

Minutes of the committee meeting held on 23 February 2009

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

ACTION

2. The minutes of the meeting of 20 October 2008 were taken as a correct record of the meeting.
3. Matters arising from the meeting of 20 October 2008:
- a. Item 3: 7th IEEE Conference on Control & Automation: still open. T. Ingham will determine the need for a Memorandum of Understanding with regard to the Section/Chapter shared responsibility.

Bainbridge-Smith,
Eccleston,
XiaoQi Chen,
Ingham
Busch
 - b. Item 5b: 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 5d: Centennial Prize: A. Bainbridge-Smith & R. Millane will organise the award of the Centennial Prize

Bainbridge-Smith,
Millane
Busch
 - e. Item 5i: Membership Development: A. Busch will invite J. Reece to give a presentation.
 - f. Item 9b: Communications Society Chapter: AGM: A. Bainbridge-Smith will get Distinguished Lecturer information from H. Sirisena.

Bainbridge-Smith,
Sirisena
4. Finance:
- a. Current balances total approximately \$23,000. We are still waiting for reimbursements of SC'08 expenses, which should bring the balances up to approximately \$28,000.
 - b. The annual budget is still in preparation, using last year's budget as a template.
 - c. The Section's non-profit status is still an issue. R. Millane will pass relevant information to S.Lansley.

Millane,
Lansley
5. Correspondence: none of note.
6. Student Branch:
- a. Student Branch presented their budget and initial plan for 2009, consisting of 1 event per term (BBQ, interviews, BBQ, BBQ).
 - b. We agree that students may pay their membership fees to the Section, which will then pay corresponding subscription fees to IEEE using the Concentrated Banking Account. We agree that S. Lansley will negotiate an appropriate New Zealand Student Membership cost with the Student Branch.

Lansley
7. GOLD: nothing to report.
8. Chapter Business:
- a. Meeting arrangements: we agree that all financial matters, for which the Section is responsible, must come to the Section Committee. A. Busch will arrange and coordinate meeting dates and times.

Busch
 - b. Power Engineering & Power Electronics Society: no report.
 - c. Communications Society: no report.
 - d. Microwave Theory & Techniques Society: a meeting was held on 4 February.
 - e. Biomedical Society: no report.
 - f. Computer Society: no report.
 - g. Robotics & Automation Chapter: chapter formation has been approved and the inaugural meeting was held on 17 February. The automation conference is being organised. K. Eccleston will incorporate a Conference webpage into the Section web pages in conjunction with XiaoQi Chen.

Eccleston,
XiaoQi Chen
9. Membership Development:
- a. The Quiz Night is still being planned.

Busch
 - b. Ideas for an 125th Anniversary Event were discussed. Possibilities included a NZ Electrical Industry history project, a poster competition (possibly with different categories, such as a University theme of history and a Schools theme of the Future), and a dinner with an awards presentation. A. Busch and A. Bainbridge-Smith will develop a proposal.

Busch,
Bainbridge-Smith

10. Committee Meetings for 2009: A. Busch tabled a list of possible meeting dates, to be revised following feedback from the Committee.
11. The date of the next meeting will be advised appropriately.

Busch
Busch