

IEEE NZCS Committee Meeting

Minutes: Tuesday 2 August 2016 at 4:30 via Skype

Present: Donald Bailey Xiang Gui Aaron Reid Yusuke Hioka
 Duncan Hall Richard Harris Sudhir Singh
 Ramesh Rayudu Murray Milner Shan Jaffry

Item	Discussion	Actions
1	Welcome (Donald Bailey)	
2	Apologies Fernando Castellanos, Mengjie Zhang, Harsh Tataria Apologies for lateness: Yusuke Hioka	
3	Minutes of last committee meeting (5 July 2016) accepted as a true and accurate record of the meeting.	
4	<p>Matters arising</p> <ul style="list-style-type: none"> WIE outreach plan (Bing) - no report due to absence Joint Institutions Breakfast plans (Murray) Special Interest Group on Humanitarian Technology (SIGHT) (Sudhir & Murray) Sudhir, Harsh, Murray and Ramesh had a positive discussion and the plan is to collaborate with Engineering for Change on a project (such as electricity generation for remote communities and a range of broader possibilities) for which young professionals can work together with students. Draft welcome letter (Donald) The draft has covered most of the essential ingredients. It can be made more engaging by offering contacts in the interest area of new members as indicated on the new member list. 	<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>Murray to finalise the date for this event with Scott Houston who should have returned on 1 August. Donald to present the R10 Outstanding Volunteer Award Certificate to Murray at this event.</p> <p>Harsh to contact Engineering for Change and get feedback on a collaborative project. Sudhir, Harsh, Murray and Ramesh to meet, following the feedback from Engineering for Change, and develop an action plan.</p> <p>Donald to revise the letter based on the feedback from committee members.</p>
5	<p>Chair's report</p> <ul style="list-style-type: none"> Report from NZ Council meeting held yesterday. <ol style="list-style-type: none"> Constitution: Creating IEEE NZ Inc. and possibly to pool together the finances of all three Sections (This is currently uncertain.), necessitating the registration for GST; IEEE NZ Inc. to be run by a board with members consisting of the Section Chairs, IEEE NZ Council Chair, up to two members at-large (from the NZ Sections other than that of the Council Chair) and an IEEE Region 10 representative who seems to have special power. The key issue is the increased operational cost due to the GST registration and the filing of GST returns 	<p>Donald to collate concerns and comments from committee members and forward to Council by the end of this month for further discussion.</p>

	<p>at least every 6 months. Other issues include health and safety obligations and liability of board members. Donald clarified that Nirmal of the North Section became the Council Chair at the start of this year.</p> <p>2. Section History project: lead by a champion to update the history (past and present chairs and local history) by mid-November, for an article at the end of the year associated with the 50th anniversary. Duncan had captured a lot of the history in the proposal for Murray's award. Donald has a detailed list of things needed. All meeting minutes are available on the website.</p> <p>3. 50th anniversary: to have an IEEE NZ Day in Feb or March 2017, showcasing IEEE activities in NZ through all Sections connected with video-links. The proposal is to have 3 keynotes on NZ issues in areas of electricity, communication and computing at 3 main centres, respectively, at different times in the day, supplemented with sessions by young professionals, women in engineering and students. Winner of the postgraduate presentation to be a speaker.</p>	<p>Richard to champion the project and compile the updated history, with assistance from committee members where necessary.</p> <p>Donald to forward to the committee the email from Zia of R10 who requested the history, so that members can send information to Richard for collation.</p> <p>Donald to put forward a proposal based on the discussion today.</p>
6	<p>Finance report (Ramesh Rayudu)</p> <ul style="list-style-type: none"> • Current bank balance about \$10,800. • IEEE rebate cheque of US\$4,287 to be deposited, out of which US\$200 each to I&M, CI, and SP/IT Chapters. The bank requires the presence of two signatories to deposit the cheque. • Changing of signatories • Ramesh to be on sabbatical from 20 August for the rest of the year. 	<p>Ramesh to liaise with Murray or Donald to deposit the cheque.</p> <p>Ramesh and Fernando to liaise with Murray or Donald to get the change done.</p> <p>Murray to hold the cheque book and keep the receipts while Ramesh is away.</p>
7	<p>Membership report (Aaron Reid)</p> <ul style="list-style-type: none"> • 267 active members • 82 young professionals • 24 to 26 in Palmerston North, among which 8 or 9 are young professionals. 	<p>Aaron to send Donald and Murray the list of members in Palmerston North and Wellington area, respectively, showing the groups of young professionals and students.</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"> • Added latest meeting minutes to the website. • Added a section outlining membership benefits. • Report on the Distinguished Lecturer visit by Prof Hisao Ishibuchi (Japan) from Bing Xue added to the recent events section. • Promotion of IEEE Wireless Workshop placed on the website. • E-Notice concerning the IEEE Wireless Workshop + reminder notice prepared for 2-days prior to close of entries • Postgraduate presentation day promotion on website + e-Notice distributed to invite members at large to attend the event. 	<p>Donald to contact Richard regarding the website.</p>

