

IEEE NZCS Committee Meeting

Minutes: Tuesday 8 November 2016 at 4:40 via Skype

Present: Donald Bailey Xiang Gui Mengjie Zhang
 Murray Milner Fernando Castellanos Aaron Reid
 Richard Harris Gourab Sen Gupta Shan Jaffry

Item	Discussion	Actions
1	Welcome (Donald Bailey)	
2	Apologies Meeting started 10 minutes late due to technical problem with Skype on Xiang's computer. Duncan Hall, Ramesh Rayudu	
3	Minutes of last committee meeting (4 October 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 Special Interest Group on Humanitarian Technology (SIGHT) (Harsh & Sudhir) - no report due to absence History project status (Richard) Richard has completed the draft with all blanks in the template filled in. The draft was sent to R10 on Friday and Richard is waiting to hear whether it matches what R10 is looking for. NZ council is collating project drafts from all NZ sections for forwarding to R10. Richard was thanked by the committee for his hard work and efforts. AGM details To be held at Wellesley Boutique Hotel in Wellington from 5.30pm on Wednesday 30 November, now with John Hine confirmed as the guest speaker. Following the AGM eNotice sent out on 21 October, Xiang has received 1 apology and 2 RSVPs for attendance as of today. Murray was suggested by the hotel following three food options: canapés, finger food, or platters. Murray is leaning towards platters as these could be quite cost effective and a little bit different. Please let Murray know your preference as the food option needs to be decided at least 3 days before the AGM. Drink will include tea, coffee and water, with the possibility of a cash bar for alcoholic beverages. 	<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. 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>Richard to send the draft to Donald for forwarding to the NZ council.</p> <p>Richard to get an eNotice out soon to announce the AGM presentation by John Hine, also serving as the reminder for AGM. Mengjie to check with John to find out if his presentation has video/audio that requires audio facility. Donald to find out how many from Massey Palmerston North are attending so that transportation can be arranged. Mengjie to find the number attending from Victoria and let Xiang know. Xiang to collate the number attending and let Murray know closer to the event.</p>

	<ul style="list-style-type: none"> 50th Anniversary events To happen early 2017. 	Donald to discuss with other sections ASAP.
5	Chair's report <ul style="list-style-type: none"> Welcome letter 	Donald to send welcome letters to new members later this week.
6	Finance report (Ramesh Rayudu on sabbatical till end of the year) <ul style="list-style-type: none"> Cheques: 5 student membership subsidy to Harsh, plus a cheque to Murray for the breakfast event. The latest bank statement received by Donald shows a balance of \$14,790. The amount outstanding is about \$1,000 including the cheques for membership subsidy (~\$300), breakfast event (~\$300), and CI DLT event in November (~\$400). End of year accounts 	<p>Donald to sign a cheque to Murray for the breakfast event.</p> <p>Murray to email Ramesh the list of cheques issued and outstanding. Please get any outstanding accounts to Murray ASAP.</p>
7	Membership report (Aaron Reid) <ul style="list-style-type: none"> 286 active members including 93 young professionals 6 WIE 43 student members including 36 postgraduates and 7 undergraduates 	Aaron to send Bing a list of female members who are not in WIE so that Bing can invite them to join the Special Interest Group.
8	Webmaster report (Richard Harris) Richard reported most of the following activities in his report circulated on 1 November, after which the only change was the completion of the history document: <ol style="list-style-type: none"> Added latest meeting minutes to the website. Completed the work on the historical records document for our Section - through the very long list of required elements in the IEEE's email. I would like to thank committee members and the Victoria University Staff (Ramesh, Mengjie, Chris [Hollitt] and Pawel) for assisting me with the Victoria Student Branch history recently. Notice for the IEEE Distinguished Lecture for the IEEE Computational Intelligence Chapter by Jun Wang (Hong Kong) Prepared an urgent website notice for the Breakfast Event and sent out a special e-Notice relating to this event. Prepared photo and short report of the Joint Breakfast event and presentation to Murray Milner of his IEEE Volunteer of the Year Award. Added announcement for the AGM to the website and prepared an e-Notice with a follow up closer to the event that includes more details about John Hine's presentation. Reorganised the website after events have been completed and updated other events as required. 	<p>Bing to get a photo and a one-paragraph report on the committee meeting of IEEE Women In Computational Intelligence for Richard to include in the website.</p>
9	Student/YP/WIE/Chapter plans and reports <ul style="list-style-type: none"> Massey Student Branch (Shan Jaffry) <ul style="list-style-type: none"> A few new PhD students arrived recently. The branch committee is empty at the moment. Donald clarified that student membership subsidy is available to those who are in the committee or have presented at the postgraduate presentation event. 	<p>Shan to approach those new students to see if anyone is interested in joining the branch committee.</p> <p>Shan to send a reminder to students who presented at the recent postgraduate presentation event to consider joining IEEE.</p>

	<ul style="list-style-type: none"> • Victoria Student Branch (Harsh Tataria) <ul style="list-style-type: none"> - Harsh has been doing a great job. A successor to Harsh is needed early next year as Harsh is completing his study at Victoria. • CI Chapter (Mengjie Zhang) <ul style="list-style-type: none"> - IEEE Distinguished Lecture for the IEEE Computational Intelligence Chapter by Professor Jun Wang from City University of Hong Kong on 23 Nov. - The Chapter is also hosting another Distinguished Lecturer visit in early December - Prof Gary Yen from USA. - Bing has been appointed as one of the 16 Associate Editors for the IEEE Computational Intelligence Magazine - a major journal in Computational Intelligence. • SP/IT Chapter (Yusuke Hioka) <ul style="list-style-type: none"> - Donald received a brief report that the Chapter was trying to sort out details for its AGM, but have no further information on the details. 	<p>Mengjie to write a few sentences about the appointment and send them with a photo to Richard to add to the website.</p>
10	<p>Other Business</p> <ul style="list-style-type: none"> • IVCNZ 2016 <ul style="list-style-type: none"> - On track to be held during 21-22 November. There are 77 registrations, 56 accepted papers from 93 submissions. At least 7 people from Victoria are attending the conference. • Joint Institutions Breakfast <ul style="list-style-type: none"> - Murray has sent a Thank-You letter to Scott Houston. • Duncan's contribution to the Section <ul style="list-style-type: none"> - Duncan advised via an email on 2 November his decision to leave the committee at the end of this year. - Richard moved the motion of a vote for Thanks to Duncan for his long-standing contribution to the Central Section since its inception. Murray seconded, and Donald took it. • Bid for I2MTC 2019 successful <ul style="list-style-type: none"> - Congratulations to Sen for the successful bid which brings the conference to Auckland in May 2019. - Sen thanked the Central Section for supporting the bid. 	<p>Xiang, together with Richard, to draft a Thank-You letter to be sent to Duncan.</p>
11	<p>Next meeting AGM – Wednesday 30 November, 5:30 pm, Wellesley Boutique Hotel in Wellington</p>	<p>Please send RSVP to Xiang.</p>

Meeting closed at 5:25 pm.