

# IEEE NZCS Committee Meeting

## Minutes: Tuesday 7 February 2017 at 4:30pm via Skype

Present: Donald Bailey                      Xiang Gui                      Faraz Hasan                      Shan Jaffry  
           Murray Milner                      Ramesh Rayudu                      Ken Mercer                      Kanwal Zaidi  
           Richard Harris                      Gourab Sen Gupta                      Steven Le Moan                      Yusuke Hioka

Item	Discussion	Actions
1	<b>Welcome (Donald Bailey)</b> A special welcome to our new committee members: Ken, Steven, Faraz, Kanwal	
2	<b>Apologies</b> Mengjie Zhang, Harsh Tataria, Fernando Castellanos	
3	<b>Minutes of last committee meeting (8 November 2016)</b> accepted as a true and accurate record of the meeting.	<b>Moved:</b> Donald <b>Second:</b> Murray
4	<b>Matters arising</b> <ul style="list-style-type: none"> <li>• Special Interest Group on Humanitarian Technology (SIGHT) action plan (Harsh &amp; Sudhir) Murray reported that there was not much progress as Harsh is leaving for Northern Ireland soon. Harsh will try to get his replacement up to speed and to look into the plan.</li> <li>• IEEE NZ Day Expected to happen in late April or early May 2017. Donald to discuss details with the chairs of other NZ sections at the R10 meeting in early March when there is a NZ council meeting.</li> <li>• Staggering terms of office Moved to set up a sub-committee chaired by Murray with members Donald and Ramesh to prepare a proposal on the staggering plan for officer elections.</li> </ul>	<b>Sudhir, Murray and Ramesh</b> to follow up on developing an action plan, once Harsh's replacement is found. <b>Xiang</b> to notify <b>Sudhir</b> to continue the role of Young Professionals Representative due to Harsh's departure.  <b>Moved:</b> Donald <b>Second:</b> Xiang
5	<b>Chair's report</b> <ul style="list-style-type: none"> <li>• Welcome letter Donald sent letters last week to 5 new members joined between December and January, all happens to be graduate students at Victoria.</li> <li>• Work plan for 2017               <ol style="list-style-type: none"> <li>1. 2017 2nd Workshop on Recent Trends in Telecommunications Research (Massey, 10 Feb) – Technically co-sponsored by the Section</li> <li>2. R10 Meeting (Chiba, 3-5 March)</li> <li>3. IEEE NZ Day (between late April and early May) – Details to be confirmed at the NZ Council meeting as part of the R10 meeting.</li> <li>4. Sections Congress (Sydney, 11-13 August) – Donald would like to have a relatively large contingent of leaders and leadders-in-training attending to build some momentum and enthusiasm for leadership succession in the committee. This will be a good use of Section funds as the cost of travel is relatively inexpensive.</li> <li>5. Postgraduate Presentation Day (Massey, 4 Sep)</li> <li>6. Joint Institutions Breakfast Event (Wellington, mid-Sep)</li> <li>7. AGM (late Nov or early Dec)</li> </ol> </li> </ul>	

