

## Minutes of the committee meeting held on 11 May 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. McGrath,  
 A. Tennant  
 Apologies: S. Panagoda, H. Sirisena, XiaoQi Chen, N. Watson,

**ACTION**

2. The minutes of the meeting of 7 April 2009 were taken as a correct record of the meeting, except for the erroneous inclusion of XiaoQi Chen's name in the action list for Item 5 (Finance) and the incorrect spelling of Jim Cavers' name in Item 6. b. ii.
3. Matters arising from the meeting of 7 April 2009:
- a. Item 3a: 7<sup>th</sup> IEEE Conference on Control & Automation: discussed later.
  - b. Item 3b: Quiz Night: now cancelled.
  - c. Item 3d: Centennial Prize: Jim Chong has been nominated as the qualifying student: A. Busch will present the award on 20<sup>th</sup> May. Busch
  - d. Item 4c: NZ South Section's non-profit status: S. Lansley will assess the Section's status. Lansley
  - e. Item 8g: Robotics & Automation Conference webpage: complete.
  - f. Item 4a: 125<sup>th</sup> Anniversary: discussed later (Item 6).
  - g. Item 4b: Secondary School robotics course: A. Bainbridge-Smith will ask Paul Gaynor for more information. Bainbridge-Smith
  - h. Item 6av: CIGRE Committee: notices were sent only to members of the Power Societies.
  - i. Item 6bi: Communications Society: Jose Marzo has arranged to give a presentation 20<sup>th</sup> May.
4. Correspondence::
- a. MoU for ICCA2009: we do not believe that the letter of intent received from Singapore is a satisfactory basis for a Memorandum of Understanding. A. Bainbridge-Smith will generate a Memorandum of Understanding more appropriate to our requirements. Bainbridge-Smith
  - b. ICCA2009 Closing Event: we perceive no risk, as the number of participants will be known by the start of the Conference. XiaoQi Chen will explain the benefit to NZ South of the proposed sponsorship terms at the next Committee meeting. XiaoQi Chen
5. Finance:
- a. Current accounts: we have refunded Student Branch their BBQ expenses and paid \$100 for Student Congress registration.
  - b. S.Lansley will present a revised budget at the next committee meeting. Lansley
6. 125<sup>th</sup> Anniversary Year celebration activities: A. Bainbridge-Smith will ask the other NZ Sections if they would subsidise travel in the event of a winning poster/video competition team being from their regions. Bainbridge-Smith
7. Chapters:
- a. Power Engineering, Power Electronics: N. Watson is giving a presentation to PES/PELS members in Christchurch on 15 May, & a seminar in Auckland on 11 June.
  - b. Communications: the DL visit will be on 21<sup>st</sup> December.
  - c. Microwave Theory & Techniques: no report.
  - d. Biomedical: no report.
  - e. Computer: R. Green will arrange for presentations by 2 speakers. Green
  - f. Robotics & Automation: XiaoQi Chen has forwarded the ICCA2009 correspondence with Singapore to A. Busch. The Dept. of Mechanical Engineering has offered to support a post-conference event. The ICCA2009 submissions closed on 10 May, with 565 papers received.
8. Student Branch:
- a. There has been a meeting to organise the Mock Interviews.
  - b. The Student Branch will post relevant photographs on their website.
9. GOLD:
- a. The recent planning meeting has identified a tour of the recycling plant and a career planning presentation as possible events.
  - b. GOLD will pass the contact details for Marie Gray to A. Busch. McRae

10. Membership Development: instead of the Quiz Night, we will organise a series of relevant seminars. A. Busch will present a schedule for the seminars at the next committee meeting.
11. R10 Annual Meeting Report: the report was accepted as tabled at the last meeting and commended for its thoroughness.
12. Annual reporting:
  - a. There appear to be some inaccuracies and omissions in the Section Officer list. T. Ingham will investigate.
  - b. We have still not completed the L50 report for last year's financial activities. R. Millane is working on it.
13. The next committee meeting will be held on Tuesday 30 June 2009 in Level 4 Meeting Room, Electronic & Computer Engineering Building, Canterbury University, at 5:30 p.m.

**ACTION**

Busch

Ingham