IEEE NZCS Committee Meeting: Minutes

Date: Wednesday 11 April 2018
Time: 4:08pm to 5:12pm.
The meeting was held via Skype.

AGENDA:

1) Welcome
2) Apologies
3) Minutes of last committee meeting
4) Matters arising:

- Electronic banking situation
- Electronic voting
- Murray's talk
- Speakers for Joint institutes breakfast 5) Chairs report

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6) Finance report
7) Membership report
8) Webmaster report
9) Chapter/YP/WIE/Student reports
10) Other business
11) Next meeting: **Wednesday 2 May**

Item	Discussion	Action
1,2	**Welcome and Apologies** Present: *Arif Ahmed, Donald Bailey, Xiang Gui, Richard Harris, Ken Mercer, Steven Le Moan, Yi Mei, Murray Miller, Chanjief Chandrakumar.* *Gourab Sen Gupta* joined at 4:23pm. Apologies: *Kanwal Zaidi*	
3	**Minutes of the last Committee Meeting** - *One minor matter of correction*	*Moved as accurate (after correction): Donald* *Seconded: Richard*
4	**Matters arising** • Electronic banking situation • Electronic voting - *A dummy vote for the committee was setup by Donald and Steven* - *Many did not receive the email* - *Of the four people who participated, all found the system adequate and easy to use.* • Murray's talk - *Murray's expenses to be reimbursed by Section (Moved: Donald, Seconded: Richard)* - *Venue available from 5:30pm.* - *Tea and biscuits for audience* • Speakers for Joint institutes breakfast - *Potential speakers: Tony Ryall (preferred), Andrew Button, Andrew Miller.*	*Murray, Ramesh and Yi to meet with bank at 3:30 on the 16th* *Another dummy vote to be arranged in the next few days (Donald and Steven)* *Ken to continue negotiations for venue and arrange for catering* *Sen to contact Levno* *Murray to approach Tony Ryall*
5	**Chair report (Donald)** - *Incorporation* - *Report on Image Processing on FPGA workshop: 8 participants, very good feedback overall*	*Donald, Murray and Duncan to organise a meeting on April 22 to discuss incorporation (date TBC).*
6	**Finance Report (Yi)** - *Transition between Ramesh and Yi is progressing.*	
7	**Membership Report (Abhipray)** *(Report was sent out prior to meeting in PDF)*	
8	**Webmaster Report (Richard)** *(Report was sent out prior to meeting)* - *Removed events that have been completed and placed*	

	them in the recent events section. - *Added more news concerning the next TENSYMP conference to be held in Sydney to the upcoming R10 events section.* - *Draft minutes for the previous meeting added to the site.* - *Began general tidy up of the site. Quite a lot of material is becoming quite dated, so we need a fresh injection of activities and reports as our pace has diminished in the past 6 months. I have shifted most of this to the past events page.* - *Preliminary announcement of Murray's broadband talk has now been placed on the website with further details coming from Ken shortly which will be added asap and an e-Notice produced to advertise the event.* - *Steven has offered to assist with webmastering when needed.*	
9	**Chapter/YP/WIE/Student Reports** **Young Professionals (Steven and Yi)** - *Two workshop/ round table sessions to be organised this year (first: early July, second: TBD)* - *Seek help from Fernando (@Transpower) and people from Callaghan Innovation to reach more people.* **Students (Chanjief, Arif)** *IEEE-BTS talk by Dr Amal Punchihewa to take place on May 16th, preferably during lunchtime.* **Students (Arif)**	*Steven and Yi to coordinate with Student branches on organising events.* *Arif to coordinate with Ramesh and Chanjief for postgraduate day (late August, early September).*
10	**Other Business**	
11	**Next Meeting – Wednesday 2 May** (4pm to 5pm)	