

Minutes of a meeting of the IEEE New Zealand Central Section Committee

Held on 13 February 2013 at 16:30 on Skype

Present: Murray Milner (chair)
Chuan-Zheng Lee
Donald Bailey
Yousuf Mughal
Aaron Reid
Pawel Dmochowski
Ian Woodhead
Terence Betlehem

The chair opened the meeting at 16:34.

1. Welcome

Murray welcomed Committee members for the first meeting of 2013.

2. Apologies

An apology was received from Richard Harris for absence.

3. Minutes of previous meeting

The minutes were not available for perusal at this meeting.

4. Matters arising

There were no matters arising.

5. Chair's report

Murray said that the focus is to get a work plan going.

6. Secretary's report

Chuan-Zheng said there was nothing to report.

7. Treasurer's report

Donald said we have paid out about \$390 in grants for student members so far this year.

We have also paid our contribution to the Smart Sensors workshop in Waikato later this month and payment to Victoria University of \$143 for the student presentations last year. We have also bought \$55 of postage supplies. We have received \$590 of interest. Our current balance is just under \$12,940, after accounting for unrepresented cheques.

Donald said there might be a requirement for officers to submit conflict of interest forms.

Action: Pawel to follow up with Henry as to whether the Student Branch Officer Reporting Form has been submitted for Victoria University.

Yousuf says he has completed the reporting requirements for the Massey Student Branch for last year, and they are awaiting elections before submitting the Officer Reporting Form.

It was noted that Gourab Sen Gupta is the other main signatory to the Section bank account, with Murray being another signatory.

8. Webmaster's report

Keith was not present to give his report.

9. Membership Officer's report

Aaron said that there are currently 311 members, with a further 49 in arrears.

There are 43 GOLD members and 11 student members.

Murray suggested doing a check next month on those in arrears, and potentially setting some letters to those members.

10. Industry Relations Co-ordinator's report

Rahul was not present to give his report.

11. Student Branch reports

a. Massey University Student Branch

Yousuf said that the first activity will be the new election of officers.

The Branch has submitted its annual report to IEEE HQ.

b. Victoria University of Wellington Student Branch

Pawel said that the elections were held at the inaugural meeting. He suggested that the two Student Branches and the GOLD group collaborate.

Murray suggested that Henry should attend Section Committee meetings.

12. GOLD

Chuan-Zheng said that the GOLD committee has been exchanging a few ideas.

Murray said he has been working with Rahul for a meeting planned later in March with Ian Mills to deliver a talk on entrepreneurship.

13. Technical Chapters

a. Instrumentation and Measurement Society (Joint New Zealand Chapter)

Ian summarised current discussions about whether the Chapter should continue as a joint Chapter or adopt another structure for the Instrumentation and Measurement Society in New Zealand. The discussions are ongoing.

Murray expressed support for pushing forward this discussion.

Action: Ian to collaborate with Murray about progressing discussions on the issue of the joint Chapter.

b. Communications, Signal Processing and Information Theory

It was noted that there are discussions about the future structure of the Communications, Signal Processing and Information Theory Joint Chapter.

It was noted that a seminar given by IEEE Distinguished Lecturer Tülay Adalı was held at Victoria University of Wellington on 10 January.

c. Power and Energy Society

Murray noted that there are efforts to establish a Power and Energy Society Chapter in New Zealand Central and suggested to Pawel that [the person driving these efforts] should attend Section Committee meetings.

It was noted that a Distinguished Lecturer gave a seminar on 13 February on the topic, "A smart grid application: from the vehicle-to-grid concept to a practical framework for its implementation".

Action: Donald to inform committee members of IEEE reporting requirements.

14. General meetings

Murray said that he intends to prepare a spreadsheet of events for the committee.

It was agreed that we will look to run another breakfast event and postgraduate student presentations this year.

Pawel said that James Morris from Portland will be visiting in July and could deliver a joint IEEE–MacDiarmid Institute talk.

Murray suggested that Gourab Sen Gupta, as a Distinguished Lecturer, to give his presentation for the Section.

Donald said that there is potential to run an Image Processing on FPGAs workshop in December this year or January next year if there is enough interest. It was noted that last year there were 17 or 18 participants and the event went well.

Donald noted that there will be a conference in December in Palmerston North, sponsored by the Instrumentation and Measurement Society Chapter.

15. Work plan

Terence and Murray will develop a first meeting to start the conversation about the future structure of the Communications, Signal Processing and Information Technology Chapter.

Donald suggested having a joint meeting of the Student Branch Chairs and Counsellors to discuss strategies for advancing student membership. Murray said that a key issue is how to keep student membership vibrant.

Action: Donald to arrange for a joint meeting of the Student Branch Chairs and Counsellors.

16. Conferences

Upcoming conferences include the International Conference on Communications, which Pawel will be attending.

Donald mentioned that there is the Image and Vision Computing Conference in New Zealand that Meng and Chris would be involved in.

17. Awards

Murray said that it would be good to recognise meritorious accomplishments or service with awards, as we did with Kieran Devine

18. Other business

Chuan-Zheng said that the IEEE Region 10 Student/GOLD/WIE Congress will likely be held in Hyderabad later this year, and that Sections are normally asked to fund representatives to go. Murray suggested that the Committee should consider whether the Section will send someone to this congress.

19. Next meeting

The next meeting will be 13 March 2013 at 16:30. Committee meetings for 2013 will be on the second Wednesday of the calendar month.

The chair closed the meeting at 17:27.