

IEEE NZCS Committee Meeting: Minutes

Date: Wednesday 07 February 2018

Time: 4:00pm to 5:05pm.

The meeting was held via Skype.

Agenda:

- 1) Welcome
- 2) Apologies
- 3) Minutes of last committee meeting & AGM
- 4) Matters arising:
 - *WebEx instead of Skype?*
 - *Massey University's College of Sciences Strategic Positioning*
- 5) Chairs report
 - *The portfolios document*
 - *Upcoming R10 meeting (3-4 March)*
 - *Seek support for FPGA workshop (4-6 April)*
 - *Plans for 2018*
- 6) Finance report
- 7) Membership report
- 8) Webmaster report
- 9) Chapter/YP/WIE/Student reports on activities and upcoming plans
- 10) Other business
- 11) Next meeting: Wednesday 7 March (4pm to 5pm)

Agenda Item	Discussion	Action
1	<p>Welcome (Donald Bailey) Present: <i>Arif Ahmed, Donald Bailey, Xiang Gui, Steven Le Moan, Yi Mei, Ken Mercer, Murray Miller, Nurul Sarkar, Gourab Sen Gupta, Mengjie Zhang.</i></p> <p><i>Nurul and Chanjief joined 10 minutes late, Mengjie left after 30 minutes, Sen left after 50 minutes.</i></p>	/
2	<p>Apologies: <i>Richard Harris, Faraz Hasan, Ramesh Rayudu, Abhipray Paturkar.</i></p>	/
3	<p>Minutes of the last Committee Meeting & AGM <i>Minutes of the last Committee Meeting accepted as a true and accurate record of the meeting</i></p>	<p>Moved: Donald Second: Murray</p>
4	<p>Matters arising</p> <ul style="list-style-type: none"> - <i>[AGM] Sort out our electronic banking situation</i> - <i>[AGM] Test electronic voting</i> - <i>WebEx instead of Skype? Skype seems more convenient.</i> - <i>Massey University's College of Sciences Strategic Positioning</i> <i>Donald mentioned in particular the discontinuation of Electronics and Computer Engineering majors at the Manawatu campus, despite a relatively high demand from students.</i> <i>Donald asked whether the Section should make a submission to Massey University to argue in disfavour of this.</i> <i>Arguments: Reduction of possibilities for Engineering across NZ, and especially in Central region. Electronic and Computer Engineering are more important in the Agricultural sector than what seems to be popular belief.</i> 	<p><i>Murray suggested a sub-comity meeting with the signatories to discuss the transition to Kiwibank.</i></p> <p><i>Donald and Steven to investigate before next meeting.</i></p> <p><i>It was agreed that we should keep using Skype for the moment.</i></p> <p><i>Steven and Donald to prepare a draft within a week time with the help of other Massey staff. Murray to review it.</i></p>
5	<p>Chair report (Donald Bailey)</p> <ul style="list-style-type: none"> - <i>The portfolios document</i> - <i>Upcoming R10 meeting (3-4 March)</i> <i>Donald registered to attend, on behalf of the Section.</i> <i>Issues to be raised at the meeting:</i> <ul style="list-style-type: none"> o <i>Murray: Where are we at regarding incorporation?</i> 	<p><i>If anybody has any comment, send them to Donald before the next meeting.</i></p> <p><i>Donald will raise this question at the NZ council meeting.</i></p>

	<ul style="list-style-type: none"> - <i>Seek support for "Image Processing on FPGA" workshop (4-6 April). Support approved</i> - <i>Plans for 2018 Joint institutes breakfast</i> <i>Murray's offer to give a talk on Ultra-Fast Broadcasting accepted as part of the Section's activities.</i> <ul style="list-style-type: none"> o <i>Timeframe: 16-20 April</i> o <i>Time of the day: Evening</i> o <i>Venue: Library or similar public venue with possibility of videoconference to Massey.</i> <i>Student postgrad presentation day (organised by Victoria Uni.)</i> 	<p><i>Moved: Murray Second: Ken</i></p> <p><i>Murray to look for speakers (Suggestions are welcome)</i></p> <p><i>Murray to give a proposal (abstract, date and time) as soon as possible. Ken to look into technical issues.</i></p> <p><i>Arif to discuss with his Student branch and liaise with Chanjief to put forward a proposal for the date.</i></p>
6	<p>Finance Report (Yi Mei) <i>Ramesh has been overseas; the handover is still in progress.</i></p>	<i>Yi to provide a detailed report next month.</i>
7	Membership Report (Abhipray Paturkar)	/
8	<p>Webmaster Report (Richard Harris) <i>(Report was sent out prior to meeting)</i></p> <ul style="list-style-type: none"> - <i>Removed events that have been completed and placed them in the recent events section.</i> - <i>IEEE Day Lecture pdf added after Murray's talk in November DL seminar announcement for Ramesh on 7th December</i> - <i>Updated the 2018 committee listing on the website.</i> - <i>Draft minutes for the 2017 AGM added to the site.</i> 	/
9	<p>Chapter/YP/WIE/Student Reports</p> <ul style="list-style-type: none"> - ComSoc Chapter Chair report (Nurul Sarkar) <i>(Report was sent out prior to meeting)</i> <ul style="list-style-type: none"> o <i>ComSoc news highlighted: IEEE NZ ComSoc news published on IEEE Global Communications Newsletter (GCN) Feature Article "A Summary of IEEE ComSoc Activities in New Zealand" Click on the following link for more details https://www.comsoc.org/</i> o <i>Chapter Chair Congress: ComSoc Chapter Chair A/Professor Nurul Sarkar represented NZ at the IEEE Chapter Chair Congress held in December 2017 in Singapore. The meeting was very effective and our ongoing community development through IEEE workshops in New Zealand has been highlighted. Click on the following link for more</i> 	

	<p>details. http://qcn.comsoc.org/community-development-opportunity-through-ieee-comsoc-workshops-new-zealand</p> <ul style="list-style-type: none"> ○ Upcoming plan: We are in the process of inviting IEEE ComSoc DL to come and give four public lectures in NZ. As last year, we need \$500 from NZC to cover IEEE ComSoc distinguish lecturer (DL) local expenses including accommodation and meals. <p>- Massey Student Branch (Chanjief Chandrakumar)</p> <p>- Young Professionals <i>Yi and Steven accepted to be YP coordinators at their respective campuses.</i></p>	<p><i>Chanjief to give details of an upcoming talk by Dr. Amal Punchedewa (from Asian Broadcasting Union) so the Section can advertise it.</i></p> <p><i>Yi and Steven to prepare a plan for YP activities for Victoria University and Massey University Manawatu.</i></p>
10	Other Business	
11	Next Meeting – Wednesday 7 March (4pm to 5pm)	