

Minutes of the committee meeting held on 8 September 2008

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

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| 2. The minutes of the meeting of 21 July 2008 were taken as a correct record of the meeting with the correction that Item 4b should have referred to the 2009 budget and 2009 committee. | |
| 3. Matters arising from the meeting of 21 July 2008: | |
| a. Item 3a: NZ Robotics & Automation Chapter: see item 5b following. | |
| b. Item 3b: Support for IEEE Sensors Conference: see item 4b following. | |
| c. Item 3c: Biomedical Society Chapter maintenance: nothing to report – item is closed. | |
| d. Item 3d: C. Sarkar presentation: A. Busch has written informing him that we have no relevant interest Chapter here. | |
| e. Item 3f: NZ Workshop in High Performance & Grid Computing: we have been notified of the requirements: item closed. | |
| f. Item 3h: R10 Meeting attendance: T. L. Ingham will represent NZ South; NZ North are also sending a representative. | Ingham |
| g. Item 4b: S. Lansley has accepted nomination as treasurer for 2009. | |
| h. Item 5a: the Airways Corporation visit invitation was circulated. | |
| i. Item 9: the visit to Eaton Corporation proceeded as planned. | |
| j. Item 10: Robotics presentation: the presentation will not take place. | |
| k. Item 12: Quiz Night: planning is in progress. | Busch |
| l. Item 13: AGM: see item 10 following. | |
| 4. Finance: | |
| a. Current accounts: balances are \$480 in the cheque account & \$11,000 in term deposit. There will also be a sum in the “Concentrated Banking Account”. | |
| b. 2009 budget: R. Millane presented a budget for 2009, which was accepted by the meeting with minor adjustments.. | |
| c. Rebates: A. Busch and A. Bainbridge-Smith will submit the appropriate form to claim rebate reimbursement from IEEE HQ. | Buch
Bainbridge-Smith |
| d. Centennial Prize: A. Bainbridge-Smith will organise the award of the Centennial Prize. | Bainbridge-Smith |
| e. Reimbursement for presenters: R. Millane will agree reimbursement for presenters at meetings with N. Watson. | Millane
Watson |
| f. Wireless Workshop: We agree to support the Wireless Workshop. R. Millane will ask for an invoice. | Millane |
| 5. Correspondence: | |
| a. Cooperation with NZEI: A. Busch will liaise with NZEI for holding joint meetings. | |
| b. Robotics & Automation Chapter: A. Busch will write to XiaoQi Chen explaining the relevant procedural requirements and inviting him to attend future NZ South committee meetings. | Busch |
| c. M. Neve’s suggestion on currency exchange & rebates: this will be discussed at the R10 Caucus meeting. T. Ingham will submit the issue prioritisation on behalf of NZ South. A. Bainbridge-Smith will liaise with NZ North. | Ingham
Bainbridge-Smith |
| 6. Student Branch: | |
| a. B. Lawrence is leaving for career reasons. | |
| 7. GOLD: D. J. McRae will liaise with Student Branch with regard to graduation students joining the GOLD group. | McRae |
| 8. Chapter Business: | Lapthorne |
| a. Power Engineering & Power Electronics Society: no report. | |
| b. Communications Society: the Wireless Workshop has just been held. | |
| c. Microwave Theory & Techniques Society: no report. | |
| d. Biomedical Society: no report. | |
| e. Computer Society: no report. | |
| 9. Membership Development: A. Busch will invite J. Reece to give a presentation. | Busch |

10. AGM: the AGM is planned for Friday 7th November at Mitton Electronet on Kilmore Street.
A. Busch will liaise with IET to organise as a joint event. R. M. Duke will work with another committee member to collect nominations for the 2009 NZ South Committee.

ACTION

Busch
Duke

11. The next committee meeting will be held on Monday 20 October 2008 in Level 4 Meeting Room, Electronic & Computer Engineering Building, Canterbury University, at 5:30 p.m.