

<b>MEETING</b>	<b>IEEE Victorian Section Monthly Administrative Meeting</b>		
<b>MEETING NO</b>	342	<b>MEETING DATE</b>	5 <sup>th</sup> of April 2016
<b>VENUE</b>	Bld 56, Level 6, Room 83, RMIT University (115Queensberry Street Carlton)	<b>MEETING TIME</b>	6.00 PM for a 6.30 PM start
<b>CHAIR</b>	Eddie Custovic	<b>SECRETARIAT</b>	Nishad Mendis
<b>APOLOGIES</b>	G.Tajadod, K.Sithamparanathan, E.Amin, M. Rigby, H. King		
<b>ATTENDEES</b>	P. Moar, C. Diarathna, G. Khirbat, E. Vinnal, M. Shoushtarian, S. Burger, A. Harvey, P. Junor, , M. Liu, A. Oboler, R. Salviero, L. Cahill, P. Dabholkar, C. Insaurralde, E. Mckay, A. Valentine, S.Adams, H. Asadi, J. Kays, M. Vecino, N. Jones, B. Zahra, T. Raduean,G. Karina, R. Thorburn, N. Boora, V. Ciccone, M. Ljeswjancn, D. Buxi, G. Adamson, T. Gascoigne, N. Mahdi, G. Khomani, H. Rhmani, E. Custovic, N. Mendis		

## 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 Paper prize competitions – Andre Oboler
  - 6.2 Signature Events – Eddie Custovic
  - 6.3 IEEE Industry group and VIC member data– Eddie Custovic
  - 6.4 International Steering Committee of TENCON 2016 – Eddie Custovic
  - 6.5 Closure of non-active chapters and student branches – Eddie Custovic
7. Other Business
8. Next Meeting

## 1. CONFIRMATION OF AGENDA

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Meeting agenda was confirmed without additions.

## 2. CONFIRMATION OF MINUTES OF LAST MEETING

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**Amendments/Additions:** Few additional apologies have been added to the previous meeting minutes

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

**Moved:**Enn Vinnal

**Seconded:** Claudio Insaurralde

Motion carried

## 3. BUSINESS ARISING FROM LAST MEETING & OUTSTANDING ACTION ITEMS

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3.1 Getting the financial reports from Australia Council for 2015 – Eddie to follow up

3.2 Industry Trans presentation – Eddie to provide an update and likely date to start

## 4. SECTION REPORTS

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### 4.1 Chair's Report- presented

- The Victorian Section has had a lack of nominations and awards at the regional and world level. It is my belief that we have had some amazing initiatives and outstanding volunteer contributions. For this reason I would like to create a "Nominations & Awards" subcommittee. The subcommittee will be overlooked by Robert Slaviero and Laurie Cahill. Assisting Robert and Laurie will be Teodora Raducan. The first task will be to collate all of the awards at regional and global level in a logical order with appropriate dates, links and etc. We will then put into place a strategy on how to ensure that we maximise nominations for awards. The nomination quality will be regulated by Robert and Laurie.
- I have worked together with Nishad to revamp our weekly newsletter with subsections for easier navigation. The newsletter will now have the following structure; News, Upcoming Events; Jobs Alert, Conferences Alert and Volunteer Opportunities. You are all encouraged to submit information to our secretary (Nishad) and assistant secretary (Elspeth) for the collating of the newsletter. We are also keen to promote paid adds (related to our industry) if the opportunity exists.
- Greg Adamson our conferences chair will create a list of IEEE conferences that are confirmed to run in Victoria/Tasmania in 2016/2017 (ie. NW21st century etc). He will also create list of IEEE Region 10 conferences which are of significance to our membership (TENCON, TENSYP etc). These will be advertised in our e-newsletter and website to raise awareness and encourage participation of our members. Furthermore, Greg will (over next few months) create a strategy plan on how IEEE Vic and members can best engage with incoming conferences and promote the section. All conferences related matters should be directed to Greg Adamson so that we have a consistent message. Greg will also talk about a conference networking event in his report.

