

Minutes of IEEE NZ Central Section AGM 2013

Venue: James Cook Hotel, Level 16, Room Chancellor 3, The Terrace, Wellington

Date: Tuesday, 26th November 2013

Time: 7:00pm – 9:30pm

Agenda:

IEEE NZ Central Section AGM

1. Welcome
2. Apologies
3. Minutes of the 2012 AGM
 - a. Matters arising
4. Chair's Report for 2013
5. Treasurer's Report for 2013
6. Auditor Resolution
7. Election of Officers for 2013
 - a. Chair
 - b. Vice Chair
 - c. Secretary
 - d. Treasurer
 - e. Directors
 - i. Membership Development
 - ii. Women in Engineering
 - iii. Awards Coordination
 - iv. Industry Coordination
 - v. Student Activities Coordination
 - f. Co-opted Positions
 - i. Webmaster
 - ii. Others
 - g. Committee members
8. Other Business
9. End of formal agenda

AGM for the Joint Chapter on Communications, Signal Processing and Information Theory (COMM/SP/IT)

10. Welcome
11. Apologies
12. Minutes of the 2012 AGM
 - a. Matters arising
13. Chair's Report for 2013
14. Treasurer's Report for 2013
15. Election of Officers for 2013
16. Other Business
17. Meeting Close

Minutes

Item	Discussion	Actions
1	Murray Milner welcomed everyone to the 2013 NZ Central Section AGM.	
2	Apologies were noted for the following members: Mansoor Shafi; Gourab Sen Gupta; Chuan Zheng-Lee; Rahul Mehta; Duncan Hall.	
3	Previous AGM minutes were circulated to attendees. Minutes were unanimously confirmed as a true and accurate record of the meeting.	Nom: Pawel Sec: Richard
4	<p>Chair's Annual Report</p> <p>Murray Milner circulated his report to the attendees. Membership was slightly up on previous years. We do need to continue to engage with students and to follow up on students as they graduate and enter the work-force. Murray mentioned once again the problems faced in getting the Breakfast Event running this year but the various nominated presenters suddenly became heavily occupied and were not able to contribute – although there is an expectation that they will be able to present at a future event! GOLD membership is significant at 56 members and there were several successful events held during the year. It was unfortunate that we lost two key members of that Affinity Group during the latter part of the year and this has left us searching for replacements. The PG's organised an interesting and successful event for undergraduates that focussed on the use of MatLab in their studies. The Computational Intelligence Chapter is being actively pursued at present. Our distinguished member Dr Mansoor Shafi was honoured during the year. Our conference review seminar was a very successful event and it was noted that this should be repeated in future years.</p>	<p>Nom: Murray Sec: Mengjie</p> <p><i>ACTION: Need to confirm that all events held during the year are accurately recorded in the IEEE system to enable rebates etc. e.g. Jason McEwen's talk this evening should be added to the list.</i></p>
5	<p>Financial Report</p> <p>The financial report was circulated to attendees by Donald Bailey.</p> <p>The closing cash book balance was \$NZD12, 296.11 but cash at bank showed \$12,738.02 since there were un-presented cheques of \$NZD44.91 still outstanding. Additional expenses to come in this financial year included bus travel for postgraduate students from Victoria University for PG Event and expenses related to holding the AGM. A small amount of additional income will be interest payments covering approximately 2 months.</p>	<p>Nom: Donald Sec: Aaron Reid</p> <p><i>ACTION: As usual, a full financial report will be delivered to IEEE Headquarters in early 2014.</i></p>
6	<p>Audit Resolution:</p> <p>Following a short discussion it was agreed that the Section does not need to conduct an audit at this time. A 5-yearly timeframe still appears to be appropriate for the rather modest financial activity of the Section.</p>	<p>Nom: Murray Sec: Donald</p> <p>Motion accepted not to conduct an audit at this time.</p>

<p>7</p>	<p>Election of Officers:</p> <p>(As the Chair and Treasurer have both served 2-year terms, they are not able to be re-elected to those positions under IEEE rules.)</p> <p>Chair: Mansoor Shafi</p> <p>Vice-Chair: Richard Harris</p> <p>Secretary: Donald Bailey</p> <p>Treasurer: Ramesh Rayudu</p> <p><i>ACTION: "Resolved that the incoming Treasurer (Ramesh Rayudu) and new Chair (Mansoor Shafi) be added as signatories for the cheque account."</i></p> <p>Membership development: Aaron Reid</p> <p>Women in Engineering: To be advised/confirmed</p> <p>Awards Coordinator: Gourab Sen Gupta</p> <p>Industry Coordination: Murray Milner</p> <p>Student Branch Councillors: Massey: Donald/Gourab Victoria: Pawel/Mengjie</p> <p>Webmaster(s): Richard Harris + Terence Betlehem</p> <p>Immediate Past Chair: Murray Milner</p> <p>Additional Members Co-opted: Terence Betlehem, Andrew Dawson ++++ Murray thanked the 2013 committee for their hard work over the past year.</p> <p>Note 1: A number of the above nominations will need to be confirmed in the coming weeks as the individuals concerned were not able to be present at the AGM.</p>	<p>Nom: Murray Sec: Richard</p> <p>Nom: Mengjie Sec: Donald</p> <p>Nom: Murray Sec: Ramesh</p> <p>Nom: Murray Sec: Donald</p> <p>Approved</p> <p>Nom: Murray Sec: Richard</p> <p>Nom: Mengjie Sec: Pawel</p> <p>Nom: Donald Sec: Richard</p> <p>Nom: Richard Sec: Donald</p> <p><i>ACTION: Murray to follow up on candidates to run the GOLD chapter following the departure of CZ and RM.</i></p>
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	<p>Note 2: We also discussed nominating Duncan Hall to be joint Industry Coordinator with Murray Milner.</p>	<p><i>ACTION: Murray to approach Duncan Hall regarding industry coordination activity.</i></p>
<p>8</p>	<p>A discussion was held concerning the ongoing support of a subsidy for student membership. It was unanimously agreed that the subsidy should continue as there was a constant state of flux with students arriving and departing (graduating) at both universities and it was difficult to maintain continuity without this incentive. As in previous AGM's the situation will be continuously monitored and re-presented for discussion at the next AGM.</p>	
	<p>AGM meeting closed – 9:30pm</p>	