5 legal considerations.**Thursday 19 May 12:30-1:15pmLaw Society House, 179 Ann Street, Brisbane, QLDwww.qls.com.au/openday

5.14 Systems, Man & Cybernetics Society- presented by Asim Bhati

- IEEE SMC Victorian Chapter has organised a seminar byDr. Khashayar Khoshmanesh, School of Engineering, RMIT University, Melbourne VIC 3001, Australia
Title: **Liquid Metal Based Systems: Moving Towards Soft Actuators and Flexible Electronic Devices**
12.00 – 1.00 pm, Monday, 2 May 2016
Room NA 1.417, GTP building (Ground Floor),Deakin University, Waurn Ponds, Geelong, Australia

5.15 Technology & Engineering Managements Society- presented by Eddie the Claudio Report

5.16 Oceanic Engineering Society-Not presented

AFFINITY GROUPS

5.17 Young Professionals-verbally presented Thamani presented Wejesinghe

- An event organised on 4th of May, 5.30 – 8.00 pm, Talk on **Cloud Technology and Career pathways**, by Mobeen Malik, manager from Accenture, at Richard Newton Room, 193 University of Melbourne.
- As the next event YP has a tentative plan to organise a workshop on preparation for graduate recruitment programs. The finalised details will be presented in the next session.
- YP nominated for the IEEE Young Professionals Affinity Group Hall of Fame Award.
- YP completed drafting its website in IEEE domain (yp.ieeevic.org). All YP information, future events, event gallery contact information, and links to global pages are displayed in the website.
- YP has designed a monthly newsletter. YP requires to collect local YP member details and create a group to send the newsletter.
- Chamath Divaratne joined YP committee as the new treasurer. (<http://sites.ieee.org/victorian-yp/our-people/>)

5.18 Life Members- Not presented

5.19 Women in Engineering-verbally presented by EE Hui

- WIE Victoria successfully had the tech talk **“Bluemix & Internet of Things”** by Shamim Hossain as a joint event with IBM on 06th April. The event was fully sponsored by IBM and had a room full of participants who enjoyed the live demonstration and introduction about IBM’s Cloud based “Watson” Platform. WIE is also planning to have another wearable tech workshop at the DATTA conference for design and technology teachers on 14th May at Harvester Technical College at Sunshine North. As another event for May WIE is also organizing a tech tour to IBM and currently planning to have it on 17th May. WIE has several other invitations to host wearable tech workshops throughout the year. According to a request from Korowa Anglican Girls’ School in Glen Iris, WIE is also planning to provide a set of high schools girls with industry related experience in Engineering by providing them with short term industry placements.

STUDENT BRANCHES

5.20 La Trobe University Student Branch-Presented by Eddie the report submitted

5.21 University of Melbourne Student Branch- Not presented

5.22 Monash University Student Branch-Not presented

5.24 Deakin University Student Branch – -Not presented

5.24 RMIT University Student Branch- presented verbally by PrashantDabholkar

- The RMIT student branch organised a talk on Engineering the Difference by Mr. Akram Hourani. The event was well received and was attended by 30+ people.
- We received a lot of interest from the student community in the activities of the RMIT student branch, and saw an increase in the number of new student members joining IEEE in April. We are also in the process of grooming our next generation of student leaders.
- The RMIT student revived its WIE affinity group and Ms. Aratrika Ghosh was selected as its chair.
- The RMIT student branch will be holding a talk on "Embedded Systems, IOT and the Arduino Revolution" by Mr. Prashant Dabholkar on 05- May-2016.

5.25 Swinburne University Student Branch- verbally presented by Rasoul Pahmani

There has been a meeting and distribution of positions within those who volunteered to take a role in Student branch – Swinburne University of technology on 28th April 2016.

The following have volunteered to take the positions as follow;

- Chair: Saman Asghari Gorji
- Vice chair and treasurer: Rasoul Rahmani
- Recruitment & Event Manager: Dara Memaripour

We are also looking to organise a get together on 27th May for all students at Swinburne for recruitment and planning.

5.26 Victoria University Student Branch--Not presented.

5.27 University of Tasmania Student Branch- -Not presented

6 CURRENT ITEMS FOR CONSIDERATION

6.1 Operational units reporting for minutes -Eddie and Nishad

All the chapters requested to submit the reports to the Secretary within three days soon after the meeting.

6.2 University awards and sponsorships (RMIT and others)

At present IEEE sponsors 500\$ towards the awards and sponsorship of the Universities. A suggestion is raised to allocate the money for a specific project (eg. Best award for the final year student project) or event organised by the universities. In this way IEEE utilises the money to brand position its name during a university event/activity and have a better transparency and control of the money donated the universities. Majority of the attendees supported the fact that the award must utilise to achieve the above stated objectives.

Motion: That the chairman of the Victorian Section engages with RMIT and University of Melbourne to discuss changes in the IEEE Victorian Section funding towards Engenious and Endeavour Awards from general sponsor to award for student project.

Moved:Enn Vinnal

Seconded:Robert Slaviero

Motion carried

6.3 R10 Student Internship & Skill Program –Eddie Custovic

In order to enhance the student internship and skills, R10 provides a financial support of 1500\$. Eddie Custovic requested suggestions from the attendees to identify the work model for this event. Several suggestions was expressed as follows:

- a) International students experience several problem in finding a job placement. This could be a good event for them to find such opportunities.
- b) How the program model should look like? (mentoring scheme, CV writing skills, etc)
- c) How do we run the event? (Majority of the audiences expressed that could be taken as an activity in conjunction with already planned event. Eg. Career Expo)
- d) Eddie requested information from the attendees to submit their ideas to him and Nishad through emails

6.4 Australia Council Finance - Eddie Custovic

The item was skipped due to limited time available

6.5 Uplink- Alan Harvey

Alan explained the importance of having published Uplink in timely manner. A discussion was made to identify whether Uplink should available as in softy copy version only. All theattendees confirmed that it should available both soft and hard copies. Also, Attendees encourage utilising the social media platform as an effective communication media to promote Uplink.

7 OTHER BUSINESS

6.1 None

8 ACTION ITEMS

Item No	Action Item	Responsible Person	Deadline
1	IEEE VIC section membership development report	Andre Oboler	7 th June 2016
2	EOY organise a one day event on Entrepreneurship- Possibility of getting 1500USD from R10IRC	Claudio	7 th June 2016

3	Contact Victorian Student Branch to improve better communication	Dinuka	7 th June 2016
4	IEEE University Sponsorship of 500\$. Can this be allocated to a specific event/award?	Eddie	7 th June 2016
5	R10 Student Internship and skills program. Request individual suggestions and report the outcome during June Section meeting	Eddie	7 th June 2016
6	Google shared folders- Access limits	Eddie/Nishad	7 th June 2016
7	Put proposal and team for next Section Strategic Planning Meeting to focus on student internship/job training	Eddie Custovic	7 th June 2016

9 NEXT MEETING

Tuesday 7th of June 2016, 6 pm for 6.30 pm start. Bld 56, Level 6, Room 83, RMIT University (115 Queensberry Street Carlton)

Meeting closed at 8.30

Minutes Confirmed: Date: