

IEEE NZCS Committee Meeting

Minutes: Tuesday 4 October 2016 at 4:50 via Skype

Present: Donald Bailey Xiang Gui Yusuke Hioka
 Murray Milner Harsh Tataria
 Richard Harris Shan Jaffry

Item	Discussion	Actions
1	Welcome (Donald Bailey)	
2	Apologies Meeting started 20 minutes late due to technical problem with Skype group call on Donald's computer. Fernando Castellanos, Ramesh Rayudu, Duncan Hall, Mengjie Zhang, Gourab Sen Gupta, Yi Mei	
3	Minutes of last committee meeting (6 September 2016) accepted as a true and accurate record of the meeting.	
4	Matters arising <ul style="list-style-type: none"> • WIE outreach plan (Bing) - no report due to absence • Special Interest Group on Humanitarian Technology (SIGHT) (Sudhir & Murray) There is not much to report at this stage. • History project status (Richard) Richard has already put in more than 100 hours on the project. It is a slow process in finding information and really a difficult task to put the huge amount of bits and pieces of information together. Sources such as History of Technology website and supporting material for Murray's volunteer award application have been used in the collection of relevant information. To fill in the gap, Richard has updated the recent history from 2012 to the present day. The work so far is probably about 3/4 through the very long list of required elements. Richard will call for committee members' input and comments later. Richard has sent a draft to Donald. Donald thanked Richard for his hard work and efforts. To ensure Richard's work is not wasted, it is suggested that the output of this project be put on the Section website and possibly used to update the History of Technology website. • AGM details Murray has booked Wellesley Boutique Hotel in Wellington from 5.30pm on Wednesday 30 November. Need to put out a call for nominations soon, and also put together a draft agenda. One item suggested by Fernando for inclusion in the agenda for 	<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>Harsh to contact Engineering for Change and get feedback on a collaborative project.</p> <p>Sudhir, Harsh, Murray and Ramesh to meet, following the feedback from Engineering for Change, and develop an action plan.</p> <p>Donald to check IEEE Regulations to find out the maximum term of office for key positions and the section election cycle, contact relevant IEEE units for clarification if necessary. Donald to work with Richard to get a</p>

	<p>discussion is the extension of officer election period to a two-year cycle from a one-year cycle, and the election of half of the key officer positions on alternating years for continuity as further suggested by Murray. Donald pointed out that IEEE now allows for a maximum term of 4 years for main officer positions as well as two-year election cycles for sections.</p> <p>SP/IT Chapter will likely have its AGM via Skype. Yusuke will discuss with chapter committee members and report back.</p>	<p>notice for nominations out at least one month before the AGM.</p> <p>Donald to follow up with Mengjie regarding the potential international speaker. If not available, approach John Hine as the local speaker.</p>
5	<p>Chair's report</p> <ul style="list-style-type: none"> • Welcome letter Donald sent the welcome letter to 6 new members from September, and had one response from the first lot sent. The second lot was just sent this morning. • Donald moved a vote for thanks to Murray for organising a very successful Joint Institutions Breakfast event, also thanks to Fernando for helping on the door and some admin details, to Scott Houston as an excellent speaker. Richard seconded. Murray is sending Scott a Thank You letter. • R10 50th anniversary events in early 2017 	<p>Xiang to ensure that this item is on the agenda of the committee meeting next month.</p>
6	<p>Finance report (Ramesh Rayudu on sabbatical till end of the year) - no report due to absence</p>	<p>Donald to sign a cheque to Murray for the breakfast event.</p>
7	<p>Membership report (Aaron Reid) - no report due to absence</p>	
8	<p>Webmaster report (Richard Harris) Richard circulated his report before this meeting, reporting the following activities:</p> <ol style="list-style-type: none"> 1. Added latest meeting minutes to the website. 2. Worked on the historical records for our Section document - probably about 3/4 through the very long list of required elements in the IEEE's email. I have a working draft with skeleton areas to be filled in when I get all the information together and can arrange it in useful format. 3. Notice for the IEEE Distinguished Lecture for the IEEE Computational Intelligence Chapter by Jun Wang (Hong Kong) 4. Prepared an urgent website notice for the Breakfast Event and sent out a special e-Notice relating to this event. 5. Prepared photo and short report of the Joint Breakfast event and presentation to Murray Milner of his IEEE Volunteer of the Year Award. 6. Reorganised the website after events have been completed and updated other events as required. <p>Richard noted in the meeting that IEEE has moved the contents of the Section website to another server overnight. Richard has already corrected a few glitches this morning – please notify Richard if you find any broken links.</p>	
9	<p>Student/YP/WIE/Chapter plans and reports</p> <ul style="list-style-type: none"> • Massey Student Branch (Shan Jaffry) - Nothing substantial to report at this stage. • Victoria Student Branch (Harsh Tataria) - After the postgraduate presentation event, Harsh 	

	had a lot of new members signing up and is receiving more queries on how to join as people are made aware of the opportunity.	
10	Other Business - None	
11	Next meeting – Tuesday 1 November, 4:30pm, last committee meeting for the year AGM – Wednesday 30 November, 5:30 pm, Wellesley Boutique Hotel in Wellington	Early apology from Murray.

Meeting closed at 5:17 pm.