

# 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

## Minutes

Item	Discussion	Actions
1	Richard welcomed everyone to the meeting.	
2	Apologies were noted.	
3	Previous minutes (16 August 2011) as circulated were noted. The minutes were confirmed as a true and accurate record of the meeting.	
4	<p>Matters Arising:</p> <p>Richard reported that the IEEE suggested we use the existing VTools functionality to send an email to members in arrears.</p> <p>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.</p> <p>Mansoor's talk will likely be combined with the upcoming industry event.</p> <p>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.</p>	<ul style="list-style-type: none"> <li>• Donald to send FPGA event details to committee.</li> </ul>
5	<p>Chair Report:</p> <p>Richard noted that he will circulate a report on the Section Chairs Congress in San Francisco.</p> <p>A call for contributions to the Newsletter was made, including announcements of the GOLD affinity group and student branch, provided approval.</p> <p>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.</p>	<ul style="list-style-type: none"> <li>• Richard to prepare and circulate SFO report.</li> <li>• All committee members to consider submissions for the newsletter.</li> <li>• Richard and Murray to meet and finalise the signatures required for the certificates.</li> </ul>
6	<p>Secretary Report:</p> <p>Pawel had nothing to report.</p>	
7	<p>Finance Report:</p> <p>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.</p> <p>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.</p>	

	<p>Current balance is approximately \$13,000.</p> <p>Murray suggested that about \$5000 be put into term deposit. Committee members confirmed that this would be a good suggestion.</p>	<ul style="list-style-type: none"> <li>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.</li> </ul>
8	<p>Webmaster Report:</p> <p>Keith reported that the Post Graduate Student Event notice went to 281 mailboxes.</p>	
9	<p>Membership Report:</p> <p>Aaron was an apology.</p>	
10	<p>Student Branch Report:</p> <p>Fahim was an apology.</p> <p>There were 2 recent membership requests from students.</p> <p>Pawel noted that the initial dialogue regarding the formation of a VUW Student Branch is underway.</p> <p>A possible launch event for the formation of the student chapter was discussed.</p>	<ul style="list-style-type: none"> <li>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.</li> </ul>
11	<p>GOLD</p> <p>Chuan-Zheng noted the planning for the first GOLD event is underway.</p> <p>Richard suggested looking into networking functions as well as mentoring events.</p>	

12	<p>General Meetings:</p> <p>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.</p> <p>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.</p> <p>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.</p>	<ul style="list-style-type: none"> <li>• Pawel will provide details about the speaker as well as a proposed budget in order to determine the support level.</li> <li>• 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.</li> <li>• Gourab will check to determine if R10 Director Designate Prof Toshio Fukuda is able to be a speaker at our AGM.</li> </ul>
13	<p>Conferences.</p> <p>ICARA is held at the 6-8 December at the James Cook Hotel in Wellington, with three full days of technical activities.</p>	
14	<p>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.</p> <p>Call for participation should be out by the end of next week.</p>	<ul style="list-style-type: none"> <li>• The consensus view was to revise the fees for the students, and to endorse the event.</li> </ul>
15	<p>Next Meeting is scheduled for Tuesday, 11 October 2011 via Skype at 4:30.</p>	
	<p>The meeting ended at 17:39</p>	