

## Minutes of the committee meeting held on 21 July 2008

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

- |  | <u><b>ACTION</b></u> |
|--|----------------------|
| 2. The minutes of the meeting of 9 June 2008 were taken as a correct record of the meeting.  |                      |
| 3. Matters arising from the meeting of 9 June 2008:  |                      |
| a. Item 2b: Formation of a NZ Robotics & Automation Chapter: A. Busch has written a letter of support on behalf of NZ South Section.   |                      |
| b. Item 4a: Support for IEEE Sensors Conference: A. Busch has asked what the requirements are.   |                      |
| c. Item 4c: Biomedical Society Chapter maintenance: nothing to report.   |                      |
| d. Item 4f: C. Sarkar presentation: A. Busch will write informing him that we have no relevant interest Chapter here.  | Busch                |
| e. Item 4i: Membership Development: the item has been completed.   |                      |
| f. Item 6a: NZ Workshop in High Performance & Grid Computing: we are waiting to be notified of the requirements.   |                      |
| g. Item 11a: IEEE TV: B. Lawrence has emailed IEEE and is waiting for detailed information.  |                      |
| h. Item 11c: R10 Meeting attendance: we agree not to use the Section budget to fund NZ Council Chair to attend R10 meetings. A. Busch will liaise with NZ North Section with regard to sending a joint representative. | Busch                |
| 4. Finance:  |                      |
| a. Current accounts: no report. The accounts will be presented at the next meeting.  | Millane              |
| b. 2008 budget: S. Lansley will consider volunteering for the Treasurer role in 2008.  | Lansley              |
| 5. Correspondence:   |                      |
| a. IET Airways Corporation visit invitation: A. Busch will pass the invitation to K. Eccleston for distributon.  | Buch<br>Eccleston    |
| 6. Student Branch:   |                      |
| a. Mock Interviews: the event was a success and also ran under its budget. Some of the participants may be interested in next year's Student Branch committee.   |                      |
| 7. GOLD: the mid-winter technical forum was successful.  |                      |
| 8. Chapter Business:   |                      |
| a. Power Engineering & Power Electronics Society: no report.   |                      |
| b. Communications Society: no report.  |                      |
| c. Microwave Theory & Techniques Society: no report.   |                      |
| d. Biomedical Society: no report.  |                      |
| e. Computer Society: no report.  |                      |
| 9. Membership Development: there is a possible visit to Eaton Corporation planned for 20 Augst.  |                      |
| 10. Visiting Robotics Speaker: NZ North Section have a Robotics speaker visiting. A. Bainbridge-Smith will liaise with NZ North with regard to the speaker visiting NZ South.  | Bainbridge-Smith     |
| 11. Site Visit: we have been offered the possibility of a site visit to Schneider Electric. A. Laphorne will investigate further.  | Laphorne             |
| 12. Quiz Night: A. Busch will develop a plan for holding a Quiz Night.   | Busch                |
| 13. AGM: the IET may be holding their AGM at an earlier date than last year's. S. Lansley will liaise with IET with regard to holding a joint AGM and dinner.  | Lansley              |
| 14. The next committee meeting will be held on Monday 8 September 2008 in Level 4 Meeting Room, Electronic & Computer Engineering Building, Canterbury University, at 5:30 p.m.  |                      |