<h1 style="text-align:center">Minutes of the meeting held on 7th April, 2009</h1>

Present: Richard, Subhas, Keith, Edmund, Bob, Murray, Gourab, Matthew, Fahim, Pawel

Apologies: Ramesh, Peter, Mengjie, Sajal, and Mansoor

1. Welcome: Murray chaired the meeting. The meeting took place via a skype conference call. There was some problem to connect, so it took some time to start the meeting.

3. Minutes of the last meeting: Agreed in principle.

4. Matter arising: Nothing as such.

5. Finance report
  a. AGM Cost: The AGM in 2007 was sponsored by Telecom. For 2008 the cost was NZ $533.80.
b. Prof Sarkar's visit – The expenses has not yet been finalized. Dr. Sajal Palit has sent the train fare. Need to sort out the accommodation and PN expenses.
c. Annual reporting: IEEE has confirmed that they have received all the reports and we qualify for 10% bonus.

Sen Gupta will be away for 3 months. He has passed all papers on to Subhas. He will be available for meeting over skype.

6. Webmaster report: Keith has updated the web site. The email on the next meeting (IET presentation) will arrive soon.

7. Membership report: Ramesh was absent but Murray confirmed that all membership details (email database) have been sent to him.

8. **Student Branch:**
Though we think we now have a student branch, but actual formalization need to be done. The student branch will not be under the section but rather to be attached to any university, they of course will be affiliated to the section. So we need to do the paper work to make that official formalization. Matthew has taken the responsibility to collect the signature of student members and will arrange soon.
Matthew described his plan of organizing some event, either jointly or may be separately one at PN and another at VUW. The time line of the event is around the end of April or in the beginning of May.
In the event it is planned to have some seminars especially on the importance of IEEE. Some one (either Bob, Richard or Subhas) can present it at PN and someone has to volunteer at VUW. Pawel can organize that at VUW. Some presentation file from IEEE will be useful and can be organized.

9. Women at Engineering report: Theresa was absent.

10. Technical Chapters report:
Edmund has all necessary paper for the formation of chapter. The committee wholeheartedly support the move. So Edmund can start the procedure.

11. General Meetings:

Bell Labs fellow likely to visit Wellington and that is a possibility of arranging a seminar. Brain McClinchy will liaison the visit on behalf of IET. Richard may liaison with Brian. In Wellington Edmund may do that.
The likely venue is Te Papa museum.

Joint Breakfast Meeting: The joint breakfast meeting with IPENZ and IET is an event which usually we participate. The speaker should be not from political party.

Correspondence:
There are many correspondences from IEEE. Murray will filter many emails and pass on to committee the rest.

Post-graduate presentation:
Post-graduate event for 2009 is planned to have it sometime during the semester break of 2nd semester. This is to coordinated between PN and Wellington. The semester break from Massey is from 24th August to 4th September. It is to be checked with VUW and the date to be decided. This year the presentation will be at PN.

IEEE's 125 years celebration: Bob has offered to give a seminar on this event. The title is "Sparking a Revolution – Marconi, Ship wreckers and Murder". The topic will be of wide interest to community. Bob is away from 2nd week of July to till the end of August. So sometime in September will be a good time.
The venue can be decided later.

Bob also proposed to utilize Janina for our section activities as well as to promote IEEE in New Zealand.

R10 meeting in NZ: The cost of organizing the meeting in New Zealand is too expensive, so at least next couple of years there is no chance to have it here.

Next committee meeting
The members all agreed to have the next meeting on 5th May, 2009.