

Minutes of the meeting held on 26th August, 2008

Apologies: Edmund Lai, Greg Bruce, Ramesh Rayudu, Bob Hodgson and Keith Morris

Present: Richard Harris, Subhas Mukhopadhyay, Duncan Hall, Peter, Mengjie, Murray and Mansoor

Welcome: Richard chaired the meeting as Murray was working from an airport lounge. The meeting took place via a teleconference call.

Minutes of the last meeting: Agreed in principle.

Finance report:

The Treasurer, Duncan Hall reported that currently we are earning interest in our account at a rate of about NZ \$20.00 per month. We have over \$9,900.00 at the bank. He made a proposal to pass on a spare cheque book to Palmerston North to assist with some of the routine payments. Two signatories are still required. **ACTION:** Duncan to hand over a cheque book for use by Palmerston North representatives.

Post-graduate presentation:

A total of 21 students have nominated themselves to present their research work at our PostGrad Research Day. The presentation will start from 1.15 pm to enable us to finish at a reasonable time. Judges for the event have been decided. Peter has provided input on the criteria to be used for judging. For the catering, it is estimated that around 40 people will attend. So if food is arranged for a maximum of 50 people, then this will be sufficient. Murray reported that the drink had been arranged. **ACTION:** Peter, Murray and Mengjie to coordinate the arrangements for food and drink at the event.

Student Branch:

The students have been asked to express their interest in applying to be on the Executive Committee of the Students branch. Subhas has received a response from 3 students located at the PN campus. **ACTION:** Members to approach other students to ascertain their willingness to participate in a Student Chapter of IEEE Central Section.

Web reports

Keith was an apology for this meeting. **ACTION:** Keith to review the web site to check whether everything is accurate and up to date.

Newsletter

Murray has proposed to develop a draft newsletter for the committee to review. **ACTION:** Murray to complete the Newsletter draft and circulate for comment. **ACTION:** Members to offer additional suggestions on the Newsletter content when it has been circulated.

Next committee meeting

The members all agreed to have the next meeting on 29th September at 4.30 pm.