

# IEEE NZCS Committee Meeting: Minutes

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**Date:** Wednesday 2 May 2018

**Time:** 4:00pm to 4:55pm.

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

Item	Discussion	Action
1,2	<p><b>Welcome and Apologies</b></p> <p><u>Present:</u> <i>Donald Bailey, Xiang Gui, Gourab Sen Gupta, Richard Harris, Ken Mercer, Steven Le Moan, Yi Mei, Abhipray Paturkar.</i></p> <p><u>Apologies:</u> <i>Chanjief, Murray, Arif, Mengjie</i></p>	
3	<p><b>Minutes of the last Committee Meeting</b></p>	<p><i>Moved as accurate: Donald</i>  <i>Seconded: Richard</i></p>
4	<p><b>Matters arising</b></p> <ul style="list-style-type: none"> <li>● <b>Electronic banking situation</b> <ul style="list-style-type: none"> <li>- <i>Yi is now registered at the bank as a signatory</i></li> </ul> </li> <li>● <b>Electronic voting</b> <ul style="list-style-type: none"> <li>- <i>The second test voting round was successful and we are now reasonably confident as to how the voting system actually works.</i></li> <li>- <i>Next step: setup vote for chair and vice-chair election at end of the year. Donald proposed forming a nominating committee. Richard volunteered to be on this committee.</i></li> </ul> </li> <li>● <b>Murray's talk</b> <ul style="list-style-type: none"> <li>- <i>Should be recorded if possible (to be streamed from the Section's website).</i></li> <li>- <i>Donald volunteered to introduce Murray before the talk.</i></li> </ul> </li> <li>● <b>Speakers for Joint institutes breakfast</b> <ul style="list-style-type: none"> <li>- <i>Positive response from Tony Ryall (date to be negotiated)</i></li> </ul> </li> <li>● <b>Incorporation</b> <ul style="list-style-type: none"> <li>- <i>The subcommittee (Donald, Murray and Duncan) met and questions about the financial implications of incorporation have been raised.</i></li> <li>- <i>To be discussed at NZ Council meeting on 23<sup>rd</sup> June in Auckland</i></li> </ul> </li> </ul>	<p><i>Ken to arrange for catering (tea and biscuits) and to check recording setup.</i></p>
5	<p><b>Chair report (Donald)</b></p>	
6	<p><b>Finance Report (Yi)</b></p>	
7	<p><b>Membership Report (Abhipray)</b>  <i>(Report was sent out prior to meeting in PDF)</i></p>	
8	<p><b>Webmaster Report (Richard)</b>  <i>(Report was sent out prior to meeting, as below)</i></p> <ul style="list-style-type: none"> <li>- <i>Removed events that have been completed and placed</i></li> </ul>	

	<p><i>them in the recent events section.</i></p> <ul style="list-style-type: none"> <li>- <i>Draft minutes for the previous meeting added to the site.</i></li> <li>- <i>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.</i></li> <li>- <i>Announcement of Murray's broadband talk was placed on the website earlier with an e-Notice produced to advertise the event. However, the latter notice did not get sent out in early April as scheduled (for some unknown reason). Murray alerted us to this problem and an urgent re-send of the notice was distributed with a reminder scheduled for a few days before the event in Palmerston North is to take place. My apologies to Murray for this issue. Hopefully we shall be able to generate interest and attendance at this important event.</i></li> <li>- <i>IEEE requirements for websites now demand that a banner is mandatory for all sites and instructions were issued for compliance by April 30th. We have complied now and you will notice the change in our webpage. I have registered our compliance by this due date. An email entitled: "GDPR Cookie Compliance for IEEE Websites: Final Reminder &amp; Instructional Tools" had been sent to all IEEE site webmasters. Personally, I find the cookie compliance notice rather annoying as it pops up over the bottom of the page and must be cleared by your agreement to the terms and conditions before doing much accessing of the site can take place, but I am just following orders - sorry! I don't actually think that we do any cookie activity specifically on our site, but perhaps because we are accessing the webpage through the IEEE server it does pick up your information details?</i></li> <li>- <i>Emails from IEEE have also asked all sites to comply with their uniform layout structures. When our website started many years ago, we were compliant with the templates on issue at the time. Unfortunately, in the meantime, the IEEE layout standards have changed fairly significantly and sadly our website is no longer complying with all the new layout standards. We have known this for some time now, but there is considerable effort required to change our site to these standards and I have neither had the time or energy to mount this quite large task. I shall try to create an off-line version which is compliant to show everyone, before launching it - in order to determine your opinions. Once we have decided to go ahead there will be little chance of reverting back to the old site :-{</i></li> </ul>	
9	<b>Chapter/YP/WIE/Student Reports</b>	
10	<b>Other Business</b> <ul style="list-style-type: none"> <li>• Co-sponsorship of IET talk on Thu, June 28</li> <li>- <i>Support the idea, request details from Murray regarding the form of sponsorship to use. (Moved; Donald, Second: Richard, Carried)</i></li> </ul>	
11	<b>Next Meeting – Wednesday 2 May (4pm to 5pm)</b>	

