

# IEEE NZCS Committee Meeting

## Minutes: Tuesday 9 February 2016 at 4:30 via Skype

Present: Donald Bailey Xiang Gui  
 Richard Harris Mengjie Zhang  
 Bing Xue Yi Mei

1	<b>Welcome (Donald Bailey)</b>	
2	<b>Apologies</b> Fernando Castellanos Murray Milner Gourab Sen Gupta Harsh Tataria Ramesh Rayudu Duncan Hall	
3	<b>Minutes of the last Committee Meeting on 13 October, 2015</b> accepted as a true and accurate record of the meeting.	Moved: Donald, Richard Second: Mengjie
4	<b>Matters arising from Committee meetings</b> <ul style="list-style-type: none"> <li>• Status of 50<sup>th</sup> anniversary of R10 project proposal              We were still unable to put forward a proposal as there was not enough time – the extension given was just a week or so. Donald suggested that we continue to look at if there is something we can do and do it anyway no matter it is funded through R10 explicitly or not.</li> <li>• MGA Responsibility Matrix has been sent back.</li> <li>• Donald suggested Fernando to get IEEE promotional material from Aaron for the NZ Central Section event coming up on Friday.</li> <li>• Victoria Student Branch: Henry Williams has been replaced by Harsh Tataria.</li> <li>• Still waiting for Sudhir's proposal for entrepreneurship workshop.</li> <li>• WIE Support Fund              Proposal for the fund was due last November. Bing asked for extension, but there was no reply. The planned activities were to reach out to high school and college girls at the beginning of the year to encourage them studying engineering. However, the fund is for activities from mid-year to November, and this does not align with the planned activities. Donald thinks that it is important to continue with the plana anyway, even if the planned activities are just funded through the Section.</li> <li>• SP / IT Chapter Report on DL talks in 2015</li> </ul>	<b>Donald and Murray</b> to look at something that can be done and circulate to other members of committee for comment and input.  <b>Fernando</b> to distribute material.  <b>Sudhir</b> to report back on the proposal.  <b>Bing</b> to follow up with the plans and activities.  <b>Terence</b> to provide report.
5	<b>Followup from AGM</b> <ul style="list-style-type: none"> <li>• Confirm that all events held during the year of 2015 are accurately recorded in the IEEE system to enable rebates.</li> <li>• A related item is to sort out the finance details for 2015.</li> <li>• Latest membership report</li> <li>• Changing bank account signatories for 2016 to be Ramesh, Donald, Murray and Fernando.</li> </ul>	<b>Donald</b> to act as the Secretary. <b>Ramesh</b> to act as the Treasurer. <b>Aaron</b> to update. <b>Ramesh</b> to begin the process.
6	<b>Chair's report</b> <ul style="list-style-type: none"> <li>• R10 meeting in Bangkok, 5-6 March 2016</li> </ul>	<b>Donald</b> to attend on behalf of the Section.
7	<b>Finance Report (Ramesh Rayudu)</b> – no report due to absence	
8	<b>Membership Report (Aaron Reid)</b> – no report due to absence	

8	<p><b>Webmaster Report (Richard Harris)</b>  Updated the main page by moving past events to the archive of previous year and adding new upcoming events</p> <ul style="list-style-type: none"> <li>• Presentation by Dr. Prabha S. Kundur (12 February) – eNotices sent</li> <li>• IEEE has created a fast and easy tool to do eNotices more quickly.</li> </ul>	
9	<p><b>Student/YP/WIE/Chapter plans and reports</b></p> <ul style="list-style-type: none"> <li>• Women in Engineering (Bing Xue)</li> <li>• Computational Intelligence Chapter (Mengjie Zhang)  Organised 9 technical events last year. Already had one technical event this year and are planning to have more fellow and DL visits this year. A visit by a fellow from Japan in June is to be confirmed. Helping IEEE CIS to organise the IEEE WCCI 2016 conference (to be held in Vancouver), for which Mengjie is a special session chair. The conference has received almost 3000 submissions – a record number, with about 15 submissions from the Chapter. Several members from the Chapter are planning to attend the conference.</li> <li>• FPT 2015 Conference (Donald Bailey)  Held in December with about 90 attendants. A great success with many attendants acknowledging that this was the best conference they had ever been to. Technically co-sponsored by IEEE NZ Central Section, NZ North Section and NZ South Section.</li> </ul>	<p><b>Bing</b> to report at next meeting as in Item 4.</p> <p><b>Donald</b> to write a report to sponsoring Sections.</p>
10	<p><b>Other Business</b>  Encourage postgraduate students who presented at last year’s PG presentation event to renew their IEEE membership.</p>	<p><b>Donald</b> to ask Hemant to send an email to those attended to renew membership, with a reminder that the fee can be claimed back after renewal.</p>
11	<p><b>Next Meeting – Tuesday 8 March</b> to be confirmed</p>	<p><b>Donald</b> to check with committee members to find out the best time for the monthly meeting, with a reminder to keep Skype software up-to-date. Traditionally it is the second Tuesday of the month.</p>

Meeting closed at 5:18 pm.