

IEEE NZ Central Section 2016 AGM

Venue: Wellesley Boutique Hotel, 2 Maginnity Street, Wellington 6011

Date: Wednesday 30 November, 2016

Time: 5:30 pm

Agenda:

5:30 **Networking**

6:00 **Guest speaker:** Prof John Hine (Innovative New Zealand: Lessons from the IT industry)

7:00 **Central Section AGM**

1. Welcome
2. Apologies
3. Minutes of 2015 AGM
 - 3.1 Matters arising
4. Chair's Report for 2016
5. Treasurer's Report for 2016 to date
 - 5.1 Auditor resolution
6. Membership Report
7. Election of officers for 2017
 - Chair
 - Vice-chair
 - Secretary
 - Treasurer
 - Portfolios:
 - * Membership Development
 - * Women in Engineering
 - * Young Professionals
 - * Industry Coordination
 - * Awards Coordination
 - * Student Activities Coordination
 - * Webmaster
 - Committee members at large
8. Other business
 - 8.1 Student membership grants
 - 8.2 Signatories resolution
 - 8.3 Discussion on terms of office (1 or 2 years)

Minutes of the NZ Central Section AGM

21 people were in attendance for the technical talk by John Hine on “Innovative New Zealand: Lessons from the IT industry”

16 members remained for the AGM

Item	Discussion	Actions
1	Welcome (Donald Bailey) The AGM started at 7:15 PM with a welcome to the AGM by Donald Bailey	
2	Apologies Apologies were noted for the following members: Ramesh Rayudu, Paul Teal, Faraz Hassan, Joseph (Jos) Kunnen, Ian Brackenbury, Jared Crouch Apologies were accepted:	Moved: Donald Second: Murray
3	Minutes of the 2015 AGM Previous AGM minutes were distributed to attendees. The minutes were accepted as a true and accurate record of the meeting:	Moved: Donald Second: Murray
3.1	Matters arising Still work in progress - Changing bank account signatory from Mansoor to Fernando All matters arising are elsewhere on the agenda so do not need to be discussed at this stage.	
4	Chair’s report for 2016 (Donald Bailey) Donald circulated to attendees his report that highlighted the achievements and activities for the year. Donald thanked the committee for their support and hard work during 2016, with particular thanks to Murray for organising the Joint Institutes breakfast event with industry liaison, to Richard for keeping the website updated and everyone informed, and also for Richard’s long hours spent on compiling the history of the Section. Donald discussed the plans for 2017 as outlined in his report: While the idea of having an IEEE NZ Day in February or March to celebrate the 50th jubilee of IEEE Region 10 was welcomed by the NZ council, North and South Sections, there was no action plan being put in place. Will try to do something within the Central Section even if that does happen. IEEE Sections Congress will be held in Sydney in August 2017. Due to the relatively low cost of getting there, Donald would like to see a strong contingent from the Central Section to make good use of this leadership development and networking opportunity, which only happens every 3 years. The Chair’s report was accepted:	Donald to update the report to include the technical co-sponsorship provided by the Section to I2MTC 2019, which will be held in Auckland in May 2019. Moved: Gourab Second: Murray
5	Treasurer’s Report for 2016 to date (Ramesh Rayudu on sabbatical till end of the year) Ramesh prepared an interim report to the end of October 2016. A final report will be produced in January 2017. As there are obvious discrepancies between the total payments and the list of itemised payments, we will wait for the finalised report following Ramesh’s return in mid January.	Ramesh to double check and correct the discrepancies when he returns and has access to bank statement and cheque details.
5.1	Auditor resolution Moved that we accept IEEE’s annual review as an independent review of our financial records:	Moved: Donald Second: Fernando
6	Membership report (Aaron Reid) – no report due to absence	

	<p>Donald reported that there were 7 or 8 new members in the last month. Total number of members is around 290, static as compared to last year's number. IEEE target is hard to achieve given limited base. Senior membership is encouraged as IEEE rebate almost doubles. There appears to be no rebate for individual life membership.</p>	
7	<p>Election of Officers for 2017</p> <p>Chair: Donald Bailey</p> <p>Vice-Chair: Fernando Castellanos</p> <p>Secretary: Xiang Gui</p> <p>Treasurer: Ramesh Rayudu To train the assistant Yi Mei (nominated by Mengjie) during 2017</p> <p>Membership Development: Kanwal Zaidi</p> <p>Women in Engineering: Bing Xue & Kanwal Zaidi</p> <p>Young Professionals: Harsh Tataria + assisted by Sudhir Singh</p> <p>Industry Coordinator: Murray Milner & Fernando Castellanos (collaborator)</p> <p>Awards Coordinator: TBA</p> <p>Student Activities: Massey Branch Coordinator: Donald Bailey Victoria Branch Coordinator: Mengjie Zhang</p> <p>Webmaster: Richard Harris Richard noted that IEEE has scheduled to shift the contents of the Section website to another server in early December, after an unsuccessful attempt last month. Please notify Richard if you find any broken links after the shift.</p> <p>Committee members at large: Sudhir Singh, Steven Le Moan, Ken Mercer, Chapter Chairs + others from Victoria & industry TBA</p>	<p>Nominated: Richard Second: Murray</p> <p>Nominated: Richard Second: Donald</p> <p>Nominated: Fernando Second: Gourab</p> <p>Nominated: Richard Second: Murray</p> <p>Volunteered: Kanwal</p> <p>Volunteered: Kanwal</p> <p>Nominated: Sudhir</p> <p>Nominated: Donald Second: Mengjie</p> <p>Donald to talk to Faraz regarding this role.</p> <p>Nominated: Fernando Second: Murray</p> <p>Mengjie to suggest some names from Victoria. Harsh to put forward 2 to 3 names from industry. Everyone please follow up with their contacts and let Donald know.</p>
8	Other Business	
8.1	<p>Victoria Student Branch Chair Harsh Tataria will continue the role for the first half of 2017, during which he will train his successor. Donald thanked Harsh for the great job done this year.</p>	<p>Harsh to train the new Chair selected via a voting process.</p>
8.2	<p>Student Membership Grants Moved to continue the current practise of making a membership grant available to postgraduate students who are involved in a committee role or present at the</p>	<p>Moved: Murray Second: Donald</p>

	<p>postgraduate event.</p> <p>As in the past, the student grant policy is to be monitored and presented for discussion at the next AGM.</p>	AGM 2017 agenda
8.3	<p>Signatories Resolution</p> <p>Signatories for 2017 remain the same as 2016, which still requires changing bank account signatory from Mansoor Shafi to Fernando Castellanos (vice-chair).</p>	<p>Moved: Donald Second: John</p>
8.4	<p>Discussion on Terms of Office (1 or 2 years)</p> <p>Agreed to move from the 1-year election cycle to 2-year staggered election cycle at next year's AGM, with the staggering plan to be discussed at the next committee meeting.</p>	<p>Moved: Donald & John Second: Murray</p> <p>Committee to discuss the staggering plan at the next committee meeting.</p>
8.5	<p>Postgraduate Event 2017</p> <p>Shan Jaffry proposed to extend the event to include a few selected 4th year undergraduate students.</p>	Committee to discuss at the 1st committee meeting in 2017.

Meeting closed at 8:28 pm.