

# IEEE NZCS Committee Meeting

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Held 4 March 2014 at 4:30pm via Skype

Present: Richard Harris (acting chair)  
 Donald Bailey (secretary)  
 Aaron Reid  
 Duncan Hall  
 Andrew Dawson  
 Mengji Zhange  
 Terence Betlehem  
 Gourab Sen Gupta (joined late)  
 Ayesha Hakim (joined late)

		Actions
1	<b>Welcome</b> Meeting commenced at 4:35 PM, with a welcome from Richard.	
2	<b>Apologies</b> Mansoor Shafi Murray Milner (cannot make any 1 <sup>st</sup> Tuesday of a month at this time) Ayesha – for lateness	Consider moving meeting to 2 <sup>nd</sup> Tues of month.
3	<b>Minutes of the last Committee Meeting</b> Minutes of the meeting held on 5 February, 2014 were circulated prior to the meeting.	Moved minutes be accepted (M: Aaron / S: Meng / Carried)
4	<b>Matters arising from February Committee meeting (not covered elsewhere)</b> Minor punctuation in minutes corrected	
5	<b>Chair report (Mansoor Shafi)</b> Region 10 meeting took place in Kuchin, Malaysia 1-2 March 2014. Some 150 plus delegates attended. Issues for us: <ol style="list-style-type: none"> <li>1. We are the amongst the lowest 10 in terms of student recruitment to become IEEE members. Need to work on this to motivate students and to explain them what are the benefits of membership. IEEE has a wealth of information on this topic. We need to send our Student Branch Coordinator details to Om Parkash.</li> <li>2. What is the legal status of our section? Peter Over from the North Section is preparing something and they will circulate. Apparently this is being done in all countries after the Asia Pacific office has become Asia Pacific Ltd. (Murray may have some thoughts here.)</li> <li>3. There are some funds available through EAB to help with more school leavers taking up engineering. Adrian Busch will work on a proposal.</li> <li>4. Need to encourage more women to join. Takako Hashimoto is a good role model to follow.</li> <li>5. GOLD is being re-named to "Young Professionals".</li> <li>6. We could submit a nomination for a Region 10 Distinguished Chapter award. This needs to be done by end of March. I have written to Don about this and how to construct the report for the</li> </ol>	<p>Student committees to consider</p> <p>Donald to send names of SB coordinators to Parkash</p> <p>Wait until document from Peter Over circulates document</p> <p>Sen Gupta (Awards Coordinator) to look at this</p>

	<p>award. One issue against us is the zero growth in student numbers.</p> <p>7. Section's Congress Registration will open next week. R10 will give USD\$2000 to meet air fare and accommodation for primary delegates (Section Chairs). They will also give 50% of this to a Women in Engineering (WIE) or Young Professional secondary delegate. They want to encourage fresh blood as future leaders- hence the move to get WIE or Young Professionals to the congress. MGA will pay for registration fees for all delegates. But all accommodation and other costs to be met by the Sections. R10 will also host a meeting a day before the congress. If we have any recommendations for the congress to consider we need to send to Zia. Apparently he has written to us but did not hear back. Only 4 recommendations from R10 will make it to the congress.</p> <p>8. Region 10 has a new website: IEEEr10.org</p> <p>9. Lance Fung from Australia will contest for R10 Director. However, there is also another Australian delegate so they have some internal issues to resolve. The Australian and New Zealand council members and chapter chairs are to have regular audio catch ups on local issues and coordination.</p>	
6	<p><b>Secretary report</b> Not report</p>	
7	<p><b>Finance Report (Ramesh Rayudu)</b></p> <ul style="list-style-type: none"> <li>• Status of signatories and internet banking</li> </ul> <p>Donald in Wellington on Friday to counter-sign adding Ramesh as a signatory.</p>	
8	<p><b>Webmaster Report (Richard Harris / Terence Betlehem)</b></p> <ol style="list-style-type: none"> <li>1. Obtained password for FTP access to the Central Section website through IEEE IT manager.</li> <li>2. Password for our co-webmaster Terence Betlehem will be supplied by IEEE before I go on my holiday.</li> <li>3. Completely reorganised the website to enable better management of the Section pages and various Chapters and Groups.</li> <li>4. Placed the announcement of the Computational Intelligence Chapter seminar and inaugural meeting on our website and I have created a page for future event notifications.</li> <li>5. I created a photo album of the Postgraduate Presentation Day event and it can be reached through the Student Chapter webpage which I have prepared. The link is: <a href="http://ewh.ieee.org/r10/nzc/StudentBranches/PGDay2013/index.html">http://ewh.ieee.org/r10/nzc/StudentBranches/PGDay2013/index.html</a></li> <li>6. I have prepared some generic details about our Branches and Groups and they are on the main web page.</li> </ol>	<p>Richard to Update CI chapter with report from Meng Student branch to put link to this from their website</p> <p>Please supply Richard with some paragraphs * outlining purpose of each Branch and Group * any basic information. * advertisements for upcoming events (let Richard know ASAP of any upcoming events)</p>

