IEEE NZCS Committee Meeting

Minutes: Tuesday 8 August 2017 at 4:30pm via Skype

Present: Donald Bailey   Xiang Gui   Kanwal Zaidi

Richard Harris   Gourab Sen Gupta   Arif Ahmed

Ramesh Rayudu   Steven Le Moan

Item	Discussion	Actions
1	**Welcome (Donald Bailey)** Donald welcomed Arif Ahmed, the new Chair of VUW Student Branch.	
2	**Apologies** Fernando Castellanos, Murray Milner, Mengjie Zhang, Nurul Sarkar, Shan Jaffry **Apologies for lateness:** Richard Harris	
3	**Minutes of last committee meeting (2 May 2017)** accepted as a true and accurate record of the meeting.	**Moved**: Donald **Second**: Gourab
4	**Matters arising** • Kanwal and Shan have sorted the travel to Sydney to attend ANZSCon and Sections Congress. • IEEE NZ Day – Date revised by the NZ Council meeting held about a week ago to Tuesday 3 October 6-9pm, the theme is History of IEEE in New Zealand, 1-hour presentation from each of the 3 centres connected via video conferencing: South Section - University of Canterbury Staff Club, North Section – University of Auckland Conference Centre, Central Section – Ramesh is looking into the venue by 18 August to allow time for advertising. Nitish from the North Section is sorting out the advertising brochure. Murray has accepted Donald's nomination to be the Speaker representing the Central Section. • Terms of office: Murray circulated the proposal which has been supported by all. • Roles and responsibilities of various portfolios Donald to complete this. • Report on the annual I&M Workshop (20-21 April at VUW).	**Ramesh** to sort out the venue with video conferencing facility by 18 August. **Donald** to put the lists together for distribution around the committee for comments. **Ramesh** to send the Workshop report to committee.
5	**Chair's report** IEEE NZ Constitution: In response to the questions raised by the Section earlier this year, NZ Council has decided to hold a meeting on Friday in Sydney as part of the Sections Congress to discuss what we want and draft a counter proposal. Donald had a strong chat with Murray about a week ago. Earlier this week Donald has downloaded the list of new members (8 or 9) who joined since May and has sent welcome letters to these new members this morning. We have met our recruitment goal this year, although we are still a little behind our retention goal.	**Everyone in the committee**, if you have opinions, please let Donald know as soon as possible.
6	**Finance report (Ramesh Rayudu)** The Section has received this year's IEEE rebate and the current balance is $19,813. There is about $800 worth of cheques to go out, much of it to Sudhir to reimburse last year's workshop cost. Upcoming costs: ComSoc DL visit by Prof Guo, Sydney meetings (ANZSCon by Kanwal and Shan, Sections Congress by Yimei and Steven – 50% subsidised by R10,	

	100% subsidy for Donald), Postgraduate Presentation Day in September, IEEE NZ Day in October, Joint Institutions Breakfast Event, plus any additional DL visits during the year. Moving Section's banking to Kiwibank: Ramesh and Fernando have not been able to find time to start the process.	**Ramesh** to look at doing it during the teaching break in August, or on 3 October when Donald is in Wellington for the IEEE NZ Day.
7	**Membership report (Kanwal Zaidi)** Kanwal will prepare a membership report for the Section based on the regional report received and circulate the report. Membership Development Grant application: no results yet Donald has ordered a Membership Development Kit on behalf of Kanwal. The kit is expected to be distributed by IEEE in August.	**Kanwal** to circulate a Section membership report before the next committee meeting. **Kanwal** to email to ask clarification on the timeline.
8	**Webmaster report (Richard Harris)** Richard circulated his report before this meeting, reporting the following activities: 1. Created an e-Notice announcing the talk by Professor Song Guo with follow up reminder. Notice also appeared on the website. 2. Removed events that have been completed and placed them in the recent events section. 3. Added notice for the ANZCON conference. 4. IEEE Membership Recruitment Performance Award 2017 added to the webpage as we received a certificate for this achievement. 5. No July meeting, so no minutes were added in this period. Richard has put up the information about the Postgraduate Presentation Day on the webpage under the Student Branches section, along with a PDF flier. Contact information of the Victoria University Student Branch Chair has also been updated. High-resolution photos of Murray receiving the Outstanding Volunteer Award 2015 have been forwarded to the R10 Newsletter Editor Zia.	**Arif** and **Ramesh** and to work out the list of student branch officers and update the IEEE database or forward to **Xiang** for updating.
9	**Student/YP/WIE/Chapter plans and reports** • Postgraduate Presentation Day Richard has recruited Ken to be the Photographer for the day. Unfortunately due to a hospital appointment, Richard cannot attend the event in person. It would be good to have at least one VUW staff member (either Ramesh or someone to be nominated by Ramesh) as a judge. • Massey Student Branch Ohakea Airbase Visit on 30 August • Women in Engineering (Kanwal Zaidi) Kanwal is preparing a survey within Massey and it can be extended to Victoria if successful. Richard can put information of WIE events on the website for publicity. • Computational Intelligence Chapter (Mengjie Zhang) Mengjie cannot attend the meeting as he is not feeling well. He will circulate a brief report later. • Power and Energy Chapter (Ramesh Rayudu) ISGT-ASIA 2017 has received about 280 submissions, excluding submissions from New Zealand. It is currently in the reviewing stage. As part of it, we are inviting a	**Kanwal** to coordinate with **Shan** to send a report to **Richard** after the visit. **Ramesh** to ensure that the DL talks are advertised well in advance and also let **Richard** know.

		Distinguished Lecturer for one of the keynotes and may also have him to tour around the country at the end of November or early December. • Communications Chapter (Nurul Sarkar) Nurul emailed the following report to Donald before the meeting: - We have successfully hosted IEEE DL-NSRG Workshop at AUT on Monday 24 July 2017. IEEE DL Professor Song Guo (Hong Kong Polytechnic University) delivered his keynote talk at the workshop. Research students have also presented their work on the day. Despite of the busy time of the year about 40 people within and outside of AUT attended the keynote session. Having ample opportunity for discussion, people have enjoyed networking during morning tea break. The event was co-sponsored by AUT and IEEE. - Prof Guo also gave lectures in Wellington, Palmerston North, and Christchurch on 26, 27, and 28 July, respectively.	**Donald** to forward the report on this DL visit to **Richard**.
10	**Other Business** 1. Richard advised that ITNAC 2017 paper submission is due end of August. The conference is to be held in Melbourne, 22-24 November 2017. It is technically co-sponsored by the IEEE. 2. Donald noted that IVCNZ 2017 will be held in conjunction with ENZCon 2017 in Christchurch early December. Paper submission is due 16 September.		
11	**Next meetings – Tuesday 12 September** **& Tuesday 10 October** **AGM in mid or late November**		

Meeting closed at 5:15 pm.