- Last month I reported that I have attained support from Engineers Australia to run a joint engineering career expo. I have now spoken to the Chair of IET, Arthur Baoustanos who is also supportive of the concept. IET is also happy provide funding for the event. The preliminary dates will be one of 20<sup>th</sup>, 21<sup>st</sup> or 22<sup>nd</sup> September at State Library - <http://www.slv.vic.gov.au/about-us/hire-our-spaces/event-spaces/experimedia>  
This venue is high impact, visibility and can host up to 350 people at any time. The cost for the entire day will be 6K. This will be shared between the 3 organisations and La Trobe University. We will also gain sponsorship money for the event from exhibitors and hope to make a 20-30% return on investment as the lead organisation.
- The Young Professionals group has had a change of leadership. I would like to congratulate the new committee which will be led by Thamani Wijesinghe. Marcela Vecino and Nalika Dona. With this I would like to thank Leila Koushaeian for her dedication as chair over the last few years.
- The Industry sub-committee has been busy over the last month. We will be hosting a Industry Engagement Evening (for industry only) on Thursday 19<sup>th</sup> May, La Trobe University City Campus, Level 20 Board room, 360 Collins Street. We will attempt to host up to 40 IEEE industry members. this will be a forum discussion to better understand the needs of our industry members.
- We have made major changes to the website, please examine the page at [www.ieeevic.org](http://www.ieeevic.org). The page structure has been revamped to be come the information hub it needs to be. We will now need content from each of you to enrich it.
- Monthly check on new members, we need ton contact new members and encourage them to get involved with the section.  
[https://analytics.ieee.org/analytics/saw.dll?dashboard&PortalPath=%2Fshared%2FSAMl%2F\\_member%20Activity%20Update](https://analytics.ieee.org/analytics/saw.dll?dashboard&PortalPath=%2Fshared%2FSAMl%2F_member%20Activity%20Update)

#### 4.2 Vice-Chair's Report- not presented

#### 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):\$1471 expenditure
- change from beginning of year: (excluding conference account): \$1446.48 expenditure
- total funds in Section-held accounts: \$104101.36

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

- income: \$471 ( DL talk contribution from Curtin Uni)
- expenditure: \$- 1942.09 (Advances on rebate, DL talks and meeting expenses)
- closing balance: \$3436.77

c) Conference Account (Worksheet 2)

- income: \$0 (sponsorship from Department of Defence for SSIT Norbert Wiener conference)
- expenditure: \$1.2 (bank fees)
- closing balance: \$2992.90

d) Cash Investment Account (Worksheet 3)

- income: \$1.15 (credit interest)
- expenditure: \$0
- closing balance: \$20,014.10

e) Term Deposit reinvested on 29 Feb. 2016 for 3 months at 2.75% maturing 29 June 2016 (Worksheet 4)

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

**4.4 Membership Development (MD)-not presented**

**4.5 Technical Activities Support Unit (TASU)- presented (verbal)**

**4.6 Industry Coordinator- presented (verbal)**

**4.7 Conferences Coordinator-presented (written)**

- Melbourne Convention Bureau (MCB) has offered to arrange a networking session for 40 people for the Section on 11 May. Final details should be available later this week.
- MCB has advised that there is some interest in Melbourne to bid for the 2018 IEEE World Forum on the Internet of Things, proposals due 1 October 2016. The Section will discuss this suggestion with the ComSoc chapter.

Financial closure for the IEEE Conference on Technology and Society in Asia, Singapore 2012, is now complete. This was sponsored by the Victorian Section (40%), Singapore Section (40%) and SSIT (20%). The conference was highly successful, including attracting Infosys founder NR Narayan Murthy as keynote speaker. Following this an Asia Pacific Symposium on Technology and Society (APSTAS) sponsored by the Singapore Section has been scheduled for 2016, and a further one has been proposed by the new Indonesian SSIT chapter for 2018.

