

Minutes of the committee meeting held on 9 June 2008

1. Present: A. Bainbridge-Smith, A. Busch (chair), R. M. Harrington, T. L. Ingham,
 D. J. McRae, G. J. Milne, B. Lawrence (SB Chair), A. Laphorne, Dr XiaoQi Chen
- Apologies: R. M. Duke, K. Eccleston, R. Green, S. Lansley, R. Millane, S. Panagoda,
 H. Sirisena, N. Watson

- | | <u>ACTION</u> |
|---|---|
| 2. Briefings by Dr XiaoQi Chen | |
| a. 7th IEEE Conference on Control & Automation. The conference will be organised jointly by the IEEE Singapore Control Chapter & IEEE NZ South. The registration will be in Singapore (in Singapore \$). The conference will be held in NZ at Canterbury University: there may be a GST liability. As the conference is being held in NZ, any liabilities arising from the event will sit with NZ South; having the registraton & charging in NZ may simplify any attendant tax issues. We feel that seeing the Section Agreements for the previous Conferences may be helpful. NZ South Section needs to have a formal proposal for the Section's involvement. | |
| b. Formation of a New Zealand Robotics & Automation Chapter. There is now sufficient Societ membership in NZ to support the formation of a joint NZ Chapter. It is proposed that the Chapter would eb hosted by NZ South, with the Chair rotating among the 3 NZ Sections. The formation would require letters of support from all 3 Sections. We agree to write a letter of support from NZ South Section. | Busch |
| 3. The minutes of the meeting of 28 April 2008 were taken as a correct record of the meeting. | |
| 4. Matters arising from the meeting of 28 April 2008: | |
| a. Item 3a: Support for IEEE Sensors Conference: this is the flagship conference for the Sensors Council and will be held in Christchurch. A. Busch will ask S. Mukhopadhyay what is required. | Busch |
| b. Item 3b: Communications Society joint Chapter split: we are waiting for a reply from NZ Nor | |
| c. Item 3c: Biomedical Society Chapter maintenance: A. Bainbridge-Smith will follow-up. | Bainbridge-Smith |
| d. Item 3d: Committee membership: A. Busch is able to co-opt committee members but cannot co-opt Section Officers. | |
| e. Item 3g: Power Societies Chapter status: the Chapter revision is now with NZ Council. | |
| f. Item 5a: C. Sarkar presentation: A. Busch will write informing him that we have no relevant interest Chapter here. | Busch |
| g. Item 5b: ATNAC conference: a Call For Papers has been circulated. | |
| h. Item 8f: ICCA conference: IEEE Singapore have been asked to formally notify NZ South. | |
| i. Item 9: Membership Development: everything is complete except for the email. | Milne |
| 5. Finance: no report. | |
| 6. Correspondence: | |
| a. NZ Workshop in High Performance & Grid Computing to be held in Otago: A. Busch will write asking what their requirements are. | Busch |
| b. Notification that NZ South Computer Society did not report any meetings last year. | |
| 7. Student Branch: the Student Branch has recruited 29 new members. The proceeds of the BBQ are in the account. The Mock Interview event has been organised & 3 more events have been planned. We agree retrospective approval of a \$1,000 grant to the Student Branch to fund their events. A. Busch, B. Lawrence, A. Laphorn, R. Millane & D. J. McRae will agree an appropriate level of budget support for Student Branch meetings. | Bush
Lawrence
Laphorn
Millane
McRae |
| 8. GOLD: GOLD has held a further meeting and would like budget support for a planned meeting to be held in July. A. Busch, R. Millane & D. J. McRae will agree the level of support available. | Busch
Millane
McRae |
| 9. Chapter business: | |
| a. Power Engineering Society, Power Electronics Society: see item 4e. | |
| b. Communications Society: see item 4b | |
| c. Microwave Theory & Techniques Society: nothing to report. | |
| d. Biomedical Society: nothing to report. | |
| e. Computer Society: there is a meeting planned for 19 June. | |

ACTION

10. Membership Development: see item 4i.

11. General Business:

- a. We discussed the organisation of a Section social meeting, possibly in the form of a Quiz Night. It would require a venue & an MC, apart from anything else. B. Lawrence will investigate the feasibility of IEEE TV.
- b. A. Bainbridge-Smith presented the IEEE NZ Council report.
- c. A. Busch, & R. Millane in conjunction with the other Section Chairs will consider funding the NZ Council Chair to R10 meetings.

Lawrence

Busch
Millane

12. The next committee meeting will be held on Monday 21 July 2008 in Level 4 Meeting Room, Electronic & Computer Engineering Building, Canterbury University, at 5:30 p.m.