Minutes of IEEE NZ Central Section Meeting

Date:          Tuesday 13 September 2011
Time:         4:30pm – 5:30pm
Location:     Skype conference call
Attendees:    Donald Bailey, Pawel Dmochowski, Gideon Gouws, Richard Harris, Chris Hollitt, Chuan-Zheng Lee, Rahul Mehta, Murray Milner, Gourab Sen Gupta,
Apologies:    Fahim Abbasi, Keith Morris, Aaron Reid, Winston Seah, Mansoor Shafi, Mengjie Zhang

Agenda

1) Welcome (Richard)
2) Apologies
3) Minutes of the last Committee Meeting
4) Matters arising
5) Chair report (Richard)
6) Secretary's report (Pawel)
   a. Correspondence
7) Finance Report (Sen Gupta)
8) Webmaster Report (Keith Morris)
9) Membership Report (Aaron Reid)
10) Student Branch Report (Fahim Abbasi)
    a. Memberships
11) GOLD activity (Chuan-Zheng Lee)
12) General Meetings
    a. Topics
    b. Speakers
    c. Dates
    d. Industry Event
    e. Visit by Prof. Miyanaga (Hokkaido University)
13) Conferences
14) Any Other Business (AOB) – please advise
15) Next Meeting
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<th>Item</th>
<th>Discussion</th>
<th>Actions</th>
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<td>1</td>
<td>Richard welcomed everyone to the meeting.</td>
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<td>2</td>
<td>Apologies were noted.</td>
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<td>Previous minutes (16 August 2011) as circulated were noted. The minutes were confirmed as a true and accurate record of the meeting.</td>
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| 4    | Matters Arising:  
Richard reported that the IEEE suggested we use the existing VTools functionality to send an email to members in arrears.  
Donald reported that the petition to form a student branch has been sent. Similarly, GOLD petition has been signed by all except the R10 director.  
Mansoor’s talk will likely be combined with the upcoming industry event.  
Donald Bailey noted that he will circulate the details of the costing of the FPGA event. It is being proposed to run it following ENZCon at the end of November. | • Donald to send FPGA event details to committee. |
| 5    | Chair Report:  
Richard noted that he will circulate a report on the Section Chairs Congress in San Francisco.  
A call for contributions to the Newsletter was made, including announcements of the GOLD affinity group and student branch, provided approval.  
The Graduate Student Even was very successful – Richard thanked Chris and Pawel at VUW for organising it. Certificates will be distributed to the participants shortly. | • Richard to prepare and circulate SFO report.  
• All committee members to consider submissions for the newsletter.  
• Richard and Murray to meet and finalise the signatures required for the certificates. |
| 6    | Secretary Report:  
Pawel had nothing to report. |         |
| 7    | Finance Report:  
We received the $800 in proceeds from the Delta conference. A cheque for $500 was posted to Dr. Hoffman for the reimbursement of expenses for his talk.  
Richard noted that there were only a few upcoming expenses for the trip to the Congress as most of the costs had been covered by MGA centrally or by Region 10 subsidies. |         |
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<th>Current balance is approximately $13,000. Murray suggested that about $5000 be put into term deposit. Committee members confirmed that this would be a good suggestion.</th>
<th>• NZCS Treasurer Gourab to follow up and check if permitted under IEEE and/or NZ rules and he should proceed to set up if this checks out appropriately.</th>
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<td>8</td>
<td>Webmaster Report: Keith reported that the Post Graduate Student Event notice went to 281 mailboxes.</td>
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<td>Membership Report: Aaron was an apology.</td>
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<td>10</td>
<td>Student Branch Report: Fahim was an apology. There were 2 recent membership requests from students. Pawel noted that the initial dialogue regarding the formation of a VUW Student Branch is underway. A possible launch event for the formation of the student chapter was discussed.</td>
<td>• All to consider potential events for a launch of the student branch(es). In particular, the GOLD group should be involved so that students can see the on-going benefits of membership after they graduate.</td>
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<td>11</td>
<td>GOLD Chuan-Zheng noted the planning for the first GOLD event is underway. Richard suggested looking into networking functions as well as mentoring events.</td>
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12 **General Meetings:**

Pawel noted an upcoming visit by Prof. Miyanaga from Hokkaido University and requested a contribution from the section towards the trip. The request was met with initial support.

The industry event was discussed. A suggestion was made to hold 2-3 talks on topics of interest to industry. Richard noted that such events were discussed at the Section Chairs congress and are fully supported.

A discussion was held regarding potential speaker for the AGM. R10 Director Designate, who will be present at the ICARA conference, might be a potential speaker.

- Pawel will provide details about the speaker as well as a proposed budget in order to determine the support level.
- Murray has offered to try and approach industry players to determine how best to structure the industry event and to begin to organise the details.
- Gourab will check to determine if R10 Director Designate Prof Toshio Fukuda is able to be a speaker at our AGM.

13 **Conferences.**

ICARA is held at the 6-8 December at the James Cook Hotel in Wellington, with three full days of technical activities.

- The consensus view was to revise the fees for the students, and to endorse the event.

14 **FPGA workshop** was discussed, based on the figures circulated during the meeting by Donald. A suggestion was made to lower the student registration fees to make the even more accessible to them.

Call for participation should be out by the end of next week.

- The consensus view was to revise the fees for the students, and to endorse the event.

15 **Next Meeting** is scheduled for Tuesday, 11 October 2011 via Skype at 4:30.

The meeting ended at 17:39