

# IEEE NZCS Committee Meeting

## Minutes: Tuesday 6 September 2016 at 4:30 via Skype

Present: Donald Bailey                      Xiang Gui                      Aaron Reid  
           Duncan Hall                         Mengjie Zhang                Sudhir Singh  
           Fernando Castellanos               Murray Milner                Shan Jaffry

Item	Discussion	Actions
1	<b>Welcome (Donald Bailey)</b>	
2	<b>Apologies</b> Ramesh Rayudu, Richard Harris, Harsh Tataria, Yusuke Hioka, Gourab Sen Gupta, Bing Xue, Yi Mei	
3	<b>Minutes of last committee meeting (2 August 2016)</b> accepted as a true and accurate record of the meeting.	
4	<p><b>Matters arising</b></p> <ul style="list-style-type: none"> <li>WIE outreach plan (Bing) - no report due to absence</li> <li>Joint Institutions Breakfast update (27 Sept) (Murray) This is at Wellesley Boutique Hotel in Wellington – 7:15am for 7:30am start. eNotice has gone out. There are about 15 registrations to date – aiming for 50 or 60. Duncan, Donald, and potentially Fernando (to confirm) can help with the registration and payment collection, etc.</li> <li>Special Interest Group on Humanitarian Technology (SIGHT) (Sudhir &amp; Murray) There is not much to report as Sudhir and Harsh were busy organising the IEEE Wireless Workshop and Postgraduate Presentation Day, respectively. The committee thanked Sudhir and Harsh for their wonderful efforts in organising these events.</li> <li>History project status (Richard) According to the email update, Richard is working on assembling relevant information and that is taking time.</li> </ul>	<p><b>Bing</b> to work on a plan for the beginning of the year.  <b>Bing</b> 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><b>Donald</b> to present the R10 Outstanding Volunteer Award Certificate to <b>Murray</b> at this event.</p> <p><b>Harsh</b> to contact Engineering for Change and get feedback on a collaborative project.  <b>Sudhir, Harsh, Murray and Ramesh</b> to meet, following the feedback from Engineering for Change, and develop an action plan.</p>
5	<p><b>Chair's report</b></p> <ul style="list-style-type: none"> <li>Welcome letter Donald prepared and sent the welcome letter to new members who joined during the last two months, and had a response back from Fernando's colleague at Transpower, to whom Donald suggested to contact Fernando. There were 8 new members including a group from Hawke's Bay.</li> </ul>	
6	<p><b>Finance report (Ramesh Rayudu on sabbatical till end of the year)</b></p> <ul style="list-style-type: none"> <li>Murray is holding the cheque book in Ramesh's absence.</li> </ul>	<b>Murray</b> to issue cheques and keep the receipts and records.

	<ul style="list-style-type: none"> <li>Changing of signatories</li> </ul>	<p><b>Fernando</b> to arrange with <b>Murray</b> if 2 persons are required, and to include <b>Donald</b> on the day of Breakfast event if 3 are required.</p>
7	<p><b>Membership report (Aaron Reid)</b></p> <ul style="list-style-type: none"> <li>271 active members including 88 young professionals</li> <li>48 in arrears</li> </ul>	
8	<p><b>Webmaster report (Richard Harris)</b> Richard circulated his report before this meeting, reporting the following activities:</p> <ul style="list-style-type: none"> <li>Added latest meeting minutes to the website.</li> <li>Added PES seminar announcement from Ramesh on wind turbines.</li> <li>Worked on the historical records for our Section document - probably about 1/3 through the very long list of required elements in the IEEE's email. I have a starting draft with skeleton areas to be filled in when I get all the information together and can arrange it in useful format.</li> <li>Prepared the website for the Breakfast Event and sent out the first of 2 e-Notices relating to the event.</li> <li>Prepared Postgraduate event certificates of attendance and the certificates for winners and runners up and 4 sets of marking sheets for the judges to use in their evaluations of the presentations.</li> <li>Photographed all the presenters individually and collectively at the Victoria University sponsored PG event.</li> <li>Prepared a photo album of the PG Event and posted it on the Section Website. A bit more detail is required to finalise the PG event web album and I shall attend to this later.</li> <li>Reorganised the website after events have been completed and updated other events as required.</li> </ul>	<p><b>Donald</b> to contact <b>Richard</b> regarding the website.</p>
9	<p><b>Student/YP/WIE/Chapter plans and reports</b></p> <ul style="list-style-type: none"> <li>Massey Student Branch (Shan Jaffry) <ul style="list-style-type: none"> <li>- Nothing to report at this stage.</li> </ul> </li> <li>Victoria Student Branch (Harsh Tataria) - no report due to absence <ul style="list-style-type: none"> <li>- Postgraduate presentation event: Very successful and very well organised. Donald thanked Harsh again for the professional job well done. As agreed by the committee previously, the Section will pay the \$400 invoice for catering. The committee also agreed to cover the cost of Massey rental vehicle that was used to transport Massey participants to the event.</li> </ul> </li> <li>Young Professionals (Sudhir Singh) <ul style="list-style-type: none"> <li>- The IEEE New Zealand Wireless Workshop organised by Sudhir last Friday went very well. It was well attended with about 120 attendees, including many IEEE members and representatives from the industry. There were 15 presentations by students/young professionals. Callum Neil from Victoria University of Wellington won the Best Presentation Award for Students/Young Professionals. Thanks to Harsh for setting up the</li> </ul> </li> </ul>	<p><b>Sudhir</b> to prepare a short report on the workshop and circulate.</p> <p><b>Sudhir</b> to talk to <b>Harsh</b> to get feedback on how the IEEE promotion table went.</p>

