

IEEE New Zealand Central Section Committee Meeting

May 8, 2019 4:02pm – 4:52pm

The meeting was held via Skype.

ATTENDEES Donald Bailey, Chanjief Chandrakumar, Steven Le Moan, Xiang Gui, Yi Mei (joined the meeting at 4:40), Ken Mercer, Murray Milner, Mengjie Zhang.

APOLOGIES Richard Harris, Abhipray Paturkar

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: **June 5, 2019**

	DISCUSSION	ACTION
2	Minutes of the last committee meeting	Moved as accepted: Steven (seconded: Murray)
3	<p>Matters arising</p> <p>Global Outstanding small section award. <i>Murray: may not have enough time for this year.</i> <i>Donald: hard part is sorting out the justifications, impact of activities (evidence hard to provide).</i> <i>Murray: let us not apply this year. However, let us focus on this next year. Appoint an award chair?</i></p>	Matter to be discussed in next meeting.
4	<p>Chair report (Murray)</p> <p>Some progress on breakfast event. Suggested speaker: Kate McKenzie – CEO of Chorus NZ. All in favour.</p>	
5	<p>Financial Report (Yi)</p> <p>The following reports and attached notice were sent out prior to the meeting.</p> <p><i>We got the rebate (\$4115.30USD) from the IEEE headquarters! Attached please find the notice.</i></p> <p><i>Attached please find the account details. Obviously we have been charged more than 10 dollars per month for admin fee... We need to consider different options. I will take a look when I get less busy, which may be in June.</i></p>	
6	<p>Membership Report (Abhipray)</p> <p>The attached report was sent out prior to the meeting.</p>	

Webmaster Report (Richard)

APRIL 2019 REPORT

1. Shifted events that have been completed and placed them in the recent events section or in the past events archive.
2. Added the previous meeting minutes (AGM draft minutes)
3. Highlighted announcement of Post-Graduate Presentation Day on our site
4. Generated a website entry for the new Engineering New Zealand Electrical Engineering Group Launch and a corresponding e-Notice (courtesy of information from Murray).
5. Helped to respond to R10 request for an NZ IEEE Council website. (Old site was over 10 years old - R10 web administrator to be informed in order to locate it.)
6. IEEE Region 10 AGM Notes from Murray and Donald were edited, and an announcement made on our website with a downloadable pdf version also made available through the site for members.
7. An image of the Small Section Award that was presented at the R10 AGM has been placed on the site for members to view. Committee members can locate it via <http://ewh.ieee.org/r10/nzc/#ItemsOfInterest> on our site.
8. The Upcoming Events section on our site can now be accessed also directly at: <http://ewh.ieee.org/r10/nzc/#UpcomingEvents>. I have placed bookmarks on our site to assist with more rapid access to information, if more are required, I shall be happy to include them, the redesign of the site should make navigation easier in the longer term.
9. Quietly working on a revamped Section website and it will eventually be accessible in its draft form at <http://ewh.ieee.org/r10/nzc/NewSite> however, you will NOT find anything useful at this location presently - only a placeholder of an old webpage from our existing site. I'll make a further announcement to the committee once I have progressed sufficiently for the committee to comment on its new design. Please be patient, this is going to take some time to complete!!!

8	<p>Chapters / YP / WIE / Student Reports</p> <p>YP Potential speaker for YP event suggested by Murray: Doug McConnell. Approached by ANZCON organisation for help.</p> <p>Student Approached by ANZCON organisation for help. Donald proposed a panel discussion on “How does being an IEEE member help in terms of career.” Section to support members’ attendance: 100NZD per person in exchange for a report (benefits of attending) We should send 2-3 people from Massey University and Victoria.</p>	<p>Yi and Steven to prepare a programme for 2019.</p> <p>Chanjief to send info to Meng.</p>
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Computational Intelligence

Next month: IEEE Congress in Te Papa, about 500 participants registered (very good!).

Prof. Kay Chen Tan from City University of HK to give Distinguished Lecturer talk.

Murray: we can provide up to 400\$ for local cost (as per precedent).

Meng to send info to Richard for publication on the Section's website.

9

Other Business

APR
2019

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.

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	4	
				Fellow	3	
				Graduate Student Member	40	
				Life Fellow	2	
				Life Member	15	
				Life Senior	6	
				Member	149	
				Senior Member	30	
				Student Member	8	
				Other Grades	Affiliate	9
			Total		266	
			New Zealand N..	IEEE Grades	Graduate Student Member	1
			Total		1	
Total		267				

Active Student Members

Region	Council	Section	Grade	Total
R10	New Zealand Council	New Zealand Central Section	Graduate Student Member	34
			Student Member	5
		New Zealand N..	Graduate Student Member	1
		Total	40	



**IEEE MEMBER AND GEOGRAPHIC ACTIVITIES DEPARTMENT
STATEMENT OF REBATE
2019**

R00302 New Zealand Central Section

24 Apr 2019

SECTION ALLOWANCE: \$2,000.00

Member Breakdown:

Member	195 @ 3.00 ea.	\$585.00
Graduate Student Member	28 @ 3.00 ea.	\$84.00
Student Member	4 @ 3.00 ea.	\$12.00
Associate Member	6 @ 3.00 ea.	\$18.00
Affiliate	12 @ 1.50 ea.	\$18.00
Senior Member	36 @ 4.00 ea.	\$144.00
Fellow	3 @ 4.00 ea.	\$12.00

Total Member Rebate: \$873.00

Subsections *(For eligible, qualified Subsections):* \$0.00

Chapters *(w/Acceptable # of Events, 2@\$200.00 ea.):* \$400.00

Joint Chapters *(w/Acceptable # of Events, 2@\$200.00 ea.):* \$400.00

Affinity Groups *(w/Acceptable # of Events):* \$0.00

Subtotal 2019 Rebate \$3,673.00

Met deadline = 10% Bonus \$367.30

- Less Deductions \$0.00

Total 2019 Rebate: \$4,040.30

Activity Bonus *(if requirements are met):*

Section Bonus:	\$0.00
Subsection(s) Bonus:	\$0.00
Chapter(s) Bonus <i>(1@\$75.00 ea.):</i>	\$75.00
Joint Chapter(s) Bonus:	\$0.00
Affinity Group(s) Bonus:	\$0.00

Net 2019 Rebate: \$4,115.30



**IEEE MEMBER AND GEOGRAPHIC ACTIVITIES DEPARTMENT
UNIT BREAKDOWN
2019**

R00302 New Zealand Central Section

24 Apr 2019

CHAPTERS

Organizational Unit	Mem	T	NT	P	A	Total	Base Amount	Timeliness Bonus	Activity Bonus	Total
CH10541 New Zealand Central Section Chapter, PE31		7	0	0	0	7	\$200.00	\$20.00	\$75.00	\$295.00
CH10658 New Zealand Central Section Chapter, CIS11		5	0	0	0	5	\$200.00	\$20.00	\$0.00	\$220.00

JOINT CHAPTERS

Organizational Unit	Mem	T	NT	P	A	Total	Base Amount	Timeliness Bonus	Activity Bonus	Total
CH10485 New Zealand Central, South, North Chpt, SP01/IT12		2	0	0	0	2	\$200.00	\$20.00	\$0.00	\$220.00
CH10501 New Zealand Central, South, North Jt Chpt, IM09		2	0	0	2	4	\$200.00	\$20.00	\$0.00	\$220.00

AFFINITY GROUPS

Organizational Unit	Mem	T	NT	P	A	Total	Base Amount	Timeliness Bonus	Activity Bonus	Total
GD00302 New Zealand Central Section Affinity Group, YP		0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00