

**IEEE Central Subsection**  
**Minutes of Meeting held Monday 30<sup>th</sup> April 2007, 4.30- 5.10pm**

**Location:** Phone Meeting

**Apologies:** Murray, Subhas and Duncan

1) Welcome

Richard welcomed attendees to the meeting.

2) Apologies

As noted above.

3) Minutes from last meeting

The minutes were accepted as an appropriate record of the previous meeting. (Meeting on 23<sup>rd</sup> April failed to attract sufficient participants and so was shifted to the current date.)

4) Update on Section status

A number of emails had been circulated with respect to this issue. A letter had recently come from IEEE South, signed by Andrew Bainbridge-Smith which had indicated agreement concerning the region to be served by the proposed Central Section, viz: *the area bounded by the 39<sup>th</sup> parallel in the North and Cook's Strait in the South. The NZ South Section boundaries will therefore be the South Island, Stewart and other Southern Ocean Islands.* The letter also indicated financial support from the North and South Sections at the level of \$2000 each in order to kick-start the process. There is also a chair rotation process that the new section will need to participate in – once the ratification of the Section status has been completed.

**ACTION:** A certain amount of paperwork was identified in relation to Chapter arrangements. Subhas has been asked to assist with the undertaking of relevant actions in this regard. (See Murray Milner's email from the 17<sup>th</sup> April, 2007)

These seem to be the main steps required to complete the transition to Section status.

**ACTION:** Richard to also check with Janina about further steps that may be required in this process.

5) Financial report

Rebates: Duncan has asked the IEEE about rebates and pointed out our rather precarious funding situation. The following reply was circulated to our committee by Duncan on the 17<sup>th</sup> March:

*We will begin issuing the 2007 Section Rebates to eligible Sections beginning the last week of April. Once all reports have been reviewed and approved, the New Zealand South Section (and your Subsection) will qualify for the rebate and the 10% bonus for timely reporting.*

We hope that we can receive this additional funding in the near future.

**ACTION:** As Duncan was an apology for this meeting, he may be able to update members of the committee with further news as it becomes available.

6) Meeting activities

There have been ongoing problems associated with attracting sponsorship for the Erskine Fellow from Canterbury, Professor Mansour Abdel-Rahman. Attempts by Ramesh at Massey to secure sponsorship from Transpower have been unsuccessful as there seemed to be a clash regarding dates and lack of interest in the topic. An approach to other industry players has, so far, not resulted in any responses. After some discussion, Bob Hodgson offered \$300 as sponsorship from the Massey School of

Engineering in order to assist the cause. It was then suggested that we also approach the IET once again as well as possibly seeking some contribution from our own reserves. In order to seek additional funding, it was proposed that we also try and negotiate some alternative date for the presentation as time was running out and it was unclear whether we could manage to complete all the necessary negotiations in time for the proposed date. **ACTION:** Duncan to be asked whether we could supply some small amount of funding from our meagre cash holdings. **ACTION:** Richard to approach the IET and also to ask Ramesh about other possibilities for support. **ACTION:** Richard to determine whether the speaker could consider an alternative date for the talk.

The breakfast meeting that involves Douglas Webb seems to be focussing on June 20<sup>th</sup>. There was discussion of a fee (about \$10 per member and \$25 per non-member) for this event. There was no dissent from this requirement from the Committee. The likely location for the event is the James Cook Hotel – a booking has been made for the proposed date and is being held, pending the relevant agreements between our organisations. **ACTION:** Richard to notify the IET of our agreement for the date and associated costs and interact with the relevant groups to achieve this event.

#### 7) Student activities

Richard suggested that we should hold a post-graduate seminar day in which our local PhD/Masters students present some of their work. We would invite post-graduates and under-graduates along to the event. We would try to cater for the event by providing lunch (BBQ or Pizza?) and present reasons for students joining the IEEE (benefits...etc). There seemed to be general agreement from the committee members concerning this possibility and so it remains to determine where the best location for the event would be. It could be done twice – once in Palmerston North and again in Wellington, simply because of the logistics associated with movement between locations. **ACTION:** Committee members to consider the options and make suggestions for location and timing by next meeting.

#### 8) Newsletter

Second draft has been produced for the latest newsletter and will be circulated to members as no further changes are required. **ACTION:** Proceed with the circulation of the Newsletter.

#### 9) Website

Keith reported that this was “in-hand” and was being updated with the relevant information as it became available.

#### 10) Other business

None

#### 11) Next meeting

Proposal for the last Monday in the month as per usual, viz: **May 28<sup>th</sup> 2007.**