

IEEE New Zealand Central Section Committee Meeting – Minutes

Date: Wednesday 3 October 2018

Time: 4:05pm to 5:13.

The meeting was held via Skype.

Present: *Donald Bailey, Chanjief Chandrakumar, Xiang Gui, Steven Le Moan, Abhipray Paturkar, Murray Milner, Yi Mei, Ken Mercer, Kanwal Zaidi, Mengjie Zhang (joined at 4:16pm)*

Apologies: *Richard Harris, Gourab Sen Gupta*

AGENDA

- 1) Welcome / Apologies
- 2) Minutes of last meeting
- 3) Matters arising:
 - *Election of Section officers*
 - *Joint Institutes Breakfast: report*
- 5) Chairs report:
 - *2018 Outstanding Small Section award*
- 6) Finance report
- 7) Membership report
- 8) Webmaster report
- 9) Chapter/YP/WIE/Student reports:
 - *IEEE R10 SYWL Congress: report*
 - *IEEE day @ Massey University: report*
- 10) Other business

Next meeting: **Wednesday 7 November**

Item	Discussion	Action
2	<p>Minutes of the last Committee Meeting</p> <p><i>Moved as accurate: Murray (Donald)</i></p>	
3	<p>Matters arising</p> <p>Election of Section officers</p> <ul style="list-style-type: none"> - Current nominations: Xiang Gui (Vice-Chair), Murray Milner (Chair) and Donald Bailey (NZ Council Chair). <p>Joint Institutes Breakfast: report</p> <ul style="list-style-type: none"> - 35 people - Good representation of ENZ, IET and IEEE - Favorable feedback - Tony Ryall thanked - Venue bills paid <p>Kanwall sent a budget to the committee via e-mail for consideration regarding her participation to the 2018 Women In Engineering Summit in Brisbane (26-27 November). A budget of up to \$1500 was approved unanimously.</p> <p>IET YP Information and Drinks Evening was attended by Murray. The event was successful and may serve as an inspiration for our Section's future events.</p> <p>Recent IEEE Instrumentation & Measurement event in Palmerston North.</p>	<p>Steven & Yi to think about putting the Section on Facebook.</p> <p>Sen to give a report.</p>
4	<p>Chair report (Donald)</p> <p>Our Section received the 2018 Outstanding Small Section Award!</p> <p>MGA operation manual has been updated. Student representatives should now be voting members of committees (no change for us, we are already doing it).</p> <p>Technical co-sponsorship approved for the Image and Vision Computing New Zealand conference (IVCNZ). Donald took the liberty to approve it already (after discussion with Steven) as it has been approved in the past and the matter needed to be resolved promptly.</p>	

5	<p>Financial Report (Yi)</p> <p>Beneficial owners have been decided to be the account signatories: Donald Bailey, Murray Milner, Ramesh Rayudu and Yi Mei.</p> <p>Funding for our organisation comes primarily from IEEE US headquarters. IEEE US headquarter is the corporate office of Institute of Electrical and Electronics Engineers in New York. The fund is used for educational and technical advancement of electrical and electronic engineering, telecommunications, computer engineering and allied disciplines in the NZ central area (Wellington and Palmerston North).</p> <p>Current balance: \$17,121.83 (as of start of September)</p>	
6	<p>Membership Report (Abhipray) <i>(Report was sent out prior to meeting, see attached)</i></p>	
7	<p>Webmaster Report (Richard) <i>(Report was sent out prior to meeting, see below)</i></p> <ol style="list-style-type: none"> 1. Shifted events that have been completed and placed them in the recent events section. 2. Added the previous meeting minutes to the site. 3. Added photos from the PG event to the main page of the site and added an album of the photos to the Student Branch page. 	
8	<p>Chapters / YP / WIE / Student Reports</p> <p>Student branch: IEEE day @ Massey University: report (see Abhipray's report attached)</p> <ul style="list-style-type: none"> - 15 students came, 2 of them interested in joining - Successful overall <p>IEEE R10 SYWL Congress <i>(Report was sent out by Chanjief prior to meeting, see attached)</i></p> <p>Computational intelligence chapter: AI conference to be held 2nd week of December.</p> <ul style="list-style-type: none"> - Proceedings are being prepared for submission to Xplore. - Two IEEE fellows will be invited as keynote speakers. 	<p><i>Richard to add Chanjief's report on the website.</i></p>

9	<p>Other Business</p> <p>IET doing a visit to a standards laboratory in Petone. Members of our Section are invited to come along at no cost.</p> <p>The committee is interested in organising a breakfast event with representatives from Rocket Lab early in the new year (probably in February), jointly with IET and ENZ. Idea was brought by Murray.</p> <p>AGM 2018</p> <ul style="list-style-type: none">- To take place in Wellington, either Wednesday 28 or Thursday 29 Nov.- A format consisting of a buffet and multiple short talks was preferred by a majority of the committee. Mengjie and Donald already volunteered to speak.	<p><i>Murray to look for a potential venue.</i></p> <p><i>Steven to coordinate ASAP with Richard to send out an express e-notice to notify of the coming AGM and invite potential short talks.</i></p>
---	---	--