

Minutes of the committee meeting held on 10 August 2009

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

ACTION

2. The minutes of the meeting of 30 June 2009 were taken as a correct record of the meeting.
3. Matters arising from the meeting of 30 June 2009:
- a. Item 3b: NZ South Section's non-profit status: In progress. S. Lansley will confer with A. Bainbridge-Smith with regard to the details. Lansley
Bainbridge-Smith
 - b. Item 3e: ICCA2009 Closing Event: XiaoQi Chen explained that all of the formal advance contracts (e.g. accommodation advance booking) are being paid directly by the Singapore Section. K. Eccleston observed that, in the past, the Singapore Section has run some conferences directly from the Section account without transferring funds to specific conference accounts. NZ South Section agreed that we would accept a MoU with profit sharing of 60% to Singapore Section, 40% to NZ South Section, subject to a liability cap of \$1,000 for NZ South Section (prop. R. M. Harrington, seconded R. M. Duke).
 - c. Item 3h: Computer Society presentations: R. Green arranged for 2 of the professional development seminars to be sponsored by the Computer Society.
 - d. Item 3k: T. Ingham will contact the Asia Pacific Service Centre about the Section Officer List: still open. Ingham
 - e. Item 6: 125th Anniversary Year celebration activities: see Item 6 following.
 - f. Item 8a: Student Branch Mock Interview testimonials: these are being collected.
 - g. Item 8b: Student Branch costs: these have been reimbursed.
 - h. Item 8d: Student / GOLD joint events: R. McGrath and S. Panagoda conferred at the close of the meeting.
4. Correspondence: Distinguished Lecturer visit by Krikor Ozanyan: we would prefer a presentation to be at 5:30 p.m. on the 27th October. K. Eccleston will book the lecture theatre.
5. Finance:
- a. S. Lansley presented the accounts. The balances were: cheque \$80.88; Savings \$10,424.34; U.S. Concentration Banking Account US\$10,006.21. We expect our expenditure to exceed our income by approximately \$3,900 this year.
6. 125th Anniversary Year celebration activities: we agree that the prizegiving event should be held at 2 to 4 p.m. on 24th October in the NZI3 building. We would expect there to be a minimum of 50 people present; invitations requiring RSVP should allow a more accurate assessment of the attendance closer to the time. It still remains to engage a speaker. Bainbridge-Smith
7. Chapters:
- a. Power Engineering, Power Electronics: no report.
 - b. Communications: we expect a Distinguished Lecturer visit between the 17th and 19th November.
 - c. Microwave Theory & Techniques: no report.
 - d. Biomedical: no report.
 - e. Computer: no report.
 - f. Robotics & Automation:
 - i. There have been 450 papers accepted from 600 submissions for the ICCA 2009 Conference.
 - ii. The Chapter is planning a 1-day workshop on Instrumentation & Automation.
 - iii. The Chapter has been granted \$2000 by IEEE HQ.
 - iv. The Chapter will host a seminar by Peter Ross on Thursday 13 August.
 - v. The Chapter intends to host a Distinguished Lecturer visit in 2010.
8. Student Branch: R. McGrath reported on his attendance at the R10 Student Branch Conference. He emphasised the ideas for events that he got through talking to other Student Branch representatives.
9. GOLD: GOLD requires a float of \$150 for their next event; a Spring Dinner planned for 21st Lansley

August.

10. Membership Development: There are now speakers and dates for 4 seminars. A. Busch will organise a newsletter and pass it to K. Eccleston for editing and distribution.
11. The next committee meeting will be held on Tuesday 15 September 2009 in Level 4 Meeting Room, Electronic & Computer Engineering Building, Canterbury University, at 5:30 p.m.

ACTION

Busch
Eccleston