

Minutes of IEEE NZ Central Section AGM 2011

Venue: James Cook Grand Chancellor –Wellington, Room: Chancellor 2

Date: Thursday 8th December 2011

Time: 6:00pm - 8:30pm

AGENDA

1. **Welcome to the Section AGM at 6:45pm**
2. **Special presentation by Prof. Kim Jong-Hwan, Department of Electrical Engineering, KAIST, "Recent Progress and Development of Intelligence Technology for Robots That Think".**
3. Apologies
4. Minutes of the last AGM
5. Chair's annual report
6. Financial report
7. Audit resolution
8. Election of officers
 - a. Chair
 - b. Deputy Chair
 - c. Secretary
 - d. Treasurer
 - e. Web Coordinator
 - f. Membership Development Coordinator
 - g. Student Activity Coordinator
 - h. Newsletter Coordinator
 - i. Committee Members
9. Other Business (Please advise)
 - a. Nomination of NZ Council Chair position from NZ Central Section
 - b. Bylaw requirement for NZ Central Section Election of Officers.
10. **Close of Section AGM**

11. **Welcome to COM/SP/IT Chapter AGM**
12. Apologies
13. Chairman's annual report
14. Financial report
15. Election of officers
 - a. Chair
 - b. Deputy Chair
 - c. Secretary
 - d. Treasurer
 - e. Web Coordinator
 - f. Committee Members
16. Other Business
17. **Close of Chapter AGM**

Minutes

Item	Discussion	Actions
1	Richard Harris welcomed everyone to the 2011 NZ Central Section AGM.	
3	Apologies were noted. A total of 17 members attended the AGM.	
4	<p>Previous minutes (8 December 2010) as circulated were noted. The minutes were confirmed as a true and accurate record of the meeting.</p> <p>A suggestion was made that future AGM minutes be circulated at least 24 hours in advance in order to give all attendees the chance to review them.</p> <p>Matters Arising: none.</p>	<p>Nom: Renate Sitte Sec: Mengjie Zhang</p> <p>Minutes accepted by the attendees.</p>
5	<p>Chair's Annual Report:</p> <p>Richard Harris circulated his Annual report to the attendees and discussed the main items. Richard noted that the section membership surpassed 300, noted the formation of the GOLD affinity group (as per last year's goal), as well as the formation of the student branch at Palmerston North. The achievements by Subhas Mukhopadhyay (elevation to Fellow grade) and Mansoor Shafi (co-recipient of the IEEE Donald G. Fink Prize Paper Award) were noted.</p>	
6	<p>Financial Report:</p> <p>The financial report was circulated to the attendees by Gourab Sen Gupta.</p> <p>The balanced (as of 31 October 2011) was NZD 15,905.96. The total income for the year was NZD 7250, while the expenses (including those anticipated for the remainder of 2011) total NZD 7880.</p> <p>Donald Bailey noted that the financial report did not include the account from December 2010, which was also not included in the financial report circulated at the 2010 AGM on 8 December. It was agreed that a full financial report for 2011 will be circulated to the members in January 2012.</p>	

	<p>The matter of subsidy of postgraduate student membership fees was raised, specifically, can the Section afford to continue to cover it with increasing student membership. It was agreed to continue the subsidy at the current level for one more year and to revisit the issue at the next AGM</p> <p>The financial report was accepted by the attendees.</p>	<p>Nom: Paul Teal Sec: Mansoor Shafi Motion accepted to continue student membership support accepted by the attendees.</p> <p>Nom: Pawel Dmochowski Sec: Mengjie Zhang Financial Report accepted by the attendees.</p>																				
7	<p>Audit Resolution:</p> <p>Following a discussion, it was agreed that the Section does not conduct an external audit at this time</p>	<p>Nom: Paul Teal Sec: Mansoor Shafi Motion accepted not to conduct an external audit at this time</p>																				
8	<p>Election of Officers:</p> <p>Committee for 2012 was elected as follows:</p> <table> <tr> <td>Chair</td> <td>Murray Milner</td> </tr> <tr> <td>Deputy Chair</td> <td>Pawel Dmochowski</td> </tr> <tr> <td>Secretary</td> <td>Gourab Sen Gupta</td> </tr> <tr> <td>Treasurer</td> <td>Donald Bailey</td> </tr> <tr> <td>Webmaster</td> <td>Keith Morris</td> </tr> <tr> <td>Women in Engineering</td> <td>(vacant)</td> </tr> <tr> <td>Membership Officer</td> <td>Aaron Reed</td> </tr> <tr> <td>Student Activity Coordinator</td> <td>(vacant)</td> </tr> <tr> <td>Newsletter Coordinator</td> <td>(vacant)</td> </tr> <tr> <td>Committee</td> <td>Richard Harris Chris Hollitt Chuan-Zheng Lee Rahul Mehta Winston Seah Mansoor Shafi Mengjie Zhang</td> </tr> </table> <p>Richard thanked the 2011 Committee for their hard work in the Section organisation.</p> <p>Vacant appointment will be filled in 2012.</p>	Chair	Murray Milner	Deputy Chair	Pawel Dmochowski	Secretary	Gourab Sen Gupta	Treasurer	Donald Bailey	Webmaster	Keith Morris	Women in Engineering	(vacant)	Membership Officer	Aaron Reed	Student Activity Coordinator	(vacant)	Newsletter Coordinator	(vacant)	Committee	Richard Harris Chris Hollitt Chuan-Zheng Lee Rahul Mehta Winston Seah Mansoor Shafi Mengjie Zhang	
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9	<p>Other Business</p> <p>a. Nomination of NZ Council Chair position from NZ Central Section</p> <p>Richard Harris was chosen to be the NZ Central Section nomination for the NZ Council Chair position.</p> <p>b. Bylaw requirement for NZ Central Section Election of Officers</p> <p>Pawel and Richard discussed the potential for the formation of a Section Bylaw pertaining to the Election of Officers. It was noted that given the relatively small size of the Section, some modifications to the IEEE rules can be considered. It was decided to discuss this matter further at the next Committee meeting.</p>	<p>Nom: Mengjie Zhang</p> <p>Sec: Mansoor Shafi</p> <p>Motion accepted that Richard Harris be the NZ Central Section nomination for the NZ Council Chair position.</p> <p>Nom: Donald Bailey</p> <p>Sec: Mengjie Zhang</p> <p>Motion accepted to discuss the possibility of Bylaw formation at the next Committee Meeting.</p>
	<p>The AGM meeting closed at 20:55.</p>	