

IEEE NZCS Committee Meeting

Held 5 February 2014 at 4:30pm via Skype

Present: Mansoor Shafi (chair)
 Donald Bailey (secretary)
 Richard Harris
 Terence Betlehem (until 5:20 pm)
 Meng Zhang
 Bing Xie
 Andrew Dawson
 Aaron Reid

		Actions
1	Welcome (Mansoor Shafi) Meeting commenced at 4:33 PM, with a welcome from Mansoor.	
2	Apologies Murray Milner, Pawel Dmochowski, Ian Woodhead, Ramesh Rayudu Duncan Hall, Gourab Sen Gupta	
3	Minutes of the last Committee Meeting Minutes of the meeting held on 9 October, 2013 were circulated prior to the meeting. Moved that the minutes be accepted	Move Richard Second Donald Carried
4	Matters arising from AGM: 2013 Reporting New officers: Murray completed this following the AGM. Meeting reporting: Murray has completed this report Financial reporting: Donald had completed the reporting for 2013 Donald circulated a summary for 2013. Made a loss of \$1323.30 (still have some expenses to appear in 2014). Mostly made of the \$2000 travel grants for Student / Gold / WIE congress. Balance at end of year was \$12,500.97. Matters arising from October Committee meeting (not covered elsewhere) ICC/ICASS event went well.	
5	Chair report (Mansoor Shafi) No report, but some discussion of work plan: Postgraduate presentation event in August/September at Victoria (declining numbers may be an issue) R10 meeting – Australia & NZ chairs meet Potential visitors from ICC (being held in Australia early June this year). Also some locally who are presenting papers at ICC.	Pawel / Henry: Prepare a plan for timing of the postgraduate event Mansoor: Remind Australian counterparts to suggest that DLs extend their trip to NZ.

	Discussion of an e-magazine or newsletter. Summary of student projects. Reports from conference. Book reviews. Forgotten history. Puzzles.	Ayesha / Henry: Consider and discuss at their meetings.
6	Secretary report Richard: ANZCon (GOLD / Student congress) had issued a call for expressions for interest, with responses from Brisbane and Auckland sections. Decision to be made on successful bid to be made shortly. NZCS will offer assistance to whoever is the winner. Adrian Busch from South Section is incoming NZ Council Chair.	
7	Finance Report (Ramesh Rayudu) Donald has passed the files on to Ramesh. Ramesh and Murray are looking at getting signatories updated to include Ramesh, and to investigate internet banking.	Ramesh: Set up internet banking
8	Webmaster Report (Richard Harris / Terence Betlehem) Richard has just received the passwords etc for access.	
9	Membership Report (Aaron Reid) Aaron distributed his report prior to the meeting: Total 304 active members, including 63 GOLD. 96 members inactive, and 53 in arrears.	Ayesha / Henry: Consider how to recruit and retain both undergraduate and postgraduate student members
10	Awards (Gourab Sen Gupta) No report	
11	Industry Relations Report (Duncan Hall / Murray Milner) Murray has been in touch with Rod Drury regarding talk. Possible talk or event regarding spectrum sale	Mansoor: follow up with Murray and Duncan
12	Student Branch and Chapter reports	
12a	Massey Student Branch (Ayesha Hakim) Presentation event in December was successful. Richard has photo album of all presentations.	Richard: Send photo album to student branch webmaster, and post a link on central section pages.
12b	Victoria Student Branch (Henry Williams) No report	
12c	GOLD Murray was to follow up with Rahul regarding succession planning	Murray: followup from Rahul re succession plan Mansoor: will approach Rak Heng
12d	Women in Engineering Bing was welcomed to the committee as the representative of WIE. Suggestion was school visits and university open days. Suggest a small flyer on famous women in Engineering to sell Engineering to women on open day	
12e	Instrumentation and Measurement Society (Ian Woodhead) Workshop in Auckland, probably mid semester one, maybe at Auckland Bioengineering Institute IEEE SAS conference Queenstown, 18-20 Feb, ie in two weeks.	
12f	Comm / SP / IT Society (Terence Betlehem) Distinguished Lecturer: Prof V John Matthews to visit 12 October Status of restructuring and split of Comm and SP/IT and formation of	Terence / Andrew:

	Joint chapter: letter has been drafted to relevant people to action this Sufficient signatures received for petition for an SP/IT national chapter.	Forward letter to Adrian Busch (NZ Council chair) to keep apprised of progress
12g	Power and Energy Society (Ramesh Rayudu) No report	
12h	Computational Intelligence Society (Mengjie Zhang) Chapter formation has been approved. Meng will be chair until the initial AGM is held Distinguished Lecture: Prof Yaochu Jin, 10 Feb	Meng: email AGM plans to committee
13	General Meetings Discussed earlier	
14	Conferences Discussed earlier	Additional conferences – email to Donald
15	Other Business R10 meeting 1-2 March, Mansoor will be away until 20 March Proposed that Mansoor attend this meeting.	Moved: Richard
16	Next Meeting The next meeting was scheduled for Tuesday 4th March at 4:30 pm, to be chaired by Richard Harris in Mansoor's absence Meeting closed at 5:45 pm.	