- The IEEE Conference on Norbert Wiener in the 21<sup>st</sup> Century, for which the Section is a Technical Co-Sponsor, is accepting Abstracts and student posters up to 16 April. World-renowned Judy Wajcman from the London School of Economics, a founder in the field of the Social Construction of Technology (SCOT), has been announced as an additional keynote.

**4.8 Student Activities Coordinator (SAC)- presented (verbal)**

**4.9 Awards & Recognition-presented (verbal)**

- Current list has been populated with awards that were present and easily accessible online. Society officers would need to provide Teodora Raducan with additional information to populate list.
- List out all the state/national and international level awards- Teodora Raducan to report the progress by next meeting
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#### **4.10 Webmaster- presented**

- Chapters to update Section Chair (Eddie Custovic) and/or webmaster Golnoosh Tajadood with information that would like to publish in the section website- Chapter Chairs pass the information to Section Chairs

#### **4.11 Uplink Editor-presented (verbal)**

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

### **5. OPERATIONAL UNIT REPORTS**

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#### **CHAPETRS/SOCIETIES**

##### **5.1 Computer Society – verbally presented**

- Computer Society Chapter of IEEE Victorian Section Lecture : “Bayesian Decision Making in the Real World”, Dr. Kevin Korb, Reader in the Clayton School of Information Technology, Monash University and co-founder and Director of Bayesian Intelligence Pty Ltd. Room 80.03.021, Swanston Academic Bldg, 80/445 Swanston St, Melbourne VIC 3000, 6.00 pm (networking and refreshments 5.45pm). For details and registration see here or email Annick Boghossian, [annick.n.boghossian@ieee.org](mailto:annick.n.boghossian@ieee.org)

##### **5.2 Communications Society- verbally presented**

- IEEE Comsoc and Signal Processing Societies : " What is 5G, and when will it arrive", Stephen Howell, General Manager, Wireless Network Engineering, Telstra. Room-04, Level-03, Building 37, (cnr of A’Beckett St & Swanston St), Swanston Street, RMIT University, Melbourne, Victoria, Australia at 10.45 am (1 hour). For further information please contact [kandeeapan@rmit.edu.au](mailto:kandeeapan@rmit.edu.au)).

##### **5.3Power and Energy Society-verbally presented**

##### **5.4Engineering in Medicine & Biology Society-presented**

- EMBS organised one talk on the 19th April 2016. This was a joint talk with SMBE titled:Human Stems Cells for Cardiac Repair with Tissue Engineering Approaches, Dr. Shiang Y Lim,Senior Research Officer, St Vincent’s Institute of Medical Research

##### **5.5Signal Processing Society-verbally presented**

##### **5.6 Circuits and Systems Society – presented**

- Plans are under way to formally join Circuits and Systems (CAS) with Solid State Circuits (SSC) for the purposes of IEEE Victorian section.
- rapid prototyping workshop is planned for 18 May at RMIT.Topics will include 3D printing, ASIC/fpga/micro implementations software tools and system integration.
- Professor Gerald Sobelman a CAS past DL from University of Minnesota will present a CAS seminar on 3 June. Topic to be finalised but will be in the area of IC design for communications.

**5.7 Computational Intelligence Society-Not presented**

**5.8 Antennas & Propagation / Microwave Theory & techniques**

**5.9 Electron Devices & Photonics Society-Not presented**

**5.10 Education Society- Not presented**

**5.11 Electromagnetic Compatibility Society- verbally presented**

**5.12 Vehicular Technology Society-Not presented**

**5.13 Society on Social Implication of Technology – Presented**

- Volunteer Marcus Wigan has been invited to the Australian Government "CoCreation Workshop on Open Government Partnership" in Canberra on 11 April, where he will present on behalf of SSIT. The cost for the chapter for partial travel and accommodation is \$500. SSIT is looking at an opportunity to participate in Melbourne Knowledge Week at the beginning of May.