<p>9</p>	<p>Student/YP/WIE/Chapter plans and reports</p> <ul style="list-style-type: none"> • Massey Student Branch (Shan Jaffry) <ul style="list-style-type: none"> - Postgraduate presentation event – Tuesday 30 August 10am-5pm, VUW. Donald has followed up with Shan on student participation from Massey. • Victoria Student Branch (Harsh Tataria) - no report due to absence <ul style="list-style-type: none"> - Postgraduate presentation event – Tuesday 30 August 10am-5pm, VUW. • Young Professionals (Sudhir Singh) <ul style="list-style-type: none"> – Sudhir is organising IEEE New Zealand Wireless Workshop this September in Wellington. Sudhir has found out from Ramesh that the Section supported \$500 in the past. Hence this year the Section will provide \$500 too. – Sudhir has secured US\$400 from R10 and is planning to use the fund at the IEEE NZ Wireless Workshop on the Best Presentation Award and networking event after the workshop, to encourage participation from young professionals and students. • Women in Engineering (Bing Xue) - no report due to absence • CI Chapter (Mengjie Zhang) <p>As Mengjie could not join this meeting, he emailed committee before this meeting the following details:</p> <ul style="list-style-type: none"> - Bing has sent a report on Hisao Ishibuchi's DL talk. - Bing and Mengjie made a tutorial at GECCO 2016 in Denver on evolutionary computation for feature selection and feature construction (110 minutes, over 30 people attended). - Chapter members made over 20 presentations at WCCI 2016 in Vancouver. - Bing and Mengjie presented a bid to host IEEE CEC 2019 in Wellington. Based on the feedback, the bid will be revised and resubmitted to IEEE CIS in September. - The paper by Urvesh Bhowan, Mark Johnston, Mengjie Zhang and Xin Yao received the IEEE TEVC Outstanding Paper Award Certificate at WCCI 2016 award dinner. - Two IEEE Fellows and DLs, including Prof Gary Yen from USA, will visit the Chapter in Nov or Dec - more details later. • PE Chapter (Ramesh Rayudu) <ul style="list-style-type: none"> - Ramesh is organising a seminar with the date and time to be confirmed. • SP/IT Chapter (Yusuke Hioka) <ul style="list-style-type: none"> - 2016 Chapter Committee: Yusuke Hioka (Chair), Paul Teal (Vice Chair), Sudhir Singh (Treasurer), Aaron Reid (Secretary), Harsha Sirisena (South Section Representative) 	<p>Bing and Harsh to encourage participation from postgraduate students in the relevant research groups at VUW.</p> <p>Harsh to check with Ramesh regarding the IEEE flag.</p> <p>Sudhir to arrange an information desk or booth at the workshop with IEEE materials and banner to promote IEEE.</p> <p>Sudhir to send workshop details to Shan who will make sure that student members in PN are aware of the event.</p> <p>Bing to get a photo and a one-paragraph report on the committee meeting of IEEE Women In Computational Intelligence for inclusion in the website.</p> <p>Ramesh to email Richard the seminar details once the date and time are confirmed.</p>
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	<ul style="list-style-type: none"> - Chapter finance: While the Chapter is NZ wide, the annual Chapter rebate of US\$200 comes to the Central Section, which is then recorded on the Chapter balance sheet as the Chapter shares the same bank account with the Central Section. The Chapter decides the use of funds available on its own balance sheet, with approval by the Chapter Committee and in compliance with the IEEE rules. For joint events, the Chapter can seek help from the relevant Section. - Yusuke is organising a technical event in Auckland later this month. 	
10	<p>Other Business</p> <ul style="list-style-type: none"> • Opposition to IEEE Constitutional Amendment - Donald received an email from the 2009 IEEE President, John Vig, opposing the amendment as it will transfer the power from members at large to a smaller group – a concern that outweighs the possible benefits. The Constitutional Amendment is part of the annual election in which every member gets to vote this year. 	<p>Donald to forward the email from John Vig to the committee.</p>
11	<p>Next meeting – Tuesday 6 September</p> <p>Postgraduate Presentation Day - Tuesday 30 August</p>	

Meeting closed at 5:42 pm.