**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

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| **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)**  
- 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  
  - 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 |
| **6 Secretary report**  
No report |

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.
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| 7 | Finance Report (Ramesh Rayudu) | • 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) | • 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) | • 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) | • 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.  
• 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) | • Discussion of e-magazine  
• Plans  
Focus is how to attract and retain members  
- 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) | • Discussion of e-magazine  
• Timing of 2014 postgraduate presentation event | Deferred  
Mengjie will get updated address for Henry |
| 12c | Young Professionals | • 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. |
<p>| 12d | Women in Engineering | | |</p>
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| 12e | **Instrumentation and Measurement Society (Ian Woodhead)**  
No report |
| 12f | **Comm / SP / IT Society (Terence Betlehem)**  
- 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  
- 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. |