

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

Held on 19 June 2013 at 16:30 on Skype

Present: Pawel Dmochowski (acting chair)
Chuan-Zheng Lee
Richard Harris
Aaron Reid
Rahul Mehta
Donald Bailey

The chair opened the meeting at 16:40.

1. Apologies

Apologies were received from Murray Milner, Terence Bethlehem and Henry Williams for absence.

2. Minutes of previous meeting

Pawel/Richard: *That the minutes of the IEEE New Zealand Central Section Committee meeting on 8 May 2013 be confirmed as a true and correct record. Carried unanimously.*

3. Matters arising

There were no matters arising.

4. Chair's report

Pawel spoke to Murray's report.

Pawel said that the International Conference on Communications was a very successful and well-organised conference. Murray had suggested that we hold an event for students to give their presentations from the conference locally, and also an event to deliver feedback from the conference.

Action: It was noted that this event should be added to the work plan.

5. Secretary's report

Chuan-Zheng said that Peggy Kovacs from IEEE MGA had contacted the Section advising that the GOLD Affinity Group had not met the minimum reporting requirements. Chuan-Zheng has filed reports for all GOLD activities since its formation and the matter is now resolved.

Chuan-Zheng asked for clarification of the standard practice in filing L31 reports. Pawel said that the barrier was often in the person filing the report getting information from the event organiser.

Action: Rahul and others to check who has access to the L31 system. Chuan-Zheng to check who is officially supposed to have access.

Richard added that a special webinar has been put together by the MGA legal team to discuss issues like registration as an incorporated society and its applicability to New Zealand subunits of the IEEE. It will be attended by current and past chairs of New Zealand Sections and Council.

Chuan-Zheng advised that he will be leaving the country to undertake study in August and we will need someone to take over as secretary.

6. Treasurer's report

Donald spoke to his report.

There has been income of \$5,017.66, including the Section rebate of \$4,711.52, a refund for the smart sensors workshop of \$300 and interest of \$6.14. The Section rebate excludes \$180 for the banners we ordered last year. Expenditure for this month was bank charges of \$5.35. Our current bank balance is \$17,321.38, which includes funds earmarked for the Section's Technical Chapters.

Major upcoming expenses include the Region 10 Student/GOLD/WIE subsidy and expenses for the joint IEEE/IET talk by Prasan de Silva from Telecom, as well as the breakfast event and the AGM.

7. Webmaster's report

Keith was not present to give his report.

Pawel mentioned that the list of officers is outdated, and there is a need to update the list of officers.

8. Membership Officer's report

Aaron spoke to his report.

a. Letters to members in arrears

This is an on-going task. We will leave it until a time after the e-mail from the IEEE has gone through, perhaps another six weeks from now.

9. Industry Relations Co-ordinator's report

Rahul said that the talk by Prasan de Silva last week jointly organised with the IET was very successful. There were 37 attendees including 9 IEEE members.

Richard mentioned that Mr de Silva will be a keynote speaker at ATNAC.

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

Pawel suggested that Mansoor Shafi, noting his election as an IEEE Fellow last year and recently being made a Member of the New Zealand Order of Merit, could give a talk for the Section.

10. Student Branch reports

a. Massey University Student Branch

Richard and Donald said that there was no report from Ayesha.

b. Victoria University of Wellington Student Branch

Pawel said that there was no report from Henry.

Action: Pawel to follow up with the action carried over from 13 March for Henry to follow up with submitting the Student Branch Officer Reporting Form for Victoria University.

11. GOLD

Rahul said that the next event will be in July, and will be delivered by the CEO of Telecom on career development.

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

Pawel spoke to Terence's report. The talk from Distinguished Lecturer Professor V John Mathews has been cancelled owing to a depletion of funds in the Signal Processing Society budget for Distinguished Lecturers after the recent visit by Distinguished Lecturer Professor Tulay Adali.

Chapter restructuring. There was no further report on the Chapter restructuring.

c. Power and Energy Society

Ramesh was not present to give his report.

13. General meetings

a. Section meetings schedule

The joint breakfast is planned for July.

b. Upcoming meetings

Dr Mark Davis, Distinguished Lecturer on FOPEN: There was concern about the level of interest that this talk would generate, and it was noted that it may be better to shelve this offer.

Professor James Morris, Distinguished Lecturer on nanopackaging: This talk is planned for 3 July. Pawel has asked Keith to circulate the notice for this.

c. Joint activity with IET

Murray was not present to speak to the planned joint breakfast event.

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.

Action: ICC attendees to make more concrete plans for this event.

Action: Henry and Ayesha to co-ordinate to organise a postgraduate presentation series.

14. Conferences

a. Image and Vision Computing Conference

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

b. Region 10 Student/GOLD/WIE Congress

Rahul mentioned that Henry has notified Rahul and Chuan-Zheng that he will not be available to attend the IEEE Region 10 Student/GOLD/WIE Congress.

It was noted that Rahul and Chuan-Zheng will attend this conference for the Section.

15. Awards

It was noted that Mansoor Shafi was made a Member of the New Zealand Order of Merit for services to wireless communications in the Queen's Birthday Honours.

16. Other business

There was no further business.

17. Next meeting

The next meeting will be on 10 July at 16:30.

Rahul and Chuan-Zheng tendered their apologies for the next meeting.

The acting chair closed the meeting at 17:33.