**5.14 Systems, Man & Cybernetics Society- Presented**

**5.15 Technology & Engineering Managements Society- presented**

- Finished the draft of the TEMS dedicated website. Including a section form "Entrepreneurship and Innovation" (Quick access to IEEE resources in this topics and for the IEEE hosting to finish it and put it online)
- I'm working with Yeu Wen, a section's IEEE member in the creating of a SIG in Enterprise Transformation. Still defining the details and scope of the group.
- Champ Mendis, Phd UniMelb 2015 (around 4-may)Talk: "Sensors to social & market research" In this talk he will show a brief summary of his past, present and future research on Bio-inspired systems to then focus on the interesting analogies between wireless sensor and complex human social structures presenting a set of solutions that can be applied in Social and Market Research.
- Goal is by EOY organise a one day event on Entrepreneurship with:
  - Talks relevant to entrepreneurship
  - Presentations by Start-ups from IEEE members & innovators
  - Possibly include the paid workshop on Business proposals or similar
  - Try to involve government, incubators, universities, etc
- Regarding the funding of the idea:
  - Possibility of getting around 1500 US dollars from R10 IRC
  - Search for possible sponsors
  - Some support from Section

**5.16 Oceanic Engineering Society-Not presented**

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**AFFINITY GROUPS**

**5.17 Young Professionals-verbally presented**

**5.18 Life Members- Not presented**

- Life Members Affinity Group: Keith Adams (wortel30@gmail.com) will talk about the time that hespent at the Philips Research Laboratories in Eindhoven during the 1950s and 1960s. This was a very interesting period in the development of electrical and materials technology and the remarkable people involved, with many lessons relevant to what is happening in our scientific community today. More details to follow. Venue: RMIT 445 Swanston Street (west side) room 080.02.001

**5.19 Women in Engineering-verbally presented**

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**STUDENT BRANCHES**

**5.20 La Trobe University Student Branch-verbally presented**

**5.21 University of Melbourne Student Branch-verbally presented**

**5.22 Monash University Student Branch-verbally presented**

**5.24 Deakin University Student Branch – verbally presented**

**5.24 RMIT University Student Branch-verbally presented**

- The RMIT Student branch met at the end of last year and Ms Shalini Gupta handed over herresponsibility of Student branch chair to Mr Prashant Dabholkar. Ms Anuja Shaji (Vice Chair) and Mr Sathyanarayanan Chandrasekharan (Secretary) agreed to continue in their current positions. Dr. Jochen Schroeder replaced Prof. Arnan Mitchell as the branch counsellor in February 2016. The student branch would like to take this opportunity to thank Prof Mitchell for his guidance and welcome Dr Schroeder in his new role.
- After a brief hiatus in 2015, the student branch organised its first for the current year on 7th April - Engineering the Difference, a talk by Mr Akram Al-Hourani, Research Fellow at University of Melbourne. The event was supported by the RMIT COMSOC Student Chapter and the RMIT IAS Student Chapter. Mr Hourani talked about his life as a practising engineer and his journey from an installation engineer to a design manager masterfully balancing client expectations and engineering limitations. The event was a great success with around 30 attendees and generated interest in the activities of the student branch.
- The student branch is planning a couple of workshops/talks related to Embedded Systems, Programmable Devices, Network Simulations, in the coming year, details of which would be communicated to the Section closer to the event dates. The executive committee is also in the process of nominating/electing members to the post of Asst. Secretary and Treasurer.

**5.25 Swinburne University Student Branch- verbally presented (No planned events)**

**5.26 Victoria University Student Branch-Not presented**

**5.27 University of Tasmania Student Branch- Not presented**

**6 CURRENT ITEMS FOR CONSIDERATION**

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**6.1 Student paper travel grant (Andre Oboler)**

Two options were presented by Dr. Andre Oboler based on ongoing discussions and previous meetings; (A) Travel grant (B) Prize. members views presented by Andre Oboler. Participants largely agreed that if it was a travel grant it didn't have to be for the paper that won the award, it could be used for a later paper by the winner.

