

Minutes of IEEE NZ Central Section Meeting

- Date:** Thursday 4th February 2010
- Time:** 4:30pm – 5:30pm
- Location:** Skype conference call
- Attendees:** Richard Harris, Murray Milner, Pawel Dmochowski, Gourab Sen Gupta, Subhas Mukhopadhyay, Sajal Palit, Ramesh Rayudu, Mengjie Zhang, Chris Hollitt, Keith Morris
- Apologies:** Mansoor Shafi, Theresa Shaw, Edmund Lai, Fahim Abbasi, Winston Seah

Agenda

- 1) Welcome (Richard)
- 2) Apologies
- 3) Minutes of the last Committee Meeting
- 4) Matters arising
- 5) Chair report (Richard)
 - a. Visit by IEEE Spectrum Editor: Glenn Zorpette
 - b. 2009 reporting status
 - c. Region 10 Meeting - Cebu, Philippines
- 6) Secretary's report (Pawel)
 - a. Correspondence
 - b. AOB
- 7) Finance Report (Sen Gupta)
 - a. AGM Costs
 - b. Annual Reporting
- 8) Webmaster Report (Keith Morris)
- 9) Membership Report (Ramesh Rayudu)
- 10) Student Branch Report (Fahim Abba)
- 11) Women in Engineering Report (Theresa Shaw)
- 12) Technical Chapters Report (Edmund)
- 13) Reports required for ensuring 10% rebate to Section (Richard)
- 14) General Meetings
 - a. Topics
 - b. Speakers
 - Bob Hodgson for another historical talk later in year
 - Dates
 - c. Dates
- 15) Conferences
- 16) Any Other Business (AOB) - Please advise
 - a. IET representative - Murray Milner to continue
 - b. IEEE representative on IPENZ Professional Forum
- 17) Next Meeting

Minutes

Item	Discussion	Actions
1	Richard welcomed everyone to the first subsection meeting of 2010.	
2	Apologies were noted: Mansoor Shafi, Theresa Shaw, Fahim Abbasi, Edmund Lai, Winston Seah	
3	<p>Previous minutes (1 October 2009), as circulated by Richard were noted. The correct date for the AGM was pointed out (26 November 2009). The minutes were confirmed as a true and accurate record of the meeting.</p> <p>It was suggested that the minutes of the AGM, normally discussed at the following AGM, were drafted soon while the meeting is fresh on everyone's mind.</p>	
4	Additional matters arising: sending out letters to members for promotion to senior member and higher ranks. Contact details for the Women in Engineering contact in Australia.	
5	<p>Chair Report: Richard noted a successful meeting with Glenn Zorpette, the Editor of Spectrum Magazine, and thanked Keith for his assistance in organising and promoting the event.</p> <p>It was noted that we are currently working on the 2009 Report on subsection and chapter activities. Gourab noted that the Finance Report and the Bank Account Disclosure have been filed.</p> <p>It was noted that the upcoming Region 10 meeting in the Philippines will be attended by Richard, who will report upon his return in early March.</p>	
6	Secretary Report: no correspondence was reported.	
7	<p>Finance Report: Reiterated that the Finance Report for 2009 has been filed. There has been no financial activity since the start of the year. The bank balance is currently on the order of NZD 11,000 .</p> <p>The AGM cost, including James Cook Hotel room hire and refreshments, was \$774, approximately \$250 more than 2008 AGM, due to the cost of venue hire.</p>	
8	Webmaster Report: Keith noted that the webpage was updated to reflect the visit by Glenn as well as updated committee members.	
9	Membership Report: Ramesh noted that there are currently 283 active members, of which 63 have yet to renew their membership. There are 78 inactive members. Email lists to	<ul style="list-style-type: none"> • Ramesh and Murray will circulate the latter

	<p>be circulated, which will include student and associate members.</p> <p>It was noted that effort are underway to encourage senior member upgrades, which includes 75 members who qualify. Ramesh has drafted a letter to be send out to suitable candidates.</p> <p>It was noted that Regional headquarters may also be sending out similar letters.</p> <p>It was also noted that there are currently 15 members with 25+ years of experience.</p>	<p>to candidates who qualify for promotion to Senior Member.</p>
10	<p>Fahim was an apology. It was noted that Fahim is working on contacting the student members in order to engage them in section activities. Ramesh is helping in providing contact details. A proposal was to hold a repeat presentation by Bob Hodgson at the Palmerston North Massey campus as a student activity. Bob has agreed and a date is being organised.</p> <p>A request was made for funding towards this function and it was agreed to pre-approve a support of \$200.</p>	
11	<p>Theresa was an apology. Previously she prepared a report on Women in Engineering activities.</p> <p>Richard noted that he shared this report during a meeting with Irena Atov, who has taken leading role in promoting Women in Engineering activities in Australia.</p> <p>Report was outlined: it identified a number of potential membership areas, including Stats NZ and Transpower. A presentation will also be made to the BNZ technology staff about the IEEE and to encourage membership. Absolute IT has also agreed to circulate material on Women in Engineering to its staff.</p>	
12	<p>Edmund was an apology. It was recalled that during the AGM election of officers was held for the local chapter.</p>	
13	<p>Richard reiterated the Reporting Activity.</p>	
14	<p>It was agreed to hold subsequent subsection meeting on the first Tuesday of each month at 16:30.</p> <p>Future activities were discussed, including</p> <ul style="list-style-type: none"> • Combined Institutions Annual Breakfast (July) • Postgraduate Student Presentations (August) • Bob Hodgson delivering a historical talk (October) • AGM (November). • Mengje noted a possible visit by Xinghuo Yu from RMIT to deliver a lecture • It was suggested that Winston Seah (VUW) 	<ul style="list-style-type: none"> • Mengje will follow up on the possibility of a lecture by Xinghuo Yu. • Pawel to approach Alan Coulson from IRL about a technical talk.

	<p>deliver a research talk as a new arrival in New Zealand.</p> <ul style="list-style-type: none"> • It was suggested that we invite a talk by Crown Fiber Holdings (2nd half of the year) • In addition, a suggestion was made to approach Alan Coulson (IRL) about the possibility of a technical talk. <p>It was suggested that a list of Distinguished Lecturers be obtained during the Region 10 meeting in Philippines.</p>	
15	No major Conference activity was reported.	
16	<p>It was agreed that Murray continues to act as the IET representative.</p> <p>It was noted that IPENZ is looking for an IEEE representative on the Professional Forum. It was agreed that the nominations of N. Nia (Section Chair) and K. Sowerby (Council Representative) are supported by the subsection.</p>	
17	Due to Richard's attendance of the Region 10 Meeting, it was decided to hold the next meeting on 9 March, instead of the regularly scheduled date of 2 March.	
	Meeting closed at approximately 5:30pm	