

# IEEE NZCS Committee Meeting

## Minutes: Tuesday 2 May 2017 at 4:30pm via Skype

Present: Donald Bailey                      Xiang Gui                      Mengjie Zhang                      Nurul Sarkar  
 Fernando Castellanos                      Ramesh Rayudu                      Faraz Hasan                      Kanwal Zaidi  
 Murray Milner                      Gourab Sen Gupta                      Steven Le Moan

Item	Discussion	Actions
1	<b>Welcome (Donald Bailey)</b>	
2	<b>Apologies</b> Richard Harris, Ken Mercer <b>Apologies for lateness:</b> Mengjie Zhang, Ramesh Rayudu, Nurul Sarkar	
3	<b>Minutes of last committee meeting (4 April 2017)</b> accepted as a true and accurate record of the meeting.	<b>Moved:</b> Donald <b>Second:</b> Murray
4	<p><b>Matters arising</b></p> <ul style="list-style-type: none"> <li>ANZSCon / Sections Congress (Flyer attached for ANZSCon) Fernando is not available to attend the Congress. Donald has proposed Steven Le Moan and Yi Mei as secondary delegates for Sections Congress, and also nominated Shan Jaffry and Kanwal Zaidi (who will be attending ANZSCon immediately before the Congress) as student helpers for Sections Congress in exchange for free registration, and is waiting for approval and further details from the organisers. If needed, one of the committee members can help with the credit card payment of ANZSCon registration and get reimbursement from the Section via Ramesh. The Section will support any other or future committee members to attend the Sections Congress. While it is not clear who will be the new Chair for Victoria student branch, it will be worthwhile to make students aware of the ANZSCon.</li> <li>IEEE NZ Day (Donald) – Thursday 27 July (late afternoon / early evening) Donald has sent an email to JP Lewis, but there is no response. Donald asks if Murray could talk about the impact of computing and ICT within NZ over the last 50 years, given Murray's work with ICT in the health sector, and also ICT in general through his work on the ICT taskforce. Murray indicates that it is possible but needs some time to think. Meng comments that it is quite clear that Murray is the most appropriate person for the talk. To secure a proper venue with webcasting capability for the talk, it is agreed that enquiries should be made in parallel on multiple options.</li> <li>Terms of office (Murray / Ramesh / Donald) The sub-committee recommends the following staggering plan: 1) At the end of 2017, a new Treasurer and Secretary be elected for the 2018 and 2019 years; 2) at the end of 2018, a new Chair and Vice Chair be elected for the 2019 and 2020 years. The purpose of the above plan is to ensure robust succession of key roles and to allow the possibility of Vice Chair to become Chair if the Vice Chair is happy to do so.</li> </ul>	<p><b>Kanwal</b> and <b>Shan</b> to work out the travel details to Sydney and get back to <b>Donald</b>.</p> <p><b>Donald</b> to email <b>Murray</b> about the talk. <b>Ramesh</b> to enquire about the lecture theatres (such as those in Rutherford House) with webcast assisted by Victoria ITS, while <b>Murray</b> to explore other venues (such as the Terrace Conference Centre) and enquire with his colleague who could help with setting up the webcast as an alternative to ITS.</p> <p><b>Murray</b> to circulate the proposal for responses from committee members.</p>

