

Minutes of meeting for the IEEE New Zealand Central Section Committee

Held on 14 August 2013 at 16:30 via Skype

Present: Murray Milner (Chair)
Pawel Dmochowski
Chuan-Zheng Lee
Richard Harris
Aaron Reid
Rahul Mehta
Donald Bailey
Ayesha Hakim
Terence Betlehem

The Chair opened the meeting at 16:40.

1. Apologies

Apologies were received from Keith Morris for absence.

2. Minutes of previous meeting

Richard/Donald: *That the minutes of the IEEE New Zealand Central Section Committee meeting on 19 June 2013 be confirmed as a true and correct record.*

Carried unanimously.

3. Matters arising

There were no matters arising - not otherwise considered on the agenda.

4. Chair's report

- Arranging for the breakfast talk with Orion Health speaker.
- Murray gave a brief summary of the recent Webinar relating to the issues surrounding incorporation of the IEEE.
- Murray reminded the committee that he needed to step down at the end of the year as he would have completed two sequential years as Chair and that succession planning was needed for 2014.

Action: Richard to distribute the PowerPoint presentation and the Decision Matrix document that was circulated after the Webinar to committee members for any comments or suggestions.

5. Secretary's report

Chuan-Zheng confirmed that he would be vacating the Secretary's position to take up a study position overseas:

- Murray and the Committee thanked him for his very active contribution to the work of the Section, including his strong involvement in the GOLD activities. Correspondence by email circulated to the Committee from Rahul also highlighted CZ's contribution. Murray wished CZ every success for his future.
- Richard will try to handle the minutes of meetings until a more permanent arrangement can be found.

Correspondence had been received concerning the Region 10 Newsletter seeking inputs from Sections for news-worthy articles.

6. **Treasurer's report**

Donald spoke to his report which had also been circulated to members by email prior to this meeting. Here are the details from that report:

Previous balance \$17321.38

Finance report:

Income: \$14.51

- Interest \$14.51

Expenditure: \$2957.79

- June event (Spectrum Theatre) \$485.88
- Student/Gold/WIE Congress \$2000.00
- I&M chapter rebate \$265.15
- GOLD event \$206.76

Current balance (14 August): \$14,378.10

Major upcoming expenses include the breakfast event, the Postgraduate event and the AGM.

7. **Webmaster's report**

Keith was not present to give his report. It is believed that the web is up-to-date but this will be verified and Keith informed if changes are to be made.

Action: (Carry over issue from previous meeting for Webmaster was officer details on our website, this is still not correct as it gives the officer list for 2012 not 2013. Chuan-Zheng was not listed as the secretary, for example.)

8. **Membership Officer's report**

Aaron spoke to his report.

a. **Current membership status:**

- 269 members active - including:
 - 10 student members
 - 45 postgraduate members
 - 55 GOLD members
- 58 members are still in arrears.

b. **Letters to members in arrears**

This is an on-going task. Need to push this issue as our membership seems to have fallen in comparison with past years.

Action: Murray and Aaron to consider the generation of letters and follow-up.

c. **Higher grades for eligible members**

Review needed for ways of increasing our rebates as a result of higher high grade memberships.

9. **Industry Relations Coordinator's report**

Rahul reported that the joint breakfast was the main priority item currently. No other specific activities had been planned at this stage.

Breakfast event: Rahul suggested having Ian McCrae to speak at the breakfast event. He invited others to give suggestions for speakers.

10. **Student Branch reports**

a. Massey University Student Branch

Ayesha had microphone issues for Skype, however it is understood that a provisional date of 7th October had been discussed with Henry from Victoria University. The next PG event was to be held at Massey. After some discussion, the committee recommended that the event be shifted by about 2 weeks to the end of October as lectures would be finished at both universities and lecture venues were more likely to be available. Also judges and other interested parties were not available on the 7th October and the new proposed date was preferred.

Action: Ayesha to liaise with Henry concerning the event timing and venue.

b. Victoria University of Wellington Student Branch

There was no report from Henry.

11. GOLD

- a. Rahul reported that their recent event was delivered by the CEO of Telecom (Simon Moutter) on career development and it had been very frank and open discussion. It was deemed to have been very successful and there were about 60 people at this joint event with the IET.
- b. The Student GOLD conference held in India was quite successful and most Asian and Pacific Sections were represented. NZ North Section had a representative and NZ South sent 2 representatives. It was a good opportunity to liaise with Australian representatives and learn of their activities. It was noted that our GOLD Chapter places an emphasis on events/activities rather than just recruitment of numbers!

12. Technical Chapters

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

Ian was not present to give his report.

b. Communications, Signal Processing and Information Theory

- Terence asked about committee support for the proposed visit by Professor Debevec from USC who was coming to Australia for the information Processing conference. It was possible for him to come via New Zealand and Terence was seeking some financial support to attract him here. It was agreed that a sum of \$500 could be made available to use for airfare/accommodation if Professor Debevec was able to come.

Action: Terence to negotiate to see if such a visit would be possible – using the proposed funds as an incentive.

- Chapter restructuring. There ongoing discussion of this topic with NZ South considering options.

c. Power and Energy Society

Ramesh was not present to give his report.

13. General meetings

a. Section meetings schedule

The joint breakfast is still being planned.

b. Upcoming presentations/meetings

Wireless workshop (IEEE event) is being hosted by Victoria University on 6th September.

c. Joint activity with IET

Murray involved in the planned joint breakfast event – still to be finalized.

d. Industry events

Rahul said that suggestions from anyone would be welcome.

e. Future speaker opportunities

There was discussion on follow-up events from the International Conference on Communications—both to our presenting students to give their presentations to Section members, and for all attendees for the Section to give their impressions from the conference on trends in communications. *Would it be possible for video conferencing of such an event?*

Action: Pawel to investigate.

14. Conferences

a. Image and Vision Computing Conference

Ramesh was not present to give an update on this conference.

15. Awards

No further awards noted.

16. Other business

There was no further business.

17. Next meeting

The next meeting will be on 11th September 2013, at 16:30 via Skype – subject to confirmation.

The Chair closed the meeting at 17:45.

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