

IEEE NZCS Committee Meeting

Agenda: Tuesday 15 September 2015 at 4:30 via Skype

Present: Mansoor Shafi Donald Bailey
 Gourab Sen Gupta Richard Harris
 Murray Milner Duncan Hall
 Hemant Ghayvat

1	Welcome (Mansoor Shafi)	
2	<p>Apologies</p> <p>Aaron Reid Ramesh Rayudu Sudhir Singh Mengjie Zhang Terence Betlehem</p>	
3	<p>Minutes of the last Committee Meeting</p> <ul style="list-style-type: none"> • 11 August, 2015 Accepted 	Moved Mansoor Second Richard
4	<p>Matters arising from Committee meetings (not covered elsewhere)</p> <ul style="list-style-type: none"> • ANZSCON Rules and guidelines (Richard reported) <ul style="list-style-type: none"> ○ Key points of the report (see below) was read key items were <ul style="list-style-type: none"> ▪ Financial responsibility (sections within NZ) ▪ Selection committee ▪ Several other minor amendments • 50th anniversary of R10 discussed <ul style="list-style-type: none"> ○ Good to have someone within the section to give a talk. ○ Perhaps a speaker which travels throughout the country • Wellington Engineering Festival (Hans/Subhas are available to give a talk on intelligent buildings) • Committee membership discussed 	<p>Agreed</p> <p>Proposal to be submitted by 30 September</p> <p>Murray will sort out timing – Last week of October, or first week November</p> <p>Donald will follow up again to encourage committee members to attend meetings. Murray has identified a potential new committee member and will invite to next meeting</p>
5	<p>Chair report (Mansoor Shafi)</p> <ul style="list-style-type: none"> • Joint Institutions Event went well. Vote of thanks given to Murray for organising the event 	Moved Richard Seconded Duncan
6	<p>Secretary report</p> <ul style="list-style-type: none"> • Amendment to IEEE Constitution for discussion 	
7	<p>Finance Report (Ramesh Rayudu)</p> <ul style="list-style-type: none"> • Current status – Balance \$18648.82 <ul style="list-style-type: none"> ○ Received US\$3933 => \$5555.97 ○ Some outstanding expenses • Discussion on using any surplus for supporting student travel to conferences. It was agreed to maintain in preparation for Sections Congress and R10 travel expenses. 	

8	Webmaster Report (Richard Harris) <ul style="list-style-type: none"> • Richard gave a report on activities <ul style="list-style-type: none"> ○ Website kept up to date with announcements including Breakfast Event and Computational Intelligence presentations ○ E-Notices prepared for Breakfast Event and other chapter seminars and sent out with reminders. ○ Reports on completed events converted into pdf files and made available on the website. ○ Meeting minutes in draft and final form on website. 	Hemant to forward to Richard information on PG Presentation Day in PN for use in e-notice and website.
9	Membership Report (Aaron Reid) <ul style="list-style-type: none"> • No report 	
10	Awards (Duncan Hall) <ul style="list-style-type: none"> • No activity 	
11	Industry Coordinators (Duncan Hall / Murray Milner) <ul style="list-style-type: none"> • Report on joint institutions breakfast discussed earlier 	
12	Massey Student Branch (Hemant Ghayvat) <ul style="list-style-type: none"> • Plans for Postgraduate Presentation Event (Tue 20/10) starting 10:30. 	Hemant to provide details for advertisement. Donald to contact staff – John Hine, Victoria staff regarding availability
13	Victoria Student Branch (Henry Williams)	
14	Young Professionals (Sudhir Singh) <ul style="list-style-type: none"> • Proposal for YP events – Murray has entrepreneur he can contact 	Sudhir to provide details
15	Women in Engineering (Bing Xue) <ul style="list-style-type: none"> • WIE Support Fund – planned activities 	Bing to report on progress and what has been made
16	Instrumentation and Measurement Society (Rainer Kunemeyer)	
17	Communications Society (?) <ul style="list-style-type: none"> • Report on Prof Ying Dar Lin (20/8) 	Report to be provided by Terence
18	SP / IT Society (Terence Betlehem) <ul style="list-style-type: none"> • Proposed visit by Prof. Sugiyama was supported, with any funds (if required) available according to section policy. 	
19	Power and Energy Society (Ramesh Rayudu) <ul style="list-style-type: none"> • Won hosting rights for ISGT-Asia 2017 (innovative smart grid technologies) which is the flagship conference of PES. 	
20	Computational Intelligence Society (Mengjie Zhang) <ul style="list-style-type: none"> • Prof Carlos Coello gave a great talk on “Recent Results and Open Problems in Evolutionary Multi-objective Optimization”, attended by 34 people. • Two more talks arranged: <ul style="list-style-type: none"> ○ Prof Yanchun Zhang "Medical Data Mining and Innovative Applications" (16/9) ○ Dr Yi Mei and Dr Bing Xue "Introduction to Evolutionary Multi-objective Optimisation" (18/9) 	
21	Other Reports	
22	General Meetings (for noting) <ul style="list-style-type: none"> • Mansoor will be away most of November • AGM proposed Tuesday 1 December: Mansoor and Donald offered to provide short talks 	
23	Conferences (for noting) <ul style="list-style-type: none"> • ICST – 8-10 December, 2015 in Auckland. (Technical sponsor) • FPT – 8-10 December, 2015 in Queenstown (Technical sponsor) 	

