

# IEEE New Zealand Central Section Committee Meeting

April 06, 2019 4:02pm – 4:49pm

The meeting was held via Skype.

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**ATTENDEES** Donald Bailey, Xiang Gui, Richard Harris, Steven Le Moan, Yi Mei, Ken Mercer, Murray Milner, Abhipray Paturkar.

**APOLOGIES** Nurul Sarkar, Mengjie Zhang, Gourab Sen Gupta

**AGENDA**

- 1) Welcome / Apologies
- 2) Minutes of last committee meeting
- 3) Matters arising
- 4) Chairs report
- 5) Finance report
- 6) Membership report
- 7) Webmaster report
- 8) Chapter/YP/WIE/Student reports
- 9) Other business

Next meeting: **May 8, 2019**

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	DISCUSSION	ACTION
2	<b>Minutes of the last committee meeting</b>	Moved as accepted: Murray (Donald)
3	<b>Matters arising</b>	
	<b>Chair report (Murray)</b>	
4	Outstanding R10 section award: we should apply again next year. We should also consider applying for the Global Outstanding small section award.	
5	<p><b>Financial Report (Yi)</b></p> <p>The attached report was sent out prior to the meeting.</p> <p><i>The current financial balance is \$12,643.39. The balance at the end of Feb is \$14,627.64. In March we mainly reimbursed the IEEE membership grants, and Kanwal's conference expense. I checked the service fee for March is only \$1.14, not 10 dollars. Not sure if it is caused by the fewer transactions. If that's the case, I think we can afford this service fee.</i></p>	
6	<p><b>Membership Report (Abhipray)</b></p> <p>The attached report was sent out prior to the meeting.</p>	
7	<p><b>Webmaster Report (Richard)</b></p> <p>The following report was sent out prior to the meeting.</p> <p><i>The main activities for our website have involved:</i></p> <ol style="list-style-type: none"> <li><i>1. Adding latest minutes to the site from the meeting held in March</i></li> <li><i>2. Updating the ITNAC 2019 notices and CFP – Nurul</i></li> <li><i>3. Notice for the 11th EAI International Conference on Ad Hoc Networks (ADHOCNETS 2019) – Xiang Gui</i></li> <li><i>4. The report for 2018 from Murray (and Donald).</i></li> <li><i>5. Adding a dummy new site to run alongside of our current website until it is completed later in the year. Assistance from the R10 Web administrator to achieve a change-over at the appropriate time.</i></li> <li><i>6. Starting to prepare the new website based on the latest IEEE standard template as used by our neighbours North and South Sections.</i></li> </ol> <p><i>Unfortunately, there have been significant problems in sending material to the website in recent days and the software recommended by R10 simply is no longer working and times-out without making a connection. The R10 web administrator is trying to figure out what the problems are. In the meantime, I have found a work-around using alternative software that I possess and it appears to be working successfully, and I'll continue to use this until the other problems are resolved (hopefully!).</i></p>	

8	<p><b>Chapters / YP / WIE / Student Reports</b></p> <p><b>ComSoc</b></p> <p><b>YP</b></p> <p><b>Student</b></p> <p>ANSCON 2019: The south section has been contacted and help has been offered. Donald: would the section sponsor members who want to travel there. Murray: ok (50-100\$ range) but not 100%, priority to student members. Once we hear from them, put a link on website. We need more information.</p> <p>Meng's report (sent out prior to the meeting):</p> <p><i>1. I would support the Postgraduate Presentation at Massey this year on Monday 26 August that the two student chapters decided. I also support the advertisement goes out earlier.</i></p> <p><i>2. CIS Chapter report: The Chapter will be co-hosting the 2019 IEEE Congress on Evolutionary Computation (CEC 2019), and currently in the early-bird registration stage. We expect 400 registrations by the early-bird time due Tuesday next week, and 500-600 people attend the conference in June.</i></p>	<p><i>Yi and Steven to prepare a programme for 2019.</i></p>
9	<p><b>Other Business</b></p> <p>IVCNZ 2019 (Steven is publication chair) – Request for technical co-sponsorship. The following report was sent out prior to the meeting.</p>	<p><i>Steven to formally apply for technical co-sponsorship.</i></p>

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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

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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.

# 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	5		
				Fellow	3		
				Graduate Student Member	40		
				Life Fellow	1		
				Life Member	15		
				Life Senior	6		
				Member	145		
				Senior Member	29		
				Student Member	8		
				Other Grades	Affiliate	8	
			Total				260
				New Zealand N..	IEEE Grades	Graduate Student Member	1
			Total				1
Total				261			

# Active Student Members

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Region	Council	Section	Grade	Total
R10	New Zealand Council	New Zealand Central Section	Graduate Student Member	38
			Student Member	6
		New Zealand N..	Graduate Student Member	1
		Total		