

Minutes of the committee meeting held on 20 October 2008

1. Present: A. Bainbridge-Smith, A. Busch (chair), R. M. Duke, K. Eccleston,
 R. M. Harrington, T. L. Ingham, S. Lansley, D. J. McRae, R. Millane,
 H. Sirisena, XiaoQi Chen, R. McGrath, A. Tennant, B. Jensen
 Apologies: S. Panagoda

ACTION

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| <p>2. NZEI Cooperation: B. Jensen attended to discuss details of cooperation with NZEI over the technical seminar programme. A. Bainbridge-Smith will investigate website possibilities for publication of the NZEI programme. A. Busch will discuss the 2009 programme with Chapter Chairs & then liaise with NZEI and IET.</p> | <p>Bainbridge-Smith,
Busch</p> |
| <p>3. 7th IEEE Conference on Control & Automation: the Call For Papers has been made. Local arrangements are being made. Publicity & advertising is in hand. A. Bainbridge-Smith will supply contact details for the IEEE Conference Advice Service to XiaoQi Chen. K. Eccleston & A. Bainbridge-Smith will liaise with XiaoQi Chen to assess the Conference financial arrangements with regard to NZ South Section responsibilities.</p> | <p>Bainbridge-Smith,
Eccleston,
Bainbridge-Smith,
XiaoQi Chen</p> |
| <p>4. The minutes of the meeting of 8 September were taken as a correct record of the meeting.</p> | |
| <p>5. Matters arising from the meeting of 8 September 2008:</p> <ul style="list-style-type: none"> a. Item 3f: T. L. Ingham represented NZ South at the R10 Meeting. b. Item 3k: Quiz Night: planning is still in progress. c. Item 4c: Rebates: A. Busch and A. Bainbridge-Smith will submit the appropriate form to claim rebate reimbursement from IEEE HQ. d. Item 4d: Centennial Prize: A. Bainbridge-Smith & R. Millane will organise the award of the Centennial Prize e. Item 4e: Technal Seminar presenters: R. Millane will liaise with N. Watson over meeting notification and presenters' expense reimbursement. f. Item 4f: Wireless Workshop: we have requested an invoice. g. Item 5b: Robotics & Automation Chapter: A. Busch has written to XiaoQi Chen. h. Item 7: invitations to graduates to join GOLD: D. J. McRae will contact the new graduates, possibly by email. i. Item 9: Membership Development: A. Busch will invite J. Reece to give a presentation. j. Item 10: AGM: S. Lansley will liaise with IET; R. M. Duke & R. M. Harrington will pass the meeting notice to K. Eccleston for publication. | <p>Busch
Busch,
Bainbridge-Smith
Bainbridge-Smith,
Millane
Millane,
Watson</p> <p>McRae</p> <p>Busch
Lansley, Duke,
Harrington,
Eccleston
Ingham</p> |
| <p>6. Sections Congress 2008: T. Ingham will present a report at the AGM.</p> | |
| <p>7. Student Branch: Student Branch presented the budget for their end-of-year BBQ. Student Branch will prepare a programme & budget for 2009.</p> | <p>McGrath
Tennant</p> |
| <p>8. GOLD: nothing to report.</p> | |
| <p>9. Chapter Business:</p> <ul style="list-style-type: none"> a. Power Engineering & Power Electronics Society: no report. b. Communications Society: H. Sirisena has 750 for Comms Soc expenses. NZ South Comms Soc Chapter may host APCC 2010. H. Sirisena will send Comms Soc Distinguished Lecturer information to A. Bainbridge-Smith. c. Microwave Theory & Techniques Society: no report. d. Biomedical Society: no report. e. Computer Society: no report. | <p>Sirisena</p> |
| <p>10. Membership Development: nothing to report.</p> | |
| <p>11. AGM: the AGM is planned for Friday 7th November at Mitton Electronet on Kilmore Street.</p> | |
| <p>12. NZ Council Meeting: A. Bainbridge-Smith presented the minutes of the NZ Council meeting that was held during Sections Congress 2008, and the draft revision to the NZ Council Bylaws.</p> | |
| <p>13. The next meeting will be the AGM.</p> | |