

IEEE New Zealand Central Section Committee Meeting (Minutes)

Date: Wednesday 7 November 2018

Time: 4:00pm to 4:39pm

The meeting was held via Skype.

Present: *Donald Bailey, Xiang Gui, Gourab Sen Gupta, Richard Harris, Steven Le Moan, Ken Mercer, Murray Milner, Nurul Sarkar, Mengjie Zhang*

Apologies: *Yi Mei, Abhipray Paturkar, Chanjief Chandrakumar*

AGENDA

- 1) Welcome / Apologies
- 2) Minutes of last meeting
- 3) Matters arising:
 - *Election of Section officers*
 - *AGM*
- 5) Chairs report
- 6) Finance report
- 7) Membership report
- 8) Webmaster report
- 9) Chapter/YP/WIE/Student reports
- 10) Other business

Next meeting: **Wednesday 5 December**

Item	Discussion	Action
2	<p>Minutes of the last Committee Meeting <i>Moved as accurate: Murray (Richard)</i></p>	
3	<p>Matters arising</p> <p>Election of Section officers</p> <p>Voting should open at the beginning of next week (Monday 12 November), and when the minutes are published. It should close on the 27th at midnight (NZT).</p> <p>AGM</p> <p>We will advertise the speakers and titles, but not the exact schedule, so as to have flexibility. Four short talks would be good. Three are already confirmed: Meng, Donald and Steven.</p> <p>The number of participants needs to be communicated to the venue preferably by Monday 26 Nov. RSVP data is to be set on that day. The buffet is for a minimum of 20 people.</p>	<p><i>Steven</i> to coordinate with <i>Richard</i> to prepare the voting and e-notice.</p> <p><i>Meng</i> to ask around for a second speaker from VUW at the AGM. Also to ask the winner of the IEEE postgraduate day. <i>Steven</i> to collect presentation titles from speakers.</p> <p><i>Sen</i> to prepare report for IEEE event, with photos.</p> <p><i>Steven</i> and <i>Yi</i> to create a facebook page for the Section.</p>
4	<p>Chair report (Donald)</p>	<p><i>Donald</i> to prepare a report for the IEEE R10 Section incentive.</p>
5	<p>Financial Report (Yi) <i>(Report was sent out prior to meeting, see below)</i></p> <ul style="list-style-type: none"> - Current balance is \$14457.12. We will receive \$500 USD for SYWL Congress support soon. - There are about \$600 NZD expense to be reimbursed (\$500 for the YP even in VUW in July, and two receipts from Murray worthy about \$100). Hope I didn't miss any other receipt? - The online banking application is still pending. I need another signature on the minutes to send to the bank. Ramesh will be back from overseas tomorrow, and we hope to finalise it this week and send to the bank. 	
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. Prepared a draft of the AGM notices for e-Mail and website. 	

	<p>4. Joint Section and ComSoc Chapter Distinguished Lecturer talk announcement</p> <p>5. Lessons learnt from the IEEE R10 SYWL Congress report added to website.</p> <p>6. IEEE Day Event of Student Branch at Massey report added to website.</p>	
8	<p>Chapters / YP / WIE / Student Reports</p> <p>Communications Society chapter</p> <p>Computational Intelligence chapter Australasian Joint Conference on Artificial Intelligence on December 11-14th at VUW.</p> <p>Instrumentation & Measurement chapter IEEE I²MTC 2019 in Auckland May 20-23 http://i2mtc2019.ieee-ims.org/pages/home</p>	<p><i>Nurul to prepare a report of the distinguished lecturer event.</i></p>
9	Other Business	

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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

- 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

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	34	
				Life Fellow	1	
				Life Member	15	
				Life Senior	6	
				Member	178	
				Senior Member	30	
				Student Member	10	
				Other Grades	Affiliate	11
			Total		293	
			New Zealand N..	IEEE Grades	Member	1
			Total		1	
Total		294				

Active Student Members

Region	Council	Section	Grade	Total
R10	New Zealand Council	New Zealand Central Section	Graduate Student Member	34
			Member	8
			Student Member	10
			Total	52
Grand Total				52