# IEEE NZ Central Section 2014 AGM

**Venue**: Intercontinental Hotel, 2 Grey St, Wellington
**Date**: Thursday, 27th November, 2014
**Time**: Commencing 5:30 pm for networking

## AGENDA:

5:30 **Networking**

6:00 **Guest speakers**

- Dr Mansoor Shafi
- Prof Mengjie Zhang
- Dr Murray Milner

7:15 **Central Section AGM**

1. Welcome
2. Apologies
3. Minutes of the 2013 AGM
   a. Matters arising
4. Chair's Report for 2014
5. Treasurer's Report for 2014
   a. Auditor Resolution
6. Membership report
7. Election of Officers for 2015
   a. Chair
   b. Vice Chair
   c. Secretary
   d. Treasurer
   e. Directors
      i. Membership Development
      ii. Women in Engineering
      iii. Young Professionals
      iv. Awards Coordination
      v. Industry Coordination
      vi. Student Activities Coordination
   f. Co-opted Positions
      i. Webmaster
      ii. Others
   g. Committee members
8. Other Business
   a. Student membership grants
   b. Banking

**NZ Joint Chapter on Signal Processing and Information Theory AGM**

1. Welcome by Chair
2. Apologies
3. Acceptance of the minutes of the previous AGM meeting
4. 2014 annual report from Chair
5. Matters arising from the report
6. Financial report from Secretary Xiang Gui
7. Election of Officers
8. Additional points of interest

# Minutes of the NZ Central Section AGM

22 people were in attendance for the technical talks

16 members remained for the AGM

| Item | Discussion | Actions |
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| 1 | **Welcome (Mansoor Shafi)**<br>The AGM started at 7:30 PM with a welcome to the AGM by Mansoor Shafi | |
| 2 | **Apologies**<br>Apologies were noted for the following members:<br>Gourab Sen Gupta, Debraj Basu, Pawel Dmochowski<br>Apologies were accepted: | **Moved:** Donald<br>**Second:** Murray |
| 3 | **Minutes of the 2013 AGM**<br>Previous AGM minutes were circulated to attendees.<br>The minutes were accepted as a true and accurate record of the meeting: | **Moved:** Richard<br>**Second:** Donald |
| 3a | **Matters arising**<br>All matters arising are elsewhere on the agenda so do not need to be discussed at this stage. | |
| 4 | **Chair report for 2014 (Mansoor Shafi)**<br>Mansoor circulated his report to attendees, and highlighted the achievements and activities for the year. In terms of serving the technical needs of the members, we have had a healthy number of distinguished lecturers and visiting speakers. We are one of the strongest sections in R10 in terms of industry interactions. On the other side, we are also one of the worst sections in R10 in terms of undergraduate student recruitment. The Communications / Signal Processing / Information Theory chapter was restructured into two NZ wide chapters, and a Computational Intelligence chapter was formed with the section. Mansoor finished with congratulations to Peter Smith, a newly elected IEEE Fellow.<br>Mansoor thanked the committee for their support and hard work during 2014.<br>The Chair's report was accepted: | **Action:** Confirm that all events held during the year are accurately recorded in the IEEE system to enable rebates.<br><br>**Moved:** Murray<br>**Second:** Duncan |
| 5 | **Treasurer report for 2014 (Ramesh Rayudu)**<br>The financial report was circulated by Ramesh.<br>The closing cashbook balance (as at 31 October) showed $15,834.81. This is an increase of approximately $3000 from last year. We have had considerable difficulties with the bank in terms of changing signatories. One aspect of this, however, worked in our favour when banking the IEEE rebate, because the exchange rate movement during the delay worked significantly in our favour. There are still about $1500 - $2000 of expenses outstanding for the year (because of the delays in getting the banking sorted out). The main savings was Donald attending the Sections Congress on behalf of the Central Section, which was of no cost to the Section.<br>The finance report was accepted: | **Moved:** Mansoor<br>**Second:** Murray |

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| 5a | **Auditor Resolution**<br>During the discussion, Duncan pointed out that an audit is a very formal process, and that for our size an independent review would be more appropriate.<br>Unanimously **resolved** that we accept IEEE's annual review as an independent review of our financial records. | **Moved:** Donald<br>**Second:** Mansoor |
| 6 | **Membership report**<br>Aaron Reid reported the current membership status:<br>• 291 active members<br>• 100 Young Professionals<br>• 35 Graduate student members<br>• 5 Undergraduate student members<br>• 44 members currently in arrears<br>There was some discussion of the very low number of undergraduate student members, and what we could do to address this. | |
| 7 | **Election of Officers for 2015** | |
| | **Chair:** Mansoor Shafi<br>Mansoor agreed to serve for at most 1 more year if no-one else was willing to step up. | **Nominated:** Murray<br>**Second:** Richard |
| | **Vice-Chair:** Richard Harris | **Nominated:** Duncan<br>**Second:** Mengjie |
| | **Secretary:** Donald Bailey | **Nominated:** Richard<br>**Second:** Murray |
| | **Treasurer:** Ramesh Rayudu | **Nominated:** Donald<br>**Second:** Richard |
| | **Membership development:** Aaron Reid | **Nominated:** Murray<br>**Second:** Ramesh |
| | **Women in Engineering:** Bing Xue<br>Mansoor suggested we make use of networking opportunities such as a WIE conference to help Bing with leadership development. | **Nominated:** Mansoor<br>**Second:** Mengjie |
| | **Young Professionals:** Sudhir Singh<br>A similar suggestion was made to develop the Young Professional connections and leadership. | **Nominated:** Ramesh<br>**Second:** Terence |
| | **Awards Coordinator:** Duncan Hall | **Nominated:** Mansoor<br>**Second:** Ramesh |
| | **Industry Coordinator:** Duncan Hall and Murray Milner<br>Both agreed to continue in this role | |
| | **Student Activities:**<br>Massey Branch Counsellors: Donald Bailey + Gourab Sen Gupta<br>Victoria Branch Counsellors: Mengjie Zhang + Pawel Dmochowski | |
| | **Webmaster:** Richard Harris | |
| | **Additional Members co-opted:**<br>Pawel Dmochowski, Terence Betlehem, Gourab Sen Gupta, David Balduzzi, Sarath Chandran | **Action:** Terence will send Donald the new CommSoc chair details after their AGM |

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| 8 | **Other Business** | |
| 8a | **Student Membership Grants**<br>Discussion was held on the student membership grant scheme. We considered how we could encourage undergraduate student membership and participation.<br>**Resolved:** The current practise of making a membership grant available to postgraduate students who are involved in a committee role or present at the postgraduate seminar, and to open the membership grants to all undergraduate student members (to the first 30 that apply), subject to review by the committee.<br>As in the past, the student grant policy is to be monitored and presented for discussion at the next AGM.<br>Sarath Chandra raised the option of digital membership. The option was not available in New Zealand, and there was a big jump in membership fee coming from India to New Zealand | **Moved:** Duncan<br>**Second:** Richard<br>AGM 2015 agenda<br>**Action:** Mansoor to push for a digital membership option at the next R10 meeting |
| 8b | **Banking**<br>There was some discussion regarding the problems we have been having with Westpac with the transition in signatories.<br>Ramesh to investigate alternative banking options with the following criteria:<br>• Requirements for change of signatories<br>• Access to, and costs of, internet banking<br>• Whether forming an incorporated society would help | **Action:** Ramesh to investigate banking alternatives |
| | AGM closed at 8:55 pm | |