

IEEE NZCS Committee Meeting

Minutes: Tuesday 1 March 2016 at 4:30 via Skype

Present: Donald Bailey Xiang Gui Ramesh Rayudu Harsh Tataria
 Richard Harris Mengjie Zhang Duncan Hall Sudhir Singh
 Gourab Sen Gupta Yi Mei Aaron Reid

Item	Discussion	Actions
1	Welcome (Donald Bailey)	
2	Apologies Fernando Castellanos, Murray Milner, Bing Xue, Rainer Kunzemeyer	
3	Minutes of last committee meeting (9 February 2016) accepted as a true and accurate record of the meeting.	Moved: Donald Seconded: Mengjie
4	Matters arising <ul style="list-style-type: none"> • 50th anniversary plans (Donald & Murray) • YP Entrepreneurship workshop proposal (Sudhir) Sudhir and Harsh met last week and decided to start with a joint student and YP information event. More details in Item 9. • WIE outreach plan (Bing) - no report due to absence • IEEE Reporting requirements (Donald & Ramesh) Donald entered all meetings that he knew about in the IEEE system by the deadline. The finance details for 2015 entered by Ramesh were confirmed by auditors as fine and well. Ramesh also circulated the year-end report to the committee. 	Donald to discuss with Murray the activities that can be done. Donald to discuss with Chairs of North and South Sections at the Region 10 meeting this weekend about joint activities.
5	Chair's report <ul style="list-style-type: none"> • Activity plans for 2016 To have special activities related to the 50th anniversary of IEEE Region 10. To organise joint activities, such as distinguished lecture and associated activities, with North and South Sections where possible. To keep up the joint events that were successful in the past, such as the joint breakfast meeting organised mainly by Murray. To run the postgraduate student presentation event at VUW towards the end of the year. Harsh to coordinate the event with help from Mengjie. • Membership retention and recruitment goals As set by IEEE Region 10, 40 new members and 90.9% renewal rate (equivalent to 245 renewing members out of 269 members) 	Donald to work with Murray to come up with plans and speakers for discussion at a later meeting. Harsh and Mengjie to find a date in the week from 29 August to 2 September (common semester break for Victoria and Massey) for the event. Committee to decide a date in mid-June for the event.
6	Finance report (Ramesh Rayudu) <ul style="list-style-type: none"> • Current balance very close to that shown in the latest report circulated, with two cheques to clear: one for the cost of AGM in December 2015 and one 	

	<p>for the recent talk on 12 February 2016. A cheque for third prize of \$25 is still not claimed.</p> <ul style="list-style-type: none"> Changing of signatories Remain unchanged at the moment. Need to replace Mansoor with Fernando. 	
7	<p>Membership report (Aaron Reid)</p> <ul style="list-style-type: none"> Currently there are 232 active members, out of which 65 are young professionals. The number of arrears is 67 and the number of inactive members is 163. Richard suggested sending out an eNotice to ask existing members to forward to Aaron contact details of their colleagues and friends who are interested in joining IEEE. 	<p>Aaron to send reminder emails to members in arrears.</p> <p>Aaron to draft an eNotice for Richard to distribute.</p>
8	<p>Webmaster report (Richard Harris)</p> <p>Richard circulated his report before this meeting. Cleaned up the main page and added the following items:</p> <ul style="list-style-type: none"> Minutes of the February Central Section Committee Meeting Slides and information of the recent talk by Dr Kundur Donald's report on the FPT Conference <p>Richard was thanked for his excellent work on the section website.</p>	
9	<p>Student/YP/WIE/Chapter plans and reports</p> <ul style="list-style-type: none"> Massey Student Branch (Hemant Ghayvat) Donald advised that Hemant is about to send an email to those presented at last year's postgraduate event to renew membership, with a reminder that the fee can be claimed back after renewal. Hemant is also going to send an email to all new postgraduate students arrived from the start of this year. Victoria Student Branch (Harsh Tataria) Harsh will do the same to existing and new students. Harsh and Sudhir met last week and decided to arrange a social networking evening for students and young professionals. Donald advised that the budget is normally up to \$200 or \$300. Richard suggested including Massey students, and finding two or three good speakers to share their job experience at that event. Young Professionals (Sudhir Singh) Sudhir will try to get as many as possible young professionals to interact with students at the event. Computational Intelligence Chapter (Mengjie Zhang) Looking at better advertising the ongoing weekly events, possibly through the section website. <p>Distinguished lecturer visit by Prof Hisao from Japan in mid-June. Section to help with the local cost.</p>	<p>Hemant to send emails to students.</p> <p>Harsh to send emails to students.</p> <p>Harsh to liaise with Hemant for Massey students to participate in the event. Harsh to advertise the event and forward details to Richard for inclusion in the website. Harsh to encourage final year students to join IEEE and to attend the event.</p> <p>Sudhir to follow up with the entrepreneurship workshop proposal after the social networking event, for which Murray has offered help to find an appropriate speaker.</p> <p>Mengjie to obtain biography and abstract for the DL visit, and draft a notice for Richard to advertise.</p>

10	<p>Other business</p> <p>Duncan suggested finding out the awards plans from the R10 meeting. As many of the awards might help stimulate our intake of members, it is better to align with and advertise R10 awards activities.</p> <p>Donald was invited to make a presentation at the R10 meeting as our section was the 2014 R10 Small Section Award Winner.</p> <p>Donald was congratulated for his promotion to Professor. Donald will collect the R10 Outstanding Volunteer Award Certificate to be presented to Murray at an event.</p>	<p>Donald to report back on the R10 awards strategy in the next meeting.</p>
11	<p>Next meeting – Tuesday 5 April</p>	

Meeting closed at 5:30 pm.