APR  
2018

# Membership Development Report

IEEE Region 10 - Asia & Pacific-NZ Central Subsection

This is the draft of membership development report which details the current statistics of the IEEE NZ Central Section

Abhipray Paturkar

2/5/2018



# Roles and Responsibilities

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- Receiving mailings of membership materials from IEEE Operations Centre
- Monitoring a current record of membership
- Working with other volunteer leaders to develop, execute and monitor plans and goals for membership growth, retention, and recovery
- Analysing membership information and trends to identify membership problems and opportunities
- Ensure adequate supplies of membership development materials are available for distribution at appropriate venues within your entity (chapter meetings, conferences, job fairs, etc.)
- Communicating regularly with the Regional or Society Membership Development Officer.

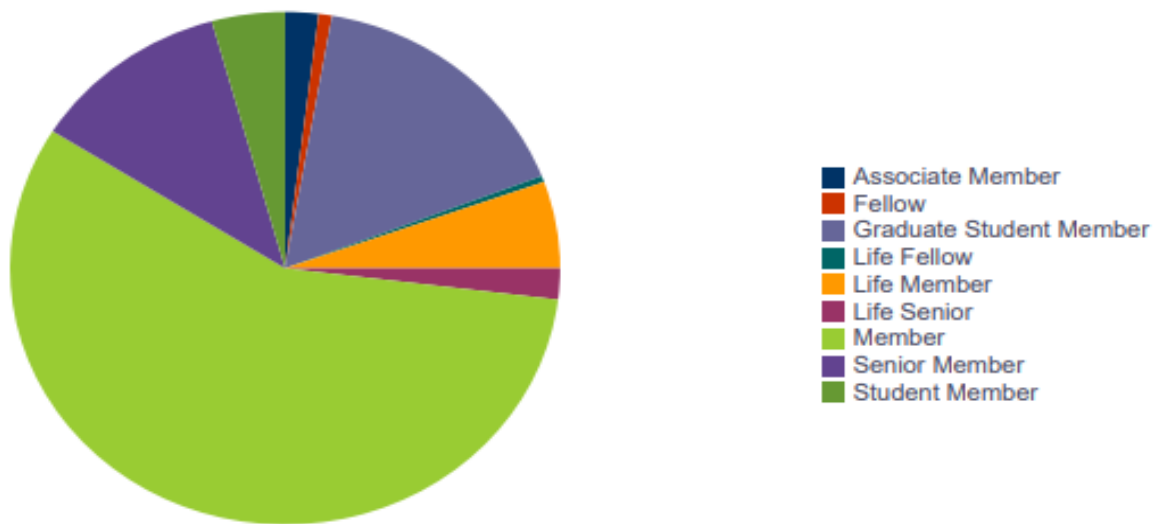
# Section Officers

Region Code	Section Name	Sub Section Name	Position Description	Position Start Date	Position End Date	First Name	Last Name	Email Address
R0	New Zealand Central Section		Chair	1/1/2016		Donald	Bailey	d.g.bailey@massey.ac.nz
			Coordinator	1/1/2014		Murray	Milner	murray.milner@xtra.co.nz
			Member	1/1/2014		Mengjie	Zhang	mengjie.zhang@ecs.vuw.ac.nz
				1/1/2016		Gourab	Sengupta	g.sengupta@massey.ac.nz
						Yi	Mei	yi.mei@ecs.vuw.ac.nz
				1/1/2017		Kenneth	Mercer	k.a.mercer@massey.ac.nz
						Sudhir	Singh	sudhir.singh@ieee.org
				1/1/2018		Xiang	Gui	x.gui@massey.ac.nz
			Membership Development	1/1/2018		Abhipray	Paturkar	abhipray.2008@gmail.com
			Secretary	1/1/2018		Steven	Le Moan	steven.lemoan@gmail.com
			Student Activities	1/1/2016		Donald	Bailey	d.g.bailey@massey.ac.nz
						Mengjie	Zhang	mengjie.zhang@ecs.vuw.ac.nz
			Treasurer	1/1/2018		Yi	Mei	yi.mei@ecs.vuw.ac.nz
			Vice Chair	1/1/2016		F	Castellanos	fercho@ieee.org
			Webmaster	1/1/2015		Richard	Harris	rharrismassey@live.com
