IEEE NZCS Committee Meeting

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

Present: Donald Bailey   Xiang Gui   Ramesh Rayudu   Harsh Tataria
          Richard Harris   Murray Milner   Duncan Hall
          Fernando Castellanos Yi Mei   Rainer Kunnemeyer

Item	Discussion	Actions
1	**Welcome (Donald Bailey)**	
2	**Apologies** Sudhir Singh, Gourab Sen Gupta, Aaron Reid	
3	**Minutes of last committee meeting (1 March 2016)** accepted as a true and accurate record of the meeting.	
4	**Matters arising** • 50th anniversary plans (Donald & Murray) Donald reported that both Chairs of North and South Sections are interesting in holding joint activities • WIE outreach plan (Bing) - no report due to absence • Joint Institutions Breakfast plans (Murray) Currently there is no plan. But Murray is happy to arrange. Consider the possibility of linking DL talks. • Relevance brainstorm - Mid June? Consider the last week of June. • Reminder to students (Harsh and Hemant) Both Harsh and Hemant have sent the reminder about student membership fee claim. But Ramesh has not received an application to date. • eNotice asking existing members to forward to Aaron contact details of their colleagues and friends who are interested in joining IEEE	**Donald** to discuss with **Murray** the activities that can be done. **Murray** to update. **Donald** to poll committee members to find out the best day. **Aaron** to draft an eNotice for **Richard** to distribute, and also to confirm if the membership fee is half-price now.
5	**Chair's report** • Report on R10 meeting circulated well before this meeting. • The R10 Outstanding Volunteer Award collected at the R10 meeting will be presented to Murray at a suitable event. • Report on R10 meeting and a photo of the Section Award plaque to be added to the Section website. • The key point of the R10 awards strategy is to unify the timing for various R10 awards.	**Donald** to take a photo of the plaque. **Richard** to update the website.
6	**Finance report (Ramesh Rayudu)** • It is good to circulate the statement following the completion of the audit. • There are a few cheques to sign with Murray. • A new cheque book is needed. • Changing of signatories Remain unchanged at the moment. Need to replace Mansoor with Fernando.	**Ramesh** to arrange with **Fernando**.
7	**Membership report (Aaron Reid)** Aaron could not join this meeting due to technical issues. He emailed Donald the following numbers: • 251 current active members • 55 in arrears • 75 Young Professionals	**Aaron** to send reminder emails to members in arrears.

8	**Webmaster report (Richard Harris)**	
	Richard circulated his report before this meeting. Cleaned up the main page and added the following items: • Minutes of the March Central Section Committee Meeting • Announcement of the Wellington Engineering and Science Festival 2016 – Lecture Series. Richard also noted the following: • An e-Notice for the Wellington Engineering and Science Festival 2016 – Lecture Series went out on 1st April. • Advice from IEEE regarding copyright issues with images - ensure that you have rights to use photos and images.	
9	**Student/YP/WIE/Chapter plans and reports** • Victoria Student Branch (Harsh Tataria) The social networking evening was held on last Friday, 1st April. The event went well. There were around 30 participants, half of which were postgraduate students and the other half were young professionals. Harsh has the list of participants. Attendees were encouraged to join IEEE if not already a member. • I&M Chapter (Rainer Kunnemeyer) Workshop on smart sensing for agricultural and environmental monitoring will be held on 18th April at Lincoln University. • PE Chapter (Ramesh Rayudu) A talk by the PE society president-elect is to be held in June. • Comms Chapter IEEE International Conference on Communications (ICC) 2016 is to be held in May at Kuala Lumpur, Malaysia.	**Harsh** to send photos and a short summary of the event to Richard for inclusion in the website. **Rainer** to send the workshop flyer to **Richard** for advertising on the website. **Rainer** also to forward the email notice to **Richard** for eNotice.
10	**Other business** Donald requested technical co-sponsorship of the Section for Image and Vision Computing New Zealand (IVCNZ) 2016 conference that he is organising. All meeting participants supported the sponsorship. IEEE banners to be made available locally at both Wellington and Palmerston North.	**Murray** was looking into obtaining another banner.
11	**Next meeting – Tuesday 3 May**	

Meeting closed at 5:14 pm.