

Minutes of the committee meeting held on 7 April 2009

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

**ACTION**

2. The minutes of the meeting of 23 February 2009 were taken as a correct record of the meeting.
3. Matters arising from the meeting of 23 February 2009:
- a. Item 3a: 7<sup>th</sup> IEEE Conference on Control & Automation: still open. A Memorandum of Understanding is required in all cases of different Geographic Entities sharing responsibility for conference organisation. There is already an understanding with Singapore Section that they will be organising the conference while we make the local arrangements: it remains for this agreement to be formalised as a Memorandum. XiaoQi Chen will forward the appropriate correspondence from Singapore to NZ South (A. Bainbridge-Smith and K. Eccleston) for consideration. XiaoQi Chen, Bainbridge-Smith, Eccleston
  - b. Item 3b: Quiz Night: planning is still in progress. Busch
  - c. Item 3c: Rebates: complete.
  - d. Item 3d: Centennial Prize: A. Bainbridge-Smith & R. Millane will organise the award of the Centennial Prize. Bainbridge-Smith, Millane
  - e. Item 3e: Membership Development: complete: J. Reece has agreed to give a presentation.
  - f. Item 9b: Communications Society Chapter Distinguished Lecturers: complete.
  - g. Item 4c: NZ South Section's non-profit status: S. Lansley will assess the Section's status. Lansley
  - h. Item 6b: Student Member subscriptions: the Student Branch have made their own arrangements.
  - i. Item 8a: Committee meeting dates for Chapter Chairs: the meeting dates have been arranged.
  - j. Item 8g: Robotics & Automation Conference webpage: still to do. Eccleston
  - k. Item 9b: 125<sup>th</sup> Anniversary Event: the proposal was presented.
  - l. Item 10: Committee Meeting dates: A. Busch presented the list.
4. Correspondence::
- a. IEEE NZ Council's application for 125<sup>th</sup> Anniversary celebration funds has been approved but with less sponsorship than applied for. The proposal was for video and poster competitions and a prizegiving dinner with speaker. There is a possibility of attracting more sponsorship. A. Busch will investigate other sponsorship possibilities, including gaming machine grants. S. Lansley will investigate the EPE Centre costs as an example in the light of their related business experience. Busch, Lansley
  - b. Secondary School robotics course: request for funds: we are unable to reach a decision on the available information. A. Busch will request information to clarify the issue. Busch
  - c. Registration list for IEEE 125<sup>th</sup> Anniversary R10 Student Congress: we agree to support our nominated student.
5. Finance:
- a. Current balances total \$20,758.83
  - b. We agree to a cap of \$30 on catering expenses for each technical meeting.
  - c. S.Lansley will present a revised budget at the next committee meeting. Lansley, Eccleston, XiaoQi Chen
6. Chapters:
- a. Power Engineering, Power Electronics:
    - i. We are still unsure of the status of the North/Central/South Chapter split.
    - ii. There has been a High Voltage meeting; there is another meeting planned (with an evening presentation); there will be an Erskine Visitor in Quarter 3.
    - iii. There is a possibility of Distinguished Lecturer visits.
    - iv. The Australian Power Committee will be holding their Annual Meeting in Christchurch.
    - v. The Internet Technical Committee of CIGRE will meet in Christchurch. T.Ingham will check with K. Eccleston whether the CIGRE notices went out to all IEEE members or only to the Power Societies members. Ingham, Eccleston

**ACTION**

- b. Communications:
- i. There is an Erskine Fellow (Jose Marzo) currently in Computer Science. H. Sirisena will invite him to give a presentation (possibly in May).
  - ii. There is a possibility of a presentation by Jim Covers.
  - iii. A Distinguished Lecturer will be visiting Australia in December: it may be possible to get a presentation locally (the cost may be in the region of \$300).
  - iv. There will be a Wireless Workshop. Our contribution is normally \$300.
- c. Microwave Theory & Techniques: no report.
- d. Biomedical: no report.
- e. Computer: there are currently 2 potential speakers.
- f. Robotics & Automation:
- i. There has been 1 meeting.
  - ii. A planned speaker has withdrawn.
  - iii. About 100 papers have been submitted for the Conference. Conference Insurance has been taken. There is a need for a post-conference closing activity, which the Department is willing to sponsor. The Singapore organisers would underwrite the event to cover any loss; if there were a surplus then NZ South would share its half equally with the Department. XiaoQi Chen will put a proposal to A. Bainbridge-Smith and K.Eccleston.
  - iv. A Distinguished Lecturer visit is possible.
7. Student Branch:
- a. Student Branch has held its 1<sup>st</sup> BBQ & requires reimbursement. S. Lansley will arrange the transfer. The event attracted 60 new members.
  - b. The Student Branch website will be restored.
  - c. The Student Branch will arrange meetings jointly with the IET.
  - d. Organisation of the Mock Interviews has started. Student Branch is applying for funding from SPAVE.
8. GOLD: GOLD held its 1<sup>st</sup> social event in the week prior to the meeting. There is a meeting planned for May to organise the rest of the year's calendar.
9. Membership Development: it may be possible to provide seminars for professional members, covering such topics as project management, ethics, career development, entrepreneurship and intellectual property.
10. R10 Annual Meeting Report: deferred to next meeting.
11. Committee Meetings for 2009: The list of meeting dates was presented. The date for the June meeting may be subject to adjustment.
12. The next committee meeting will be held on Monday 11 May 2009 in Level 4 Meeting Room, Electronic & Computer Engineering Building, Canterbury University, at 5:30 p.m.

Sirisena

XiaoQi Chen,  
Bainbridge-Smith,  
Eccleston