	<ul style="list-style-type: none"> <li>Roles and responsibilities of various portfolios Donald has been too busy to do this.</li> </ul>	<b>Donald</b> to put the lists together for distribution around the committee for comments.
5	<p><b>Chair's report</b> Donald has downloaded the list of 11 new members who joined since late March and will send welcome letters to these new members. Ramesh comments that the burst in new members might be the result of the promotional effort at the recent two-day I&amp;M annual workshop held at VUW.</p>	
6	<p><b>Finance report (Ramesh Rayudu)</b> Balance at 31 March: \$14,075.67. Ramesh confirms that Kiwibank could provide a better service along with internet banking, and there are no fees for setting up and maintaining the account. The bank will also try to see if some of the transaction fees can be waived. Ramesh moves the <b>motion</b> to change Section's banking to Kiwibank, Murray seconds, all in favour and the motion carries.</p>	<b>Ramesh</b> and <b>Fernando</b> to start the process of moving Section's banking to Kiwibank.
7	<p><b>Membership report (Kanwal Zaidi)</b> IEEE is not dispatching the promotional material that Kanwal has ordered, as there are two persons listed as the Membership Development Officer.  Kanwal will prepare a membership report for the Section based on the regional report received and circulate the report in mid-May.</p>	<p><b>Xiang</b> to update the Membership Development Officer to be Kanwal only, as Aaron is unable to commit to the role. <b>Kanwal</b> to circulate a Section membership report before the next committee meeting.</p>
8	<p><b>Webmaster report (Richard Harris)</b> Unfortunately Richard has been unwell recently. Richard circulated his report before this meeting, reporting the following activities: 1. Added the minutes of April Executive meeting to the website. 2. Removed the recent event announcement and placed it in the completed events section.  If you sent something in the past few weeks, Richard did not receive it. Please re-send if the issue is still relevant.</p>	
9	<p><b>Student/YP/WIE/Chapter plans and reports</b></p> <ul style="list-style-type: none"> <li>Women in Engineering (Kanwal Zaidi) Kanwal has submitted a proposal for WIE club and is waiting for the decision expected to be made on 20 May.</li> <li>Instrumentation and Measurement Chapter (Akbar Ghobakhlou) As Akbar is absent, Ramesh reports that the annual Workshop (20-21 April at VUW) was a success. It attracted about 44 participants on Day 1 and more than 50 on Day 2, with about 40 presentations including some from medical doctors. As more than half of the registrants were non-members, they were aggressively encouraged to apply for IEEE membership. An I&amp;M Chapter Committee meeting was also held as part of the event.</li> <li>Computational Intelligence Chapter (Mengjie Zhang) <ul style="list-style-type: none"> <li>- IEEE Congress on Evolutionary Computation (CEC) 2019 will be held in Wellington in June 2019.</li> <li>- Three PhD students (who are graduate student members of the Chapter) have obtained US\$700 each travel scholarship to help them attend a big conference.</li> <li>- IEEE DL Prof Carlos Ceollo Ceollo (Mexico) will visit Wellington in August to give the DL talk. Will send the details once finalised in one or two weeks. The Section has</li> </ul> </li> </ul>	<p><b>Ramesh</b> to send the Workshop report to committee.</p> <p><b>Meng</b> to work with <b>Ramesh</b> and <b>Bing</b> on putting together a proposal for technical co-sponsorship by the Section.</p>

	<p>approved \$500 for local support.</p> <ul style="list-style-type: none"> <li>• Power and Energy Chapter (Ramesh Rayudu) <ul style="list-style-type: none"> <li>- The organisation of ISGT-ASIA 2017 at Auckland is going fine. As part of it, we are getting distinguished lecturers for the keynote speeches and also asking them to visit the rest of the country to give presentations too. Will update when the arrangement is confirmed.</li> </ul> </li> <li>• Communications Chapter (Nurul Sarkar) <ul style="list-style-type: none"> <li>- IEEE Comsoc has approved funding for international and domestic airfare for a NZ-wide DL visit during 24-31 2017, giving 4 public lectures in Auckland, Wellington, Palmerston North and Christchurch. The Section has approved funding of \$500 to cover the local cost including accommodation (1 night in Wellington and 1 night in Palmerston North) and meals.</li> <li>- Planning to attend the ComSoc Chapter Congress collocated with GLOBECOM in December at Singapore.</li> </ul> </li> </ul>	
10	<p><b>Other Business</b></p> <ol style="list-style-type: none"> <li>1. Murray reports that the potential speaker for the Joint Institutions Breakfast Event is not available, so he will need to look for another speaker.</li> <li>2. Murray notes that the EEA keynote speaker from UK will also make an IET presentation on electrical power systems in late June. As the Section is in favour of making this a joint event, Murray will get the details into a notice.</li> <li>3. Murray comments that the R10 funding CFP is attractive, but he did not have the time to put in a proposal before the deadline. Need to look at ways to get the CFP early.</li> <li>4. IET Wellington 2017 Present Around the World Competition will be held in the morning of Saturday 6 May at WelTec.</li> </ol>	
11	<p><b>Next meeting – Tuesday 6 June</b>  Murray will not be available as he is overseas.  Meng will also be overseas.</p>	<p><b>Fernando</b> to chair the June meeting, as Donald will be overseas and may not be able to make it.</p>

Meeting closed at 5:48 pm.