

Minutes of IEEE NZ Central Meeting

- Date:** Tuesday 9th March 2010
- Time:** 4:30pm - 5:30pm
- Location:** Skype conference call
- Attendees:** Richard Harris, Fahim Abbasi, Pawel Dmochowski, Gourab Sen Gupta, Chris Hollitt, Edmund Lai, Murray Milner, Keith Morris, Subhas Mukhopadhyay, Winston Seah, Mengjie Zhang
- Apologies:** Ramesh Rayudu, Sajal Palit, Mansoor Shafi, Theresa Shaw

Agenda

- 1) Welcome (Richard)
- 2) Apologies
- 3) Minutes of the last Committee Meeting - previously circulated
- 4) Matters arising (Richard)
- 5) Chair report (Richard)
 - a. IEEE Region 10 Meeting Report - Cebu, Philippines
 - b. 2009 reporting status
- 6) Secretary's report (Pawel)
 - a. Correspondence
 - b. AOB
- 7) Finance Report (Sen Gupta)
- 8) Webmaster Report (Keith Morris)
- 9) Membership Report (Ramesh Rayudu)
- 10) Student Branch Report (Fahim Abbasi)
- 11) Women in Engineering Report (Theresa Shaw)
- 12) Technical Chapters Report (Edmund)
- 13) Reports required for ensuring 10% rebate to (Richard)
- 14) General Meetings (URGENT all - please make helpful suggestions for this)
 - a. Topics
 - b. Speakers
 - c. Dates
- 15) Conferences
- 16) Any Other Business (AOB) - Please advise
- 17) Next Meeting - Tuesday 13th April? Since the 6th April falls in Easter break.

Minutes

Item	Discussion	Actions
1	Richard welcomed everyone to the meeting.	
2	Apologies were noted: Ramesh Rayudu, Sajal Palit, Mansoor Shafi, Theresa Shaw	
3	Previous minutes (4 Feb 2010), as circulated by Pawel were noted. The minutes were confirmed as a true and accurate record of the meeting. Moved by Chris Hollitt, seconded by Mengjie Zhang.	
4	Additional matters arising: Membership Report, need for list of candidates for Senior Membership; Meng contacted Xinghuo Yu regarding the talk, and will follow up; Pawel contacted Alan Coulson, who is happy to give a talk on Cognitive Radio in the upcoming weeks.	
5	<p>Chair Report: attended a successful R10 meeting, with 96 delegates and 20 additional invitees. Commented on reports and the very successful poster sessions. Y.J.Park, R10 president, noted the following:</p> <ul style="list-style-type: none">• Relatively low voting turnout in R10• changes to membership classes suitable for low-gdp countries, including an 'electronic' class• local currency for fees payments• focus on grade increases in 2010• contest to design a logo for R10 <p>Richard noted the number of groups interested in hosting the next meeting, as well a presentation by President-Elect, Moshe Kam. There was a discussion of structural changes being considered to the top executives. Finally, Richard noted a meeting with Australian delegates.</p>	
6	Secretary Report: Pawel pointed out correspondence received regarding TENCON 2013 call for proposals	
7	Finance Report: there have been no financial activities since start of the year, with the balance at around \$11,000. All financial reporting for 2009 has been completed and filed.	

Richard noted that we should receive a rebate for prompt filing.

- 8 Webmaster Report: Keith updated the 2009 committee page, minutes of previous meetings will be updated.

Edmund will follow up with Paul Teal, to provide information regarding the technical chapter meetings.

It was suggested that we examine websites of other small sections to get ideas for content and presentation.

- 9 Membership Report: Ramesh was an apology.

It was noted that we need to follow up on members upgrade. We also need to obtain contact information for Theresa through the membership list

Keith noted that he received an inquiry about Gold members activities. It was suggested that Ramesh obtain a list of Gold members. Murray offered to follow up.

- RH to follow up on Theresa's contact re women membership

- 10 Student Branch Report: Fahim reported on the organisation of talk by Bob Hodgson around the week of 19th April as a student activity.

It was noted that April will also include NZ graduate computer science conference, hosted by VUW.

Poster for the event, proposal was to include some photos from graduate presentation

It was suggested that we locate and use previous IEEE posters for advertising. Murray suggested using photos taken during recent activities.

- Fahim: follow up with Bob to establish the date for talk, preferably the week of 19th April.

- Richard to track down existing advertising material

- Subhas to help track down photos.

- 11 Women in Engineering report: Theresa was an apology.

Richard has contacts of various WiE personnel in IEEE.

- 12 Technical chapter: meeting was held on Friday 5 March, including the various technical activities to be held. First technical meeting will soon be held, something late April/early May.

Winston will give an overview talk on his research . This will be a joint chapter/ event, tentatively set for June/July.

It was suggested by Murray that we coordinate distinguished lecturer events with other NZ s and possibly Australia.

13 Richard re-iterated the reporting status.

14 It was suggested that we approach Alan Coulson to give a seminar either on Monday 29 or Wed 31 March, with a 5:30 start with dinner following.

- Pawel to follow up with Alan

15 A discussion was held regarding 2013 TENCON. It was suggested that we ask other NZ sections about their interest in possibly organising this conference.

It was also suggested that this be coordinated with the NZ council.

16 Richard will write a chairman's report for the Newsletter, while Edmund and Fahim will contribute the Technical and Student reports, respectively.

- Richard to prepare draft and circulate.

It was discussed that we should try and focus more events that better engage the industry partners. Murray suggested an event centred around the ultrafast broadband rollout, as well as smart grid technology.

17 Preliminary date for next meeting was set to April 13th. A suggestion was made to attempt a face-to-face meeting during the NZ Computer Science Research Student conference.

Meeting closed at approximately 5:33pm