

# IEEE New Zealand Central Section Committee Meeting – Minutes

**Date:** Wednesday 12 September 2018

**Time:** 4:00pm to 4:50pm.

The meeting was held via Skype.

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**Present:** *Donald Bailey, Chanjief Chandrakumar, Xiang Gui, Steven Le Moan, Gourab Sen Gupta (left at 4:26pm), Abhipray Paturkar, Nurul Sarkar, Kanwal Zaidi, Murray Milner, Mengjie Zhang (joined at 4:21pm).*

**Apologies:** *Richard Harris, Ken Mercer*

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## AGENDA

- 1) Welcome / Apologies
- 2) Minutes of last Committee Meeting
- 3) Matters arising:
  - Joint institutes breakfast
- 4) Chairs report
  - Election of section officers
- 5) Finance report
- 6) Membership report
- 7) Webmaster report
- 8) Chapter/YP/WIE/Student reports
  - Student Chapter: debriefing on Postgraduate day
- 9) Other business

Next meeting: **Wednesday 3 October**

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Item	Discussion	Action
2	<p><b>Minutes of the last Committee Meeting</b></p> <p><i>Moved as accurate: Donald (Xiang)</i></p>	
3	<p><b>Matters arising</b></p> <p><b>Joint institutes breakfast</b>  <i>Currently 30+ people registered. Far more registrations for IET than from IEEE at the moment.</i></p>	
4	<p><b>Chair report (Donald)</b></p> <p><b>Election of Section officers</b></p> <ul style="list-style-type: none"> <li>- <i>Votes need to be in at the time of our AGM</i></li> <li>- <i>Everything needs to be ready by mid-October. E-notice to invite nominations by early october, so we can vet the candidates at our next committee meeting</i></li> <li>- <i>Xiang accepts nomination from Donald as vice-chair.</i></li> <li>- <i>Murray is happy to put his name forward if no one else is nominated for the position of chair.</i></li> </ul>	<p><i>Donald to ask Fernando whether he is still unavailable for any of the position (chair or vice-chair).</i></p> <p><i>Donald also to check with Mansoor Shafi regarding NZ Council Chair position</i></p>
6	<p><b>Membership Report (Abhipray)</b></p> <p><i>(Report was sent out prior to meeting, see attached)</i></p>	
7	<p><b>Webmaster Report (Richard)</b></p> <p><i>(Report was sent out prior to meeting, see below)</i></p> <ol style="list-style-type: none"> <li>1. <i>Shifted events that have been completed and placed them in the recent events section.</i></li> <li>2. <i>Added the previous meeting minutes</i></li> <li>3. <i>Added notice about the Joint Institutions Annual Breakfast Event to the website and created an e-Notice to that effect that went to all Section members. A reminder was also generated and will be given before the event.</i></li> <li>4. <i>Added more information about the Postgraduate Day Event at Wellington Victoria Uni and also sent an e-Notice.</i></li> <li>5. <i>Prepared blank draft certificates for the presenters, winners and runners up for the PG event and a checklist for use by the organisers. A draft version of the talk evaluation sheets was also prepared. Unfortunately the organisers used my old defunct email address to advise me of their plans for the event and Donald had to inform me concerning the production of certificates and committee presenters etc. Unfortunate misunderstandings arose as a consequence.</i></li> </ol>	
8	<p><b>Chapter/YP/WIE/Student Reports</b></p> <p><b>Student branch:</b></p> <ul style="list-style-type: none"> <li>- <i>Postgraduate Day: 35 people attendance</i></li> <li>- <i>Arif was not present, which led to last minute challenges in the organisation.</i></li> </ul>	

	<p><b>ComSoc:</b>  <i>(Report was sent out prior to meeting, see below)</i>  2018 ComSoc DL tour to NZ  DL: Dr R Venkatesha Prasad, EWI, TUDelft, The Netherlands  Talk in Wellington: 30 Oct 2018 in the afternoon  Talk in Palmerston North: 31 Oct 2018, in the afternoon</p>	<p><i>Xiang Gui to coordinate communication in Palmy, and Pawel Dmochowski in Wellington.</i></p>
<p><b>9</b></p>	<p><b>Other Business</b></p> <p><i>IET event at the Southern cross bar on Sep. 13: Murray will attend on our behalf.</i></p> <p><i>Instrumentation &amp; Measurment chapter had an event at Massey Manawatu.</i></p> <p><i>Women in EGINEERING leadership summit in Brisbane. Kanwal offers to represent our Section</i></p>	<p><i>Sen to provide brief report.</i></p> <p><i>Kanwal to send a budget estimate to the committee shortly.</i></p>

AUG  
2018

# Membership Development Report

IEEE Region 10 - Asia & Pacific-NZ Central Subsection

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

Abhipray Paturkar



# 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	
					Gourab	Sengupta	g.sengupta@massey.ac.nz	
				1/1/2016	Yi	Mei	yi.mei@ecs.vuw.ac.nz	
					Kenneth	Mercer	k.a.mercer@massey.ac.nz	
				1/1/2017	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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Region	Council	Section	Grade Category	Grade	Total	
R10	New Zealand Council	New Zealand Central Section	IEEE Grades	Associate Member	6	
				Fellow	2	
				Graduate Student Member	32	
				Life Fellow	1	
				Life Member	15	
				Life Senior	6	
				Member	175	
				Senior Member	30	
				Student Member	7	
				Other Grades	Affiliate	11
			Total		285	
			New Zealand N..	IEEE Grades	Member	1
			Total		1	
Total		286				

# Active Student Members

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Region	Council	Section	Grade	Total
R10	New Zealand Council	New Zealand Central Section	Graduate Student Member	32
			Member	10
			Student Member	7
			Total	49
Grand Total				49