	<p>promotional table for IEEE.</p> <ul style="list-style-type: none"> <li>• Women in Engineering (Bing Xue) - no report due to absence <ul style="list-style-type: none"> <li>- Bing is unable to attend this meeting due to sickness.</li> </ul> </li> <li>• CI Chapter (Mengjie Zhang) <ul style="list-style-type: none"> <li>- IEEE Computational Intelligence Society just launched a new bi-monthly journal - IEEE Transactions on Emerging Topics in Computational Intelligence. The Editor-in-Chief is from Singapore, while Mengjie is one of the six Associate Editors.</li> <li>- The Chapter is hosting a Distinguished Lecturer visit on 24 Nov - Professor Jun Wang from City University of Hong Kong. While the CI Society covers the cost of flights, Section support of \$400 is requested to cover local costs. Donald, Duncan, Fernando, Aaron and Xiang support the request.</li> </ul> </li> <li>• SP/IT Chapter (Yusuke Hioka) <ul style="list-style-type: none"> <li>- Yusuke is unable to attend this meeting as he is on a conference trip. He emailed Donald the following details about a recent technical seminar he organised in Auckland - Title: Microphone array signal processing and its interactive applications; Date: Monday 22 August 2016; Presenter: Dr Kenta Niwa, NTT Media Intelligence Laboratories, Tokyo, Japan. The seminar had 12 IEEE members out of an audience of 42 in total. It was cosponsored by the Department of Mechanical Engineering, University of Auckland.</li> </ul> </li> <li>• National Chapters - regional coordination and Chapter representative <ul style="list-style-type: none"> <li>- Murray had a conversation with the Chair of Comms Chapter (who is based in the North Section) and suggested strongly the need for regional coordination by having a point-of-contact person from each Section in a nationwide Chapter to ensure Chapter events are fully announced across the three Sections.</li> <li>- Donald suggests that it would also be helpful to have a Chapter representative in the Section committee.</li> </ul> </li> </ul>	<p><b>Bing</b> to get a photo and a one-paragraph report on the committee meeting of IEEE Women In Computational Intelligence for <b>Richard</b> to include in the website.</p> <p><b>Mengjie</b> to send details to <b>Richard</b> for advertising once the topic is determined.</p>
10	<p><b>Other Business</b></p> <ul style="list-style-type: none"> <li>• Technical co-sponsorship of 2nd Workshop on Recent Trends in Telecommunications Research (Xiang) <ul style="list-style-type: none"> <li>- Following Donald's suggestion to request technical co-sponsorship from the Section, Xiang circulated the workshop details including a link to the workshop webpage before this meeting. Richard and Murray offered support via email before the meeting. All meeting participants supported the sponsorship. An IEEE promotion table will be arranged at the workshop.</li> </ul> </li> <li>• Ideas and plans for AGM <ul style="list-style-type: none"> <li>- The committee agrees to hold the AGM in Wellington during an evening on either 29th or 30th of November. An IEEE Fellow (Prof Gary Yen from</li> </ul> </li> </ul>	<p><b>Murray</b> to inquire about the availability of a suitable venue for AGM.</p>

	<p>USA) of CI Society has the intention to visit NZ around end of November/early December and he could be a potential keynote speaker at the AGM.</p> <p>- All committee members please consider nominations for key roles in the Section committee for 2017.</p> <ul style="list-style-type: none"> <li>• IVCNZ 2016 <ul style="list-style-type: none"> <li>- This conference is technically co-sponsored by the Section. The paper submission due date (currently 16 September) can only be extended by one week due to time constraints. The last Call for Paper will be out within the next few days.</li> </ul> </li> </ul>	<p><b>Mengjie</b> to follow up with the potential keynote speaker.</p> <p><b>Donald</b> to work with <b>Richard</b> to get a notice for nominations out at least one month before the AGM.</p> <p><b>Sudhir</b> to inform young professionals about the nominations and encourage participation in the Section committee roles.</p>
11	<b>Next meeting – Tuesday 4 October</b>	

Meeting closed at 5:15 pm.