	<p>Murray suggested that the plan to include 1 or 2 events from each of Student/YP/WIE/Chapter chairs to whom Donald has asked for plans in the call-for-committee-meeting email, also a list of potential international IEEE events that our members are attending. Richard is already placing information about upcoming Region 10 conferences and events on the Section website, at the request of R10.</p> <ul style="list-style-type: none"> <li>• Roles and responsibilities Donald would like to have a small manual completed within the next couple of months. The manual will list the roles and responsibilities within the committee for easy reference and smooth transition during officer changeovers.</li> </ul>	<p><b>Everyone in the committee</b> to send a bullet-point list of key tasks (what and when) of your role to <b>Donald</b> for collation and discussion.</p>
6	<p><b>Finance report (Ramesh Rayudu)</b></p> <ul style="list-style-type: none"> <li>• 2016 full report: Donald circulated the end of year report prepared by Ramesh. The balance as at 30 Dec 2016 is 13,347.45, and the total expense is 7457.26. Income this year will include the IEEE rebate between \$5,000 and \$6,000, plus a reimbursement of \$449 for the YP event. It is expected to run a loss this year due to sending extra people to the Sections Congress nearby. Ramesh was thanked for his very tidy piece of work. Ramesh confirmed that financial reporting to IEEE is almost done and will be completed tomorrow.</li> <li>• Monthly report: Not available yet. Donald sent Ramesh the bank statement a few days ago as soon as it arrived.</li> <li>• Changing of signatories: Not done yet. Murray suggested that Kiwibank appears to have a better policy and would allow electronic banking for organisations like the Section.</li> </ul>	<p><b>Ramesh</b> to investigate whether Kiwibank could provide a better service and report back next month.</p>
7	<p><b>Membership report (Aaron Reid / Kanwal Zaidi)</b></p> <ul style="list-style-type: none"> <li>• The membership development report Donald sent to Kanwal lists the membership recruitment and retention goals for the Section. We need to get 41 new members and currently we have 19 this year, 46% of that goal.</li> <li>• Murray mentioned IEEE holds membership development webinars regularly that Kanwal can attend.</li> <li>• Donald informed that currently only 67% of members in the Section have renewed by the end of December, so one of the key tasks is to send reminder letters to members in arrears, as IEEE services will be deactivated on 25 February if membership is not renewed.</li> <li>• Kanwal is ordering brochures and flyers from IEEE for use at IEEE sponsored workshops and seminars.</li> </ul>	<p><b>Kanwal</b> to see <b>Donald</b> regarding accessing membership statistics online from IEEE.</p>
8	<p><b>Webmaster report (Richard Harris)</b> Richard circulated his report before this meeting, reporting the following activities:</p> <ol style="list-style-type: none"> <li>1. Performed quite a lot of housekeeping on the website - some visible and some not so evident. In particular, I moved most of the recent event material into a new page dealing with past 2016 events and left only a minimal number of very recent items and reports. That page is now viewed by following the link from the home page for past events.</li> <li>2. As the new past event page for 2016 has quite a large number of items, Donald suggested that we add a table of contents to the top of the page to assist with navigation to events of interest. I also added a return to the end of each item that takes the user back to the table of contents. There are about 16 events that I recorded on that page, so</li> </ol>	

	<p>it was a busy year.</p> <ol style="list-style-type: none"> <li>3. In updating the home page I somehow introduced another problem (briefly) of a weird character ahead of the &gt;&gt; symbol on several web page left hand side menus. This has now been fixed and, in addition, page widths have been made more consistent as I noticed that they had become skewed over time in a number of cases.</li> <li>4. I still seem to have a plethora of different fonts permeating the website. These often occur whilst extracting information from Word, PDF and text from emails that people send to me and I don't always manage to spot the subtle differences until later when new text is added to a page and then it becomes obvious that they were not uniform across the page and they are all mixed up. I am very slowly weeding these out but it is a bit frustrating that I can't seem to achieve the uniformity that I desire. Outwardly, many pages look ok but internally they are a mess of "spans" and paragraph classes.</li> <li>5. At the request of R10, I placed an announcement concerning the upcoming IEEE R10 sponsored conferences/congresses such as TENCON... in the upcoming conferences section.</li> <li>6. Added draft AGM minutes from 2016, to be confirmed at the 2017 AGM.</li> <li>7. Added a message relating to a Central Section sponsored event at Massey University: "2nd International Workshop on Recent Trends in Telecommunications Research (RTTR)" which will take place on Friday 10th on the Manawatu Campus starting at 8:30am.</li> <li>8. Added a message received from Duncan Hall relating to the upcoming event "Multicore World 2017" to be held on Feb 20-22 in Wellington. It offers 20% discount in attendance fee to members of the Section. The committee supports the listing of this event on the website.</li> <li>9. Updated the Committee page for 2017 - let me know if I accidentally omitted anybody!!</li> </ol> <p>Donald highlighted the importance of chapter chairs to keep Richard updated on upcoming events well in advance, for listing on the website as well as sending out eNotices, which can be effective in advertising the events.</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>- Together with Harsh, the postgraduate presentation day is set to be on Monday 4th September at Massey Palmerston North campus.</li> <li>- A new postgraduate member has joined the branch as the vice chair, completing the branch committee.</li> <li>- An industry visit to Ohakea airbase on 30 October.</li> <li>- Inclusion of year 4 students in postgraduate presentation event: need selection criteria for accepting through a pre-selection process to manage the number of presentations.</li> </ul> </li> <li>• Victoria Student Branch <ul style="list-style-type: none"> <li>- Harsh is leaving the country soon as he is finishing his study at Victoria.</li> </ul> </li> <li>• Women in Engineering <ul style="list-style-type: none"> <li>- Bing is away. Kanwal is getting familiar with the role and finding out the profile of woman members, before coming up with a plan for developing female members.</li> </ul> </li> </ul>	<p><b>Shan</b> to circulate within the <b>committee</b> brief details (dates and venues) of the 2 upcoming events.</p> <p><b>Shan</b> to send <b>Richard</b> details of planned events (once finalised) for advertising.</p> <p><b>Shan</b> to prepare and circulate within the <b>committee</b> the selection criteria for discussion.</p> <p><b>Ramesh</b> to meet with <b>Mengjie</b> to discuss the replacement for Harsh.</p>