24	Other Business <ul style="list-style-type: none">• Another banner – more convenient to have one in Wellington and Palmerston North to give easier access.	Murray will follow up and report next meeting.
25	Next Meeting (Tuesday 13 October) <ul style="list-style-type: none">• Meeting closed 5:28	

ANZCON feedback:

1) New Zealand Council cannot be involved in financing ANZCON like the Australia Council, since we do not have a specific financial identity. All financial dealings regarding ANZCON is recommended to be handled by the host sections themselves.

The alternate suggestion is that both New Zealand Council and Australia Council can coordinate ANZCON selection process broader logistics, marketing, scheduling etc. Australia Council can still choose to directly deal with the host section and sort out financial support and the like. If this is not agreed then Australia Council will have to take financial control and liabilities if it is held in Australia but for New Zealand the host section will be the counter party.

We also noted that usually this event is hosted in a University and there could be issues in some location with coordination with the University premises, costs, liabilities etc. This is particularly to be noted because attendees will not only be University students but working engineers from Young Professional group.

2) Page 6(Congress Assignment section)

No mention is made who the selection committee is to be. Some forward reference has to be made here if it is to be discussed in the later sections.

The composition of the ANZCON committee will have to comprise the relative weights of the sections from the two countries. Council Chairs or their representative from both countries can automatically be 2 default members. Since this is held once in 2 years some kind of rough guideline of on an average how it rotates amongst countries can be thought of (no firm recommendation but just a guideline perhaps).

3) Page 7.

No time-line mentioned here about the call, decision making process etc.

It is suggested that this details be provided before conditions are indicated once the site selection procedure and time-line is explicitly identified.

4) page 8.

Suggest the first bullet point adds the word "affordability"

Thus it will read "The availability and affordability of suitable accommodation for registrants and visitors"

5) Proportional hosting rights for ANZCON amongst countries.

As per item 2 discussion section II can have guidelines regarding some general principles that will guide the selection committee in years to come. Things like ensuring on an average proportional hosting rights amongst 2 countries etc.

6) page 11 (missing items)

No items regarding marketing and publicity of the event has been mentioned elsewhere in the document. Suggest something to be put here.

Also Conference management practices etc. should be roughly indicated here so that bid proposers know what all needs to be included. Thought Conference Organizer's manual has been indicated in page 12, some explicit mention of it can be indicated.