

IEEE NZCS Committee Meeting

Minutes: Tuesday 5 July 2016 at 4:30 via Skype

Present: Donald Bailey Xiang Gui Aaron Reid Bing Xue
 Duncan Hall Richard Harris Harsh Tataria Sudhir Singh
 Fernando Castellanos Murray Milner Gourab Sen Gupta

Item	Discussion	Actions
1	Welcome (Donald Bailey) Welcome to Shan Jaffry - new Massey Student Branch Chair	
2	Apologies Shan Jaffry	
3	Minutes of last committee meeting (7 June 2016) accepted as a true and accurate record of the meeting.	
4	<p>Matters arising</p> <ul style="list-style-type: none"> 50th anniversary plans (Donald & Murray) Joint Institutions Breakfast plans (Murray) WIE outreach plan (Bing) The best time for this is probably the beginning of the year. Our Section is one of the few sections that do not have a WIE affinity group. Special Interest Group on Humanitarian Technology (SIGHT) (Sudhir & Murray) As there has been a lot of interest from the young professionals in doing something in this space, the Young Professionals Group could take the lead, with support from the Section. Engineers Without Borders (EWB) has been running humanitarian engineering projects in partnership with universities including Massey University and University of Auckland; hence it will be good to establish linkage. 	<p>Donald and Murray to discuss quickly the activities that can be done. Murray to finalise the date for this event with Scott Houston who returns on 1 August. Donald to present the R10 Outstanding Volunteer Award Certificate to Murray at this event.</p> <p>Bing to work on a plan for the beginning of the year. Bing to look at the possibility of setting up the WIE group, for which volunteers could potentially be solicited from the members using eNotices.</p> <p>Sudhir, Harsh, Murray and Ramesh to get together and develop a proposal for discussion. Aaron and Donald to forward contact and information about EWB to Murray.</p>
5	<p>Chair's report</p> <ul style="list-style-type: none"> Email from R10 reporting that the Section is behind recruitment goal of 40 new members – 29 new members this year versus 26 last year. Membership retention percentage this year is 82.2%, at 90% of the goal set at 90.9%. Discussion of brainstorming meeting was very valuable in terms of where we are at and what is important to us, etc. The meeting has resulted in the following action plan activities: <ol style="list-style-type: none"> Continue with the work on building a good relationship between the graduate students and young professionals as proved valuable from the previous event held at Victoria University of 	

	<p>Wellington – maintain the momentum at Victoria SB and look at develop something within the Palmerston North area.</p> <ol style="list-style-type: none"> 2. Interact with industry – run workshops that provide more hands-on activities that would appeal to industry. Chapters to develop industry workshop component (The I&M Chapter is reasonably strong in this area.) in addition to the distinguished lecture component, which is more academic. 3. Make the timing and venue of events more accessible to industry participants. 4. Develop a formal welcome letter to new members, outlining where they can be involved and getting feedback on expectations as new members. <p>Other suggestions include the display of a range of IEEE magazines and materials at industry-focused events to show what IEEE can offer; and putting information about IEEE membership benefits on the website and in the welcome letter.</p>	<p>Donald to draft the welcome letter for circulation and comments.</p>
6	<p>Finance report (Ramesh Rayudu)</p> <ul style="list-style-type: none"> • Current status - no report due to absence. • Changing of signatories 	<p>Fernando to chase up with Ramesh.</p>
7	<p>Membership report (Aaron Reid)</p> <ul style="list-style-type: none"> • 263 active members • 51 in arrears (all received a reminder) • 81 young professionals 	<p>Aaron to send Donald the list of young professionals in Palmerston North area, so that the Massey SB can look at organising a similar networking event with the young professionals.</p>
8	<p>Webmaster report (Richard Harris)</p> <p>Richard circulated his report before this meeting, reporting the following activities:</p> <ul style="list-style-type: none"> • Updated the website with announcement on Postgraduate Presentation Day event • Added latest meeting minutes to the website. • Added the advertisement for membership renewal. Linked to eNotice sent earlier for renewal. • Added information concerning presentation relating to PES activity. • Added the report on the I&M workshop from details submitted by Akbar Ghobakhlou (AUT) • Added information concerning the Collabratec initiative of the IEEE with appropriate links. (Trying to show relevance of the Section as a promoter of IEEE benefits!!) • TENCON CFP notice updated. • Moved completed June events to the Recent Events section of website. 	<p>Richard to look at adding more specific IEEE benefits (if they are of interest) to the website.</p>
9	<p>Student/YP/WIE/Chapter plans and reports</p> <ul style="list-style-type: none"> • Victoria Student Branch (Harsh Tataria) <ul style="list-style-type: none"> - Postgraduate presentation event – Tuesday 30 August 10am-5pm, VUW. CFP circulated to Massey SB Chair and postgraduate students at VUW. Need to know the number of participants for catering arrangement. Invitations open to IEEE member audience. Judges and prizes to be organised. Prizes could be sought from sponsors, with a provision of cash prizes. Each presenter will get a certificate that 	<p>Donald to follow up with Shan on student participation from Massey. Bing and Harsh to encourage participation from postgraduate students in the relevant research groups at VUW. Harsh to check with Ramesh regarding the IEEE flag.</p>

	<p>could be added to the CV.</p> <ul style="list-style-type: none"> • Young Professionals (Sudhir Singh) <ul style="list-style-type: none"> – Sudhir and Harsh are looking at organising an information night on SIGHT to get real commitment from people for going ahead, after meeting with Murray and Ramesh. – Sudhir is organising New Zealand Wireless Workshop this September in Wellington. Murray moved that the Section to provide financial support to the workshop subject to finalising the amount, seconded by Richard and all in favour. • Women in Engineering (Bing Xue) <ul style="list-style-type: none"> – Bing to attend the committee meeting of IEEE Women In Computational Intelligence at a conference in two weeks' time, to get more information and ideas on how to promote WIE. • CI Chapter (Bing Xue) 	<p>Richard to send an eNotice targeting members with RSVP for catering purposes, followed by a reminder closer to the day.</p> <p>Sudhir to check with Ramesh about the level of past financial support from the Section.</p> <p>Sudhir to send Richard details of the workshop for advertising on the website.</p> <p>Sudhir to arrange an information desk or booth at the workshop with IEEE materials and banner to promote IEEE.</p> <p>Bing to get a photo and a one-paragraph report on the committee meeting for inclusion in the website.</p> <p>Bing to prepare and send Richard a report on Prof Hisao Ichibushi's talk in June, along with some photos, for inclusion in the website.</p>
10	Next meeting – Tuesday 2 August	

Meeting closed at 5:27 pm.