

# Minutes of IEEE NZ Central Section Meeting

**Date:** Thursday 1<sup>st</sup> October 2009  
**Time:** 7:30pm – 8:30pm  
**Location:** Backbencher Café, Wellington  
**Attendees:** Murray, Richard, Gourab, Pawel, Mengjie, Chris, Fahim, Bob, Theresa, Edmund  
**Apologies:** Subhas, Sajal, Keith, Mansoor, Ramesh, Matthew

## Agenda

1. Welcome
2. Apologies (Subhas, Sajal, Keith, Mansoor, Ramesh, Matthew)
3. Minutes of the last Committee Meeting (Subhas has circulated)
4. Matters arising
5. Finance Report (Sen Gupta)
  - a. Costs for 125<sup>th</sup> Anniversary Event
  - b. Refund of IEEE membership fees for students
6. Webmaster Report (Keith Morris)
7. Membership Report (Ramesh Rayudu)
8. Student Branch Report (Mathew Gray)
9. Women in Engineering Report (Theresa Shaw)
  - a. Discussion of formation of a Chapter
10. Technical Chapters Report (Edmond Lai)
  - a. First meeting of the new chapter
11. General Meetings
  - a. Upcoming Distinguished Lectures (Subhas)
  - b. Other meeting events for 2009
  - c. 2009 AGM
12. Conferences and Special Events
  - a. IEEE 125<sup>th</sup> Anniversary Event
13. Members Newsletter (Mansoor)
14. Other Business
15. Next Meeting: Tuesday, 3 November 2009

## Minutes

Item	Discussion	Actions
1	<p>Murray welcomed everyone to the meeting and noted that Theresa was joining us at this face to face meeting so that this provided an opportunity for some further introductions.</p> <p>Murray also thanked Prof Bob Hodgson for his excellent 125<sup>th</sup> Anniversary presentation on Marconi entitled “Sparkling a Revolution- Marconi, Shipwrecks and Murder” held earlier in the evening at the Rutherford Lecture Theatre. He also thanked colleagues on the committee (VUW staff and Theresa) for their assistance in making the</p>	

	event such a success with 40+ members attending.	
2	Apologies noted were: Subhas, Sajal, Keith, Mansoor, Ramesh, Matthew	
3	Minutes of previous meeting had been circulated by Subhas. No new items were added to the agenda and the previous minutes were confirmed as a true and accurate record of the meeting.	
4	No additional matters arose from the previous meeting that were not already included in the agenda for the current meeting.	
5	<p>Gourab Sen Gupta provided a brief update on the financial position of the Section. He indicated that the previous balance was approximately \$15,000+ and that since that time, there had been expenses amounting to approximately \$1200 and further expenses will be incurred following the 125<sup>th</sup> Anniversary event and some student refunds. Current balance is of the order of \$14,500.</p> <p>Discussion took place concerning the recruitment of students for the Student Chapter and incentives for them to join the IEEE as student members. We have recently received membership applications from 3 Postgraduate students (following the PG event) and 3 Undergraduate students (Massey Manawatu campus).</p> <p>Considered several options for providing incentives to students to join the IEEE. Noted the ongoing requirement to have separate Student Chapters for each university (no need to split among campuses with a university such as for Massey). Propose to manage this requirement appropriately but attempt to ensure common events that would involve students from each university and campus.</p> <p>Action items established.</p>	<ul style="list-style-type: none"> <li>• The month of October will be declared by our Section to be one where free membership will be offered to all joining student members. <i>(Not considered a significant financial risk after considering the likely numbers of applicants)</i></li> <li>• Richard and Fahim to prepare a poster for distribution at campuses to promote the fee-free memberships.</li> <li>• Committee will be asked to comment on poster when it becomes available.</li> </ul>
6	Keith was an apology, but Murray reported that the website was keeping abreast of our events and that no problems had been observed.	
7	Ramesh was an apology. Main activity requirement was to follow up on Senior and Fellow Membership promotions for members in the Section.	<ul style="list-style-type: none"> <li>• Murray to discuss requirements with Ramesh and check the letters that have been prepared for sending to suitable candidates.</li> </ul>
8	As Matthew was an apology and there was no official	<ul style="list-style-type: none"> <li>• Fahim to assist</li> </ul>

	Student Branch report. Fahim was present to represent the Branch in Matthew's absence.	with management of the Student Branch for the moment
9	<p>Theresa was keen to establish a "Women in Engineering Branch" and asked for suggestions concerning the approach that should be adopted. Main suggestions were:</p> <ul style="list-style-type: none"> <li>• Branch will need about 12 – 15 people as a minimum and be sustainable.</li> <li>• Check the membership lists to determine existing candidates.</li> <li>• Seek help from lists of members in IET and IPENZ</li> <li>• Consider contacting other WoE Branches locally in NZ and Australia to seek further advice.</li> </ul>	<ul style="list-style-type: none"> <li>• Edmund Lai to help provide details of Chapter requirements from the IEEE perspective.</li> <li>• Edmund Lai to assist in showing how to use the Singapore IEEE connection to extract information about women engineers in our Central Region. Ramesh may also be able to assist in this regard.</li> <li>• Richard Harris to provide contact details for Irena Atov in Australia who has also been active in this area.</li> </ul>
10	<p>Technical Chapter report from Edmund Lai:</p> <ul style="list-style-type: none"> <li>• 2<sup>nd</sup> Meeting held on September 30<sup>th</sup></li> <li>• Minutes of meeting on the website</li> <li>• Interested in hosting workshops and conferences</li> <li>• Interested in assisting with the hosting of an ATNAC conference – possibly in 2013 when the conference returns to NZ – Wellington to be proposed as the venue.</li> <li>• Chapter would like to have their AGM coinciding with the IEEE Central AGM meeting if possible.</li> </ul>	<ul style="list-style-type: none"> <li>• Richard to provide details of the 2010 ATNAC conference to be held in Auckland in conjunction with APCC.</li> </ul>
11	<p>Subhas has already communicated some of the proposed talks for coming months based on potential visitors to the region. These are already highlighted on our Website.</p> <p>No other new events were noted for consideration in 2009.</p> <p>For 2010, Murray indicated that it was an IEEE requirement that he step down from the Chair in 2010. Richard indicated that he would be willing to stand as a nominee for the Chair position at the AGM.</p> <p>After some discussion, it was proposed that 26<sup>th</sup> November would be an appropriate date on which to hold the AGM.</p>	<ul style="list-style-type: none"> <li>• Panel to be determined for the AGM event. Topic area to be "What I learned about ... at an IEEE sponsored conference event."</li> <li>• Subhas to send out the appropriate nomination forms and details to members ahead of</li> </ul>

		<p>the AGM on the 26th November.</p> <ul style="list-style-type: none"> <li>• Details of AGM to be sent to members via the Newsletter (Mansoor?).</li> <li>• Edmund and Subhas to liaise concerning the Technical Branch AGM coordination with the Section AGM.</li> </ul>
12	As previously noted, the 125 <sup>th</sup> Anniversary event was deemed a significant success.	
13	Mansoor was an apology so the newsletter was not discussed any further.	
14	No other business was raised for this item	
15	Next Meeting Tuesday 3 <sup>rd</sup> November 2009 was confirmed.	Skype meeting is proposed.
	Meeting closed at approximately 8:30pm	