Participants largely agreed that if it was a prize then it could be opened up to papers from recently completed conferences and it should be an award as cash that the winner can use as they like.

**Suggested Rules**

The paper competition will be judged once a year. The best prize award is valued at \$1300 and the second best at \$700. Certificates of merit for up to 3 additional runners up may be issued.

To be eligible to win the competition the student must:

- Be a member of IEEE and the IEEE Victorian Section at the time of the submission
- At the time of the submission the student must be registered as an undergraduate or graduate student in a regular course of study in an academic program and carrying at least 51% of a normal full-time load
- Be the author or co-author of the paper submitted and have contributed to at least 51% of the research presented

To be a valid entry a submitted paper must be for a conference which has occurred in the 12 months prior to the application deadline, or it must be for a paper which has been accepted to a conference which has not yet taken place by the deadline.

OPTION A – Travel Grant	OPTION B – Prize
The winner and runner up will receive a certificate and the IEEE Victorian Section will reimburse \$1,300 for the winner and \$700 for the runner up against receipts for them to present a paper at a future conference.	The winner and runner up will receive a certificate and the IEEE Victorian Section will give \$1,300 to the winner and \$700 to the runner up as a cash prize.

After an open discussion it was decided to go with "Option B" in the proposal. It was proposed that the paper deadline should be end of May. is concluded as the best possible time to advertise the student paper travel grant.

**Note:**Industry Paper Competition to be conducted as in the previous year- Enn Vinnal suggested.

**Motion:** That option "B" be adopted for the 2016 Student Paper Contest



**Moved:** Andre Oboler

**Seconded:** Laurie Cahill.

Motion carried

**6.2 Signature Events (Eddie Custovic)**

This item was skipped for discussion.

**6.3 IEEE Industry group and VIC member data (Eddie Custovic)**

This was highlighted in chair's report and industry coordinator report.

**6.4 TENCON2016- International Steering committee opportunities (Eddie Custovic)**

**6.5 Closure of non-active chapters and student branches(Eddie Custovic)**

**Eddie Custovic:** It was noted that many chapters and student branches we falling behind and some were completely inactive. Chapter reporting and regular engagement (including revitalisation) - computational Intelligence society, electromagnetic compatibility, photonics/electron devices society, Victoria university student branch and Swinburne University student branch. Update the chapter chairs and see the possibilities to incorporate them into more section level activities. The Section will take all necessary steps to bring chapters/societies and student branches back into action. As a last resort the section would take the necessary steps to also close them.

**Tony Gascoigne:** This has been an ongoing problem and it is difficult to initiate closure of organisational units and also remove inactive chairs/officers.

**Eddie Custovic:** Acknowledged this and would work with committee to address this in a professional manner. A proposed plan would be to engage directly with chapter chairs and ascertain the issues hampering the operational units.

**6 OTHER BUSINESS**

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6.1 None

**7 ACTION ITEMS**

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ITEM NO	ACTION ITEM	RESPONSIBILITY	DATE DUE
1	Joint Career Expo- At State Library -4000\$/day-check the budget	Eddie Custovic	3 <sup>rd</sup> May 2016
2	Identify the inactive chapters and student branches-Finding out the reason and to find out the	Eddie Custovic	Ongoing/progress by 3 <sup>rd</sup> May 2016

	ways of revitalizing them.		
3	IEEE VIC section membership development report	Andre Oboler	3 <sup>rd</sup> May 2016
4	EOY organise a one day event on Entrepreneurship- Possibility of getting 1500USD from R10IRC	Claudio	3 <sup>rd</sup> May 2016
5	IEEE Section level/national level and international level existing awards	Teodora Raducan	Ongoing/progress by 3 <sup>rd</sup> May 2016

**8 NEXT MEETING**

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Tuesday 3rd of May 2016, 6 pm for 6.30 pm start. Bld 56, Level 6, Room 83, RMIT University (115Queensberry Street Carlton)

Minutes Confirmed: ...Eddie Custovic..... Date: ...01/05/2016.....