

IEEE Central Section Committee Meeting

Minutes of the meeting held on 3rd November 2008

Present: Richard, Bob, Subhas, Matthew, Duncan and Keith

Apology: All others.

Minutes of the last meeting: Agreed in principle. Keith proposed the minutes to be accepted and Duncan has seconded it.

Duncan's replacement:

A proposal has been received that nominates Gourab Sen Gupta as an appropriate successor to Duncan Hall following Duncan's advice that he will be retiring from the Committee at the end of this year. Duncan supported the nomination of Gourab Sen Gupta and the motion was seconded by Bob. It is proposed that Sen Gupta's nomination will be confirmed at the upcoming AGM (our next meeting). Sen Gupta will be invited to attend the AGM.

ACTION: Duncan will be in contact with Sen Gupta to discuss banking details and provide transition information for a smooth handover of responsibilities.

ACTION: Duncan will pass his IEEE Central Section cheque book/deposit book to Murray Milner to enable cheque and deposit transactions to be made in Wellington.

ACTION: The change of the signatories for our bank account will need to be done by paper signature. Duncan will initiate this without waiting for the AGM.

AGM:

The most important thing is now the date and venue for the AGM. Richard described his plan to have the AGM at a suitable company where a visit, short presentation, the AGM activity and then a small networking event with food and drink. It was proposed that we consider two companies as potential locations in Wellington, viz: Kordia (formerly BCL) and Transpower. The first company to be approached would be Kordia and then Transpower if Kordia are unable or unwilling to host the event in the suggested timeframe. The possible dates for the AGM event would be: either in the week starting November 24 to 28 or between December 10 -- 19, 2008.

ACTION: Murray after his return to NZ to be asked to help us approach these two companies and request for support for the AGM.

ACTION: Subhas to check with the IEEE guidelines for the required minimum timeframe required for sending out notices for the AGM.

Correspondence:

Students branch support – need to see.

Finance report:

Duncan reported that there had been no change in the financial situation compared to the previous meeting.

Introduce Matthew, the student branch chair:

Matthew introduced himself and his plan for upcoming Student Branch activities. Out of six members in the executive committee, 3 members are currently overseas. He listed the following activities plan:

- Setting up a web site for the students activities,
- Planning to have a bigger Postgraduate event next time, viz
 - Can be joint with IET as well as IPENZ
- Planning to set up a stall at the O-week events for the various university campuses and also for any Club Weeks at these campuses.
- Planning to join in with the AGM.

Richard noted that for the proposed web site Matthew and his webmaster should liaise with Keith as he is the web master for the Section. It is recommended that there be cross-links between the Student web and the Section web. Matthew will ask for a volunteer for their web site development.

IEEE Banner for promotion:

Following on from the discussion concerning a stall at various student events, Richard asked about IEEE banners and publicity material that would be available from the IEEE.

ACTION: Subhas will ask R10 as well as IEEE HQ for any banners or promotional material that we could access.

IEEE's 125th year celebrations:

We understand that Murray may have some additional information regarding potential events in addition to the material that has been circulated for Student Branches (in particular) following his return. In the meantime, we should try and discover whether a coordinated set of events could be organized with IET and IPENZ as well as possible collaboration with IEEE North and South, so that the IEEE activities in New Zealand could be highlighted. Matthew suggested possible school related events to showcase the work of engineers in the community. **ACTION:** Matthew to help identify some target schools in Wellington etc that could be used for this showcase event. **ACTION:** All to try and locate suitable items to display/present at such an event. This could also include competitions and associated prizes.

Christmas Newsletter

Need to assemble such a newsletter to advertise the details of our AGM, items of interest for members from the recent IEEE congress in Canada, formation of the Student Branch etc etc.

Other Business

- 1) **Future IEEE phone meetings:** Duncan costed the Telecom service for conference calls and found that it was 64c per minute so this is quite expensive. Skype is possible for most people, but Mansoor may have a problem using it from within Telecom. It is noted that a maximum of 10 people are supported with the Skype conferencing system. **ACTION:** Alternatives are sought which minimise costs and would be accessible to

members of the committee. Naturally some further face to face meetings will need to be part of the ongoing interactions in 2009.

- 2) **Ramesh's request for membership list access:** Ramesh has asked for access to the membership lists so that he can target members to upgrade to Senior Membership. **ACTION:** A request for a login/password combination needs to be submitted to the IEEE so that Ramesh can perform this task. Possible assistance from Murray and/or Subhas.

Meeting closed at 5:20pm.

Next meeting is AGM – date to be advised.