

# Minutes of IEEE NZ Central Section Meeting

**Date:** Tuesday 14 February 2012

**Time:** 4:30pm – 5:30pm

**Location:** Skype conference call

**Attendees:** Murray Milner, Pawel Dmochowski, Gourab Sen Gupta, Donald Bailey, Keith Morris, Aaron Reid, Richard Harris, Chris Hollitt, Chuan-Zheng Lee, Rahul Mehta, Mansoor Shafi, Mengjie Zhang

**Apologies:** Winston Seah, Yousuf Baig (Chairperson, MU Student Branch)

## Agenda

- 1) Welcome (Murray)
- 2) Apologies
- 3) Minutes of the last Committee Meeting
- 4) Matters arising
- 5) Chairperson's report (Murray)
  - a. Committee membership
  - b. Section 10 meeting in Kolkata
- 6) Secretary's report (Gourab)
  - a. Correspondence
  - b. Section 10 reporting
- 7) Finance Report (Donald)
  - a. Section 10 reporting
- 8) Webmaster's Report (Keith)
- 9) Membership Report (Aaron)
  - a. Membership breakdown
- 10) Student Branch Report (Yousuf)
  - a. Massey Chapter status
  - b. Victoria Chapter status
- 11) GOLD activity (Chuan-Zheng Lee)
  - a. Chapter status
- 12) Technical Chapters
  - a. Comsoc status
  - b. Other status
- 13) General Meetings
  - a. Upcoming meetings review
  - b. Next Section Meeting
  - c. Industry Event
  - d. Additional Topics
  - e. Future Speakers
  - f. Dates for calendar
- 14) Conferences
- 15) Any Other Business (AOB)
- 16) Next Meeting

## Minutes

Item	Discussion	Actions
1	Murray welcomed everyone to the first meeting of the new committee which was elected/appointed at the AGM on 08/12/2011	
2	Apologies were noted.	Yousof to be notified of future committee meetings - Gourab
3	Minutes of last meeting (Tuesday 1 November 2011) as circulated were noted. The minutes were confirmed as a true and accurate record of the meeting.	
4	Matters Arising: Nil	
5	Chairperson's Report:  Murray to officially inform everybody about who was elected and who was appointed by the chairperson to the NZ Central Executive Committee. Ex-officio members of the committee to be specified.  Pursuant to feedback received from Dr Rene Sittee at the AGM, an appendix to the working procedure of the section to be worked out.  Murray informed that he will be attending the Region 10 congress in Kolkata in early March 2012.  Richard, as the NZ Council chair, will also attend the Region 10 congress in Kolkata.	Murray
6	Secretary's Report:  Gourab reported that the IEEE website has been updated with the new office bearers.  As the past Treasurer, he reported that all the financial documents for 2011 have been submitted well in time to IEEE HQ Financial Services to qualify for the 10% bonus on the annual section rebate.  As the past Secretary, Pawel informed that he had submitted all the 2011 meeting reports to IEEE HQ.	
7	Finance Report:  Donald informed that he is in the process of taking over the financial management of the Section from Gourab and learning the ropes.  He informed that Gourab had settled all the expenses of the GOLD launch event in Dec 2011 using his personal funds and he will be reimbursed by IEEE NZCS.	Bank signatories to be updated – Gourab, Donald, Murray, Richard, Subhas  Donald

	<p>There were a few student membership reimbursements pending.</p> <p>Closing balance for 2011 is \$13,636.57</p>	
8	<p>Webmaster Report:</p> <p>Keith noted that the website has been recently updated. The Signal Processing Chapter events have been posted.</p> <p>The new committee list and the minutes of the 2011 AGM will be posted on the website.</p>	Keith
9	<p>Membership Report:</p> <p>Aaron reported that there are 321 members of which 51 are GOLD members. There has been an increase since the last meeting in which the numbers reported were 305 and 41 respectively.</p>	
10	<p>Student Branch Report:</p> <p>Unfortunately Yousof was not informed of the meeting which was an oversight. Apologies from the Secretary to Yousof.</p>	Yousof to be notified of future committee meetings - Gourab
11	<p>GOLD</p> <p>Rahul informed that the GOLD launch event in Dec 2011 was well attended and it was a great success.</p>	Rahul to write a short report, with pictures if available, for Keith to post on the website
12	<p>Technical Chapter Reports:</p> <p>Two Technical Meetings of the IEEE New Zealand Central Section Joint Chapter on Signal Processing, Communications and Information Theory were noted.</p> <p>Speaker: Professor Steve Elliott Venue: Victoria University of Wellington</p> <ul style="list-style-type: none"> <li>• Feedback control of vibration in aircraft and in the ear, Monday 13 Feb 2012, 1:10 pm</li> <li>• Personal audio and active control of sound in the environment, Tuesday 14 Feb 2012, 9:00 am</li> </ul> <p>Murray informed that the talk on Tuesday was very interesting.</p>	
13	<p>General Meetings</p> <p>Murray informed that IET was interested in holding a joint institutions breakfast meeting with IEEE and IPENZ in the middle of the year and that the preferred speaker would be from Weta Studios, if such could be arranged.</p> <p>Murray had also discussed the possibility of further joint meetings with IET where topics of interest coincided.</p> <p>Murray requested that all committee members consider all</p>	All

	<p>options for the technical meeting programme for 2012 and bring their ideas to the next committee meeting.</p> <p>Richard queried about the payment to Ramesh for attending the Region 10 PES Chapter Chair meeting in Perth.</p> <p>Richard informed that at the last New Zealand Council meeting held in Indonesia, there was a brief discussion concerning the fact that NZ Central had made a combined Communications and Signal Processing Chapter rather than joining in with a Communications Society Chapter that covered all of NZ. Although it was not of pressing concern it highlighted the need to consider the wider implications of any Chapter formation undertaken in the Central Section. It would be worth talking with the Chapter members to see whether they wanted to remain as arranged or to synchronise with the NZ Communications Society chapter.</p>	<p>Donald to settle payment (\$400) after change of bank signatories.</p>
14	<p>Conferences</p> <p>None</p>	
15	<p>Any other business (AOB)</p> <p>None</p>	
16	<p>Next meeting will be held on Tuesday 13 March, 2012 at 4.30pm via Skype and telephone.</p>	
	<p>The meeting ended at 17:30</p>	