

Minutes of meeting held on 28th July, 2008

Present: Murray, Richard, Subhas, Meng, Gregor, Duncan, Keith
Apologies: Edmund, Bob, Mansoor, Peter, Ramesh

Murray chaired the meeting. The meeting took place via audio.

Minutes of the last meeting: Agreed in principle. Richard proposed and Gregor seconded.

Correspondence: Murray wrote a letter to Mr. Morris Williamson expressing thanks on behalf of the sponsoring organisations.

Breakfast meeting: Around 86 people attended and 25 of them were IEEE members.
ACTION: Murray will liaise with IET and IPENZ to write a letter of thanks to Transpower for their generous support of this meeting.

Finance: Duncan reported that currently NZ \$ 9883.92 is at the bank. A few cheques are outstanding. The breakfast meeting expenses of NZ \$290.00 need to be paid.
ACTION: Murray will prepare an invoice and send it to Duncan.
ACTION: Duncan will sign and send a cheque to Richard for counter-signature.

Section Congress: Murray is planning to attend the section congress. Some support will be available this year from Region 10 as NZ Central is a new section.
ACTION: Murray will enquire about the mechanisms for support from R10.

It was noted that after that initial support, we shall need to put aside some funding to support future attendance expenses as the R10 support will be once-only. Usually the Section congress takes place once in every three years; hence, an amount of at least \$1000 every year would be useful to put towards these expenses.

Post-graduate presentation:

After a long discussion it was decided and agreed by all members that the Post-graduate presentation for this year will be held at Victoria University Wellington in the Government Building Lecture theatres at their Piritea campus. The committee expressed its thanks to Peter and Meng for the organising the booking of this room. The Section will provide student membership fees for all the student presenters. The formation of student branch will also take place on that day if sufficient support can be raised from the participants.

For transport from Palmerston North, the Section will support travel (bus) expenses for student participants. The Section will support the provision of some food (pizzas) and drinks for the event.

A rough estimate of the expenses for this purpose is believed to be around \$750 to \$800.

ACTION: Subhas will collate the RSVPs from students, IEEE, IET and IPENZ members and advise the committee and the treasurer about travel and food costs.

ACTION: Peter and Meng will contact Bennett's Book Shop to obtain prizes in the form of book vouchers/coupons as their contribution towards the event (they supported last year's event). It was noted that \$100 was inadequate for some books so the Section will match the Bennett book voucher costs 1:1. Duncan proposed that this

matching support from the Section should be undertaken. This was seconded by Murray and agreed upon by the Committee.

Some initial support of the order of \$300 dollars was also approved for the student section to start their initial activities.

It was noted that in forming the Student Chapter, the executive members need to be a mixture from Massey PN, Massey WTG and VUW campuses to ensure a balance and representation of the two main student areas.

IET and IPENZ will be informed about the event and will be asked for their support.

It was also decided that we shall approach R10 for some support for this activity as this will help to initiate the development of membership.

ACTION: Subhas and Richard will work on the application. Murray will also be able to support if required.

Other events: Regarding DL visit we do not have any answers regarding a tour by Fred Harris.

ACTION: Richard will ask Harsha Sirisena (NZ South Section) about an updated status and/or contact the Asia-Pacific group of IEEE for lists of DLT presenters.

ACTION: All members of the committee were requested to look into the DL lists and see whether anyone is visiting Australia and would be willing to come to NZ.

Discussion on Chapter formation:

Proposal with petition from members was submitted to the meeting by Edmund Lai for a Joint Chapter in **Communication, Signal Processing and Information Theory**. The Committee agreed in principle with the proposal to form the Joint Chapter. Murray will inform North and South section about any conflict. Edmund will be asked to inform our committee about who are the proposed nucleus members of the executive committee.

For the formation of a Robotics and Automation chapter, it was noted that Subhas has informed XiaoQi Chen about our decision.

Website: Keith will update the web site with an announcement of the post-graduate presentation day.

Newsletter: We need to make a newsletter soon. **ACTION:** Items for inclusion in the newsletter to be forwarded to Subhas/Murray as soon as possible.

Next committee meeting

The members all agreed to have the next meeting on 25th August via audio. Then of course we are meeting on 28th August for the PG presentation day where additional face-to-face discussions will be possible.