			Women in Engineering	1/1/2014		Bing	Xue	bing.xue@ecs.vuw.ac.nz
				1/1/2017		Kanwal	Zaidi	k.zaidi@massey.ac.nz
YP Representative	1/1/2015		Sudhir	Singh	sudhir.singh@ieee.org			
eNotice Coordinator	1/1/2016		Richard	Harris	rharrismassey@live.com			

# Active Members of NZ Central Section

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Section Name	Sub Section Name	IEEE Current Grade Description	Count of Members*
New Zealand Central Section		Associate Member	5
		Fellow	2
		Graduate Student Member	42
		Life Fellow	1
		Life Member	14
		Life Senior	5
		Member	146
		Senior Member	30
		Student Member	11
			<b>256</b>
<b>New Zealand Central Section Total</b>			<b>256</b>



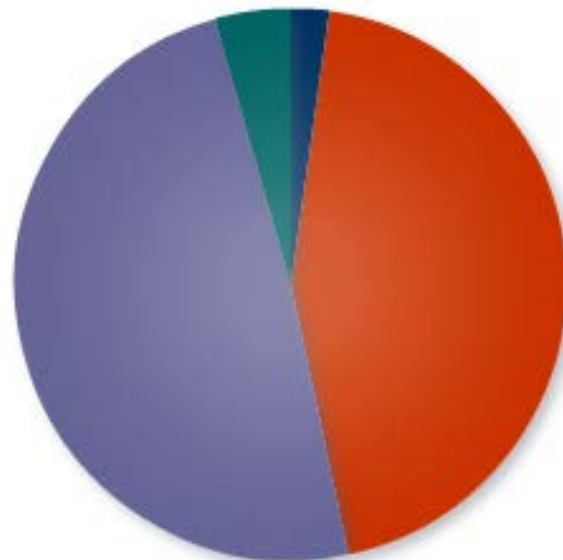
Count of Members\*

# Active Student Members

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Section Name	Sub Section Name	School Name	Count
New Zealand Central Section		Auckland University of Technology	1
		Kobe Univ	1
		Massey Univ	8
		Otago Univ Of	1
		University of Auckland	3
		University of Canterbury	2
		Unspecified	3
		Victoria Univ Of Wellington	25
		Whitireia	1
			<b>45</b>
<b>New Zealand Central Section Total</b>			<b>45</b>

Biological and Medical Science
  Computer Sciences and Informat
  Engineering
  Other



Count



# Total Additions This Month

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Reporting Status	H	H Total	LF	F	F Total	LS	SM	SM Total	LM	M	M Total	AM	AM Total	GSM	GSM Total	Higher Grade Total	StM	StM Total	Total Members
Arrears Paid	0	0	0	0	0	0	0	0	0	2	2	0	0	4	4	6	0	0	6
Correction Addition	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
Elections	0	0	0	0	0	0	0	0	0	1	1	0	0	2	2	3	1	1	4
Grade Transfer To	0	0	0	0	0	0	1	1	0	0	0	0	0	1	1	2	0	0	2
Moved Into	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Reinstatements	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Grand Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>7</b>	<b>11</b>	<b>2</b>	<b>2</b>	<b>13</b>