

# Minutes of IEEE NZ Central Section Meeting

**Date:** Monday 28<sup>th</sup> April 2008

**Time:** 4:30 – 5:30pm

**Location:** Telephone Conference Call

**Attendees:** Murray (Chair), Richard, Duncan, Keith, Mansoor, Mengjie, Ramesh

**Apologies:** Subhas, Peter, Edmund, Bob, Gregor

## Agenda

1. Welcome
2. Apologies
3. Minutes of the 31 March meeting
4. Matters arising from the minutes
5. Correspondence
6. Financial Report
7. Member Events
  - 14 April seminar at Massey
  - Combined breakfast meeting
    - Maurice Williamson has accepted the invitation for this meeting – preferred date Wednesday 2 July.
  - Others
8. Cooperation with other Institutions
9. Membership initiatives (Membership Coordinator)
10. Website
11. Newsletter
12. Specialist Chapter formation
13. Other business
14. Next Meeting

## Minutes

Item	Discussion	Action
1	Murray welcomed everyone to the meeting and noted that our newly elected membership office, Ramesh was able to be present on the call.	
2	Apologies noted above	
3	Minutes of 31 <sup>st</sup> March meeting had been forwarded to committee members. Minutes were confirmed. (RH and RR)	
4	No matters other than the agenda items for today's meeting	
5	<b>Correspondence:</b> Murray reported email correspondence from IEEE had been forwarded to committee members as required. Also email concerning the set up of the joint breakfast meeting with IET and IPENZ (See item 7 below.) Cheques for payment also circulated for appropriate signatures.	

<p><b>6</b></p>	<p><b>Financial Report:</b> Duncan indicated that he would obtain the latest balance for attachment to these minutes. Balance is approximately \$5000+ with a few items for payment to be authorised.</p> <p>Massey invoice of \$250 + GST = \$281.25 received for Seminar on 14<sup>th</sup> April 2008. Expense payment approved by the meeting (Moved: DH and Seconded: RH).</p> <p>International overseas transaction costs of approx \$120 also approved.</p> <p>Murray recommended that it would be wise to establish a term deposit account with some of the current balance in order to anticipate future expenses such as travel by the chair and other committee members to appropriate IEEE events.</p>	<p><b>Duncan</b> to set up term deposit with approx \$2000 in anticipation of future expenses as required.</p>
<p><b>7</b></p>	<p><b>Member Events:</b></p> <ul style="list-style-type: none"> <li>• A report is required for the Newsletter on the seminar event held at Massey on 14<sup>th</sup> April</li> <li>• A report from Murray is required from other recently attended events.</li> <li>• Breakfast event now confirmed for Maurice Williamson. Preferred dates from the IET and IPENZ included 2 in June and 2 in July. It is suggested that the 2<sup>nd</sup> July 2008 be recommended as this falls within the teaching free period for academics. Time would be 7:30am. <ul style="list-style-type: none"> <li>○ Additional discussion was generated on this issue and centred on the need for even-handedness in relation to the political aspects of this breakfast talk. Murray to attempt to invite David Cunliffe (Minister for Communications and Information Technology) to consider speaking at an appropriate function before the election period commenced – if possible.</li> </ul> </li> <li>• The website needs updating with the latest information on events.</li> <li>• Additional events need to be developed for Section's program over the coming months. A volunteer is required for student event suggestions. <b>Ramesh</b> agreed to perform this function.</li> <li>• Suggestion from Richard to consider asking a representative from Media Lab to give a presentation.</li> </ul>	<p><b>Richard</b> and <b>Subhas</b> to provide 14<sup>th</sup> April report.</p> <p><b>Murray</b> to produce report.</p> <p>IET and IPENZ to be advised that 2<sup>nd</sup> July is OK for the IEEE Central Section.</p> <p><b>Murray</b> to approach Minister Cunliffe to organise an appropriate activity.</p> <p><b>Keith</b> to update the website accordingly.</p> <p><b>All</b> to consider potential events and report back.</p> <p><b>Murray</b> to approach appropriate Media Lab rep.</p>
<p><b>8</b></p>	<p>There have been ongoing discussions between the various societies in NZ concerning collaboration and cooperation with regard to events. Murray indicated that some paperwork is circulating with regard to this situation. The NZ Computer Society and several others are involved in developing agreements on this issue.</p>	<p><b>Murray</b> to keep us informed concerning the cooperation agreements.</p>

<p><b>9</b></p>	<p><b>Membership Initiatives:</b> As the newly appointed membership coordinator, Ramesh was asked to consider ideas for boosting memberships in the various categories. Ramesh indicated that it would be good to gain access to information concerning member status. Murray and Duncan suggested that Ramesh be given access to member records.</p> <p>Ramesh suggested promotion of members across grades, eg: MIEEE to SMIEEE and also SMIEEE to FIEEE people could be identified.</p> <p>Ramesh also suggested the possibility of having a student event for Wellington students at Massey and Victoria campuses. <i>(Richard recommended the inclusion of food in the events!)</i></p> <p>Murray had circulated information about GOLD (<b>G</b>raduates <b>O</b>f <b>L</b>ast <b>D</b>ecade) events and asked for potential nominees for such events. Richard indicated that Dr Irena Atov (former PhD student) was actively involved in the program from Australia and might be able to assist at some point.</p>	<p><b>Murray</b> to register Ramesh as the membership coordinator with the IEEE so that he might gain access to member records etc.</p> <p><b>Richard</b> to talk with Irena about GOLD activities.</p>
<p><b>10</b></p>	<p><b>Website:</b> Keith will work on updating the website with the latest information.</p>	<p><b>Keith</b> to update website. (As mentioned above)</p>
<p><b>11</b></p>	<p><b>Newsletter:</b> Reports mentioned earlier need to be incorporated into the next newsletter.</p>	<p><b>(Reports as mentioned above.)</b></p>
<p><b>12</b></p>	<p>Specialist Chapter formation: Murray indicated that Edmund was preparing a 2-page paper with information concerning this specialist chapter. Edmund had previously circulated a status report via email when giving his apologies for the meeting today.</p>	<p><b>Edmund</b> to prepare the paper for presentation at next Section Meeting for discussion.</p>
<p><b>13</b></p>	<p>No additional business was noted</p>	
<p><b>14</b></p>	<p>Next meeting: 26<sup>th</sup> May. Richard to chair this meeting as Murray will be away. Duncan will also be away so setup of the phone conference call becomes an issue. It was agreed to attempt a Skype conference call. Richard will initiate the call to members of the committee.</p> <p>Meeting closed at 5:20pm.</p>	<p><b>Richard</b> to provide instructions to set up Skype for those members unfamiliar with the requirements.</p> <p><b>Members</b> should contact Richard with their Skype details if they are not known to him.</p>