	<p>7. Sent an e-Notice to the Section advertising the Computational Intelligence seminar and meeting.</p> <p>8. Created folders containing previous year's events and meeting minutes for access through the side-panel links.</p> <p>9. Updated the 2014 Committee member listings:</p> <p>10. I shall miss the next two Section meetings and hand over webmaster duties to Terence from March 31st to May 25th while I take a holiday....</p>	Let Richard know if anyone has been left out or misspelled.
9	<p><b>Membership Report (Aaron Reid)</b>  Large drop of numbers from last month:  Total 245 active members, including 35 GOLD.  148 members inactive, and 63 in arrears.</p> <ul style="list-style-type: none"> <li>Recruiting and retaining undergraduate and postgraduate members</li> </ul>	<p>Develop recipe that attracts students / survey students or think tank.</p> <p>Donald forward email on Vitality Dashboard to Aaron</p>
10	<p><b>Awards (Gourab Sen Gupta)</b>  No report</p>	
11	<p><b>Industry Relations Report (Duncan Hall / Murray Milner)</b></p> <ul style="list-style-type: none"> <li>Possible talk from Rod Drury</li> </ul>	Duncan and Murray to discuss
12	<b>Student Branch and Chapter reports</b>	
12a	<p><b>Massey Student Branch (Ayesha Hakim)</b></p> <ul style="list-style-type: none"> <li>Discussion of e-magazine Richard is happy to help put together a newsletter</li> <li>Photo album of presentation event</li> </ul> <p>AGM planned tomorrow.</p>	
12b	<p><b>Victoria Student Branch (Henry Williams)</b></p> <ul style="list-style-type: none"> <li>Discussion of e-magazine</li> <li>Timing of 2014 postgraduate presentation event</li> </ul>	Carry forward
12c	<p><b>GOLD (Young Professionals)</b></p> <ul style="list-style-type: none"> <li>Succession plan (followup with Rahul)</li> <li>Approach of Rak Heng</li> </ul>	Carry forward
12d	<p><b>Women in Engineering</b>  No report at meeting. Bing replied with:  About Women in Engineering, I actually thinking of organizing some events for engineering female students. VUW has a Women in Engineering (and Computer Science) group and I am in the committee. We will organize some activities and already planed some seminars, BBQ and movies nights very soon, next week. I am taking this as a practice and thinking of organizing some more events for Female Engineering students (not only in VUW). Not sure Central Section can provide some financial support or not.</p>	Meng will approach Bing for a report.
12e	<p><b>Instrumentation and Measurement Society (Ian Woodhead)</b>  Sen Gupta reported on SAS – first time held outside of USA &amp; Europe. 87 registrations – big increase on last year. 2 keynotes, 4 special sessions, incl one on Agritech organised by Ian Woodhead.</p>	
12f	<p><b>Comm / SP / IT Society (Terence Betlehem)</b></p> <ul style="list-style-type: none"> <li>Status of restructuring</li> </ul> <p>Final letter sent to chapter presidents today. Waiting for approval</p>	
12g	<b>Power and Energy Society (Ramesh Rayudu)</b>	

	No report	
12h	<b>Computational Intelligence Society (Mengjie Zhang)</b> <ul style="list-style-type: none"> <li>• Report on visit by Yaochu Jin Bad weather, but good numbers (33 or 34), followed by first meeting of chapter with 20 members attending.</li> <li>• Inaugural AGM plans AGM with section at end of year.</li> </ul>	Meng to be \$300 rebated for this event. (M: Donald / S: Richard)
13	<b>General Meetings</b> <ul style="list-style-type: none"> <li>• I&amp;M Workshop mid-semester 1?</li> </ul>	Start fill out plan  Donald to follow up with Ian re I & M Workshop
14	<b>Conferences</b> Report on SAS given earlier under I&M Chapter.	Additional conferences – email to Donald
15	<b>Other Business</b> None	
16	<b>Next Meeting</b> The next meeting was tentatively scheduled for <b>Tuesday 8th April</b> at 4:30 pm Meeting closed at 5:40 pm.	Donald will canvas availability for this or alternative times