

IEEE NZCS Committee Meeting

Held 8 April 2014 at 4:30pm via Skype

Present: Mansoor Shafi
 Murray Milner
 Ramesh Rayudu
 Debraj Basu
 Donald Bailey
 Gourab Sen Gupta
 Mengie Zhang

		Actions
1	Welcome Meeting commenced at 4:30 PM, with a welcome from Mansoor.	
2	Apologies Richard Harris, Andrew Dawson Bing Xue Duncan Hall Aaron Reid Pawel Dmochowski Terence Betlehem Murray Milner (leaving at 5PM).	
3	Minutes of the last Committee Meeting Minutes of the meeting held on 4 March, 2014 were circulated prior to the meeting.	
4	Matters arising from March Committee meeting (not covered elsewhere) Minor spelling errors in minutes corrected	
5	Chair report (Mansoor Shafi) <ul style="list-style-type: none"> • Legal status of section – waiting on document from Peter Over IEEE Singapore is preparing an audit of sections. • R10 Individual Benefits and Services support fund (deadline 31 May) • R10 Professional Activities Pilot Fund (deadline 1 May) • Participation in Section Congress 2014 Amsterdam (22-24 August) Mansoor is available if Donald is not • Industry Relations <ul style="list-style-type: none"> ○ Two industry members in every Execom ○ Celebrating through Industry Day during October 2014 ○ Innovative Industry Engagements Section congress is requesting list of topics for discussion	Write to Peter Over – Murry, Mansoor & Peter to have Phone call Ramesh & Aaron to look at this and prepare a proposal Murray will look at this. Donald to enquire into this. Check with Bing if she is interested as a secondary delegate.
6	Secretary report No report	

7	Finance Report (Ramesh Rayudu) <ul style="list-style-type: none"> • Status of signatories and internet banking • Internal allocation for new chapters Agreed \$300 chapter startup.	Murray to create letterhead and draft a letter for the bank, and send to Donald , who will return it to Ramesh.
8	Webmaster Report (Richard Harris / Terence Betlehem) <ul style="list-style-type: none"> • Status of information on each branch and group for website 	Branches and chapters are to check their sections on the NZCS website, and report any corrections to Richard / Terence.
9	Membership Report (Aaron Reid) <ul style="list-style-type: none"> • Membership development plan • Recruiting and retaining undergraduate and postgraduate members We are amongst the worst performing chapters in terms of membership numbers	
10	Awards (Gourab Sen Gupta) <ul style="list-style-type: none"> • Region 10 Distinguished Section award (15 May) • Call for Educational Activities Board Award Nominations (deadline 23 May) Suggestion was to nominate Murray for Meritorious Achievement Accreditation Activities. <ul style="list-style-type: none"> • Call for Educational Activities Awards (nomination deadline – April 25) 	Gourab to try for this Gourab will prepare the nomination forms.
11	Industry Relations Report (Duncan Hall / Murray Milner) Thursday 22 May starting 7:30 am at James Cook Hotel – support from IPENZ Wellington & IET Wellington. Speaker is Ian McCrae, CEO from Orion Health Financial details still to be determined.	Murray will look at an October event and applying for funding through the “Celebrating through Industry Day”
12	Student Branch and Chapter reports	
12a	Massey Student Branch (Debraj Basu) <ul style="list-style-type: none"> • Discussion of e-magazine • Plans Focus is how to attract and retain members <ul style="list-style-type: none"> - Matlab tutorials 14 & 28 May - Industrial tour – focus on industrial automation. - Looking forward to postgraduate presentation event. Have SB website, need to change webmaster as Shujjat has left.	Debraj to talk to Richard re newsletter.
12b	Victoria Student Branch (Henry Williams) <ul style="list-style-type: none"> • Discussion of e-magazine • Timing of 2014 postgraduate presentation event 	Deferred Mengjie will get updated address for Henry
12c	Young Professionals <ul style="list-style-type: none"> • Succession plan (Murray to followup with Rahul) • Approach of Rak Heng Was interested in activities, but is not an IEEE member, and not interested in becoming one.	Mansoor to follow with other PG students.
12d	Women in Engineering	

	No report	
12e	Instrumentation and Measurement Society (Ian Woodhead) No report	
12f	Comm / SP / IT Society (Terence Betlehem) <ul style="list-style-type: none"> • Status of restructuring No report	
12g	Power and Energy Society (Ramesh Rayudu) No report Encouraging application to senior membership of those with 10 years + experience.	
12h	Computational Intelligence Society (Mengjie Zhang) Had a number of papers accepted for Conference on Computational Intelligence in Beijing in July.	
13	General Meetings Joint breakfast on 22 May with Ian McCrae speaking <ul style="list-style-type: none"> • I&M Workshop – most likely in July at BioEngineering Institute 	
14	Conferences	
15	Other Business None	
16	Next Meeting The next meeting was tentatively scheduled for Tuesday 20th May at 4:30 pm as one off shift in date because graduation in Palmerston North. Meeting closed at 5:30 pm.	