	<ul style="list-style-type: none"> <li>- IEEE Women in Engineering International Leadership Conference 2017: Kanwal is keen to attend to develop her leadership skills in WIE. Donald suggested Kanwal (being new and keen to develop into this role) to contact the conference organiser to see if partial sponsorship is available, and prepare a proposal with a budget for discussion at the meeting next month.</li> <li>• CI Chapter (Mengjie Zhang) <ul style="list-style-type: none"> <li>As Mengjie could not join this meeting in time, he emailed committee the following details: <ul style="list-style-type: none"> <li>- From 14 to 29 January, Prof Emma Hart from Edinburgh Napier University visited our CI Chapter and VUW, and made two talks to the Chapter. The first is on Friday 20th January 2017, at VUW Co 350 at 04:10 PM - 05:30 PM, and the topic is "Ensemble Based Optimisation Methods for Combinatorial Optimisation". The second is on 27 Jan at the same venue and time, and the topic is "Artificial Immune Systems and Applications". Over 35 people attended the talks.</li> </ul> </li> </ul> </li> <li>• PE Chapter (Ramesh Rayudu) <ul style="list-style-type: none"> <li>- There are a couple of seminars coming up and Ramesh will send details to Richard once the dates and locations are set up.</li> <li>- Started the process on getting a DL to come here.</li> <li>- IEEE ISGT 2017 conference is being transferred from PES NZ Central to PES NZ North, as it is to be held in Auckland. Ramesh is the General Chair and will send the CFP to Richard once ready.</li> </ul> </li> <li>• SP/IT Chapter (Yusuke Hioka) <ul style="list-style-type: none"> <li>- Chapter AGM was held via Skype in December 2016, and this year's committee stays the same as last year. 2017 Chapter Committee: Yusuke Hioka (Chair), Paul Teal (Vice Chair), Sudhir Singh (Treasurer), Aaron Reid (Secretary).</li> <li>- The goal for meetings and events last year has been meet, so the Chapter is eligible for the rebate. Yusuke has completed the reporting to IEEE.</li> </ul> </li> <li>• Comms Chapter <ul style="list-style-type: none"> <li>- The current chair is based at AUT. Yusuke will find and send information about the chair to Donald.</li> <li>- Murray raised again the need to ensure there is a regional representative from each of the regions within the committee of a nationwide chapter in order to keep the sections informed about chapter activities.</li> </ul> </li> </ul>	<p><b>Mengjie</b> to send <b>Richard</b> details of the talks for inclusion on the website.</p> <p><b>Donald</b> to raise with the <b>NZ Council</b> the issue on nationwide chapter committee formation that facilitates communication with sections.</p>
10	<p><b>Other Business</b></p> <ul style="list-style-type: none"> <li>• Reports for ITNAC (7-9 Dec, 2016) and IVCNZ (21-22 Nov, 2016) available on Section website: <a href="http://ewh.ieee.org/r10/nzc/Archive/2016/past_events_2016.html">http://ewh.ieee.org/r10/nzc/Archive/2016/past_events_2016.html</a></li> <li>• Upcoming events: <ul style="list-style-type: none"> <li>2<sup>nd</sup> Workshop on Recent Trends in Telecommunications Research (Massey, 10 February).</li> </ul> </li> </ul>	
11	<p><b>Next meeting – Tuesday 7 March</b></p>	

Meeting closed at 5:36 pm.