

IEEE New Zealand Central Section Committee Meeting

2 September 2021 - 04:10pm –4:59pm

The meeting was held via Zoom.

ATTENDEES

Mei, Yi
Bailey, Donald
Milner, Murray
Harris, Richard
Chen, Qi
Lensen, Andrew
Zhang, Fangfang
Zhang, Mengjie
Gui, Xiang
Xue, Bing

APOLOGIES

Zhang, Fanglue
Sarkar, Nurul
Nguyen Hoai, Bach
Chang, Yuan
Taberner, Andrew
Doronin, Alex (on parental leave until 7 September)
Zaida, Kanwal (late apology)

AGENDA

1. Welcome / Apologies
2. Minutes of the last meeting
3. Matters arising
4. Chairs report
5. Finance report
6. Industry Coordination report
7. Membership report
8. Webmaster report
9. Affiliate group reports (YP, WIE, LM)
10. Student Branch reports
11. Chapter reports
12. Other business
13. Next meeting

Next meeting: Thursday 7 October 2021 commencing at 4:10pm, via Zoom at

<https://vuw.zoom.us/j/95114487623>

	DISCUSSION	ACTION
1	Welcome/Apologies The Chair welcomed members to the meeting.	
2	Minutes of the last committee meeting	<i>Moved as accepted (Yi, seconder Murray)</i>
3	Matters arising The Action items were reviewed: <ul style="list-style-type: none"> No progress with a successor for the Webmaster to date – needs urgency although Richard’s plans have been delayed due to COVID-19. Also nominations for the History Coordinator and Industry Coordinator roles are encouraged. 	
4	Chair’s Report <ul style="list-style-type: none"> Xiang Gui has provided an email from the Massey University librarian concerning a 4% licence fee increase to access IEEE journals – it was agreed that Yi email R10 explaining the situation and requesting some support under these difficult COVID times. Kanwal has requested assistance with her membership in order to progress her proposal for WIE activities – a subsidy was supported based on the following conditions. It was agreed that such requests for membership subsidy be handled on a case by case basis to avoid any form of precedent. The conditions to be met for favourable consideration are as follows: <ul style="list-style-type: none"> The person must have a defined IEEE executive role, The effort being put into the successful execution of the role must be demonstrated, The request must be a one-off with requests over consecutive years not applicable, The maximum subsidy for a successful applicant will be 50% of the annual IEEE membership. Attendance at TENCON 2021 in December 2021 is encouraged. 	<i>Anyone interested in the Webmaster roles to contact Yi.</i> <i>Anyone interested in History Coordinator role to contact Yi.</i>
5	Finance Report Treasurers report for 2/9/2021: <ol style="list-style-type: none"> Transactions over the last month: <ol style="list-style-type: none"> The only income was from interest Other expected transactions have been delayed due to COVID-19. 	

	<p>2) Current balances:</p> <ul style="list-style-type: none"> a. NextGen USD6170.54 b. Westpac NZD19786.85 <p>3) Some expenses are expected over the next few months:</p> <ul style="list-style-type: none"> a. Postgraduate Symposium in November, b. Joint Breakfast event in October, c. AGM in November – possible BBQ at Milner residence. 	
6	<p>Industry Coordination Report</p> <ul style="list-style-type: none"> • ENZ has identified a possible speaker for the Joint Institutions Breakfast event – Mr John Clark from Transpower. • A backup speaker has also been identified as Neal Barclay, CEO of Meridian Energy. • Planning for the Breakfast event has been delayed due to COVID-19. • Another joint institutions event has been scheduled for 15 September via Zoom only. 	<p><i>All to identify potential candidates for the role of Industry Coordinator.</i></p>
7	<p>Membership Report</p> <p>Current membership numbers are as follows:</p> <ul style="list-style-type: none"> • Active members in 2019: 264 • Active members in 2020: 266 • Active members as at February 2021: 221 • Active members as at March 2021: 231 • Active members as at April 2021: 247 • Active members as at May 2021: 250 • Active members as at June 2021: 253 • Active members as at July 2021: 254 • An increase of 1 in the total number compared to 06/2021 • It was noted that some more Postgraduate memberships will expire with the delay in the Postgraduate Symposium event. <p>Overall Membership is progressing well. This was reinforced by the Region 10 membership retention award notified during August.</p>	
8	<p>Webmaster Report</p> <ol style="list-style-type: none"> 1. Added the updated Minutes page with the July 1st ZOOM Meeting to the website. 2. Updated the home webpage moving recent events over to the past events section. Fairly extensive reorganisation. 3. Notification of the joint institutions event concerning the issues relating to distribution transformers by Dr Dan Martin from ETEL via our website and an eNotice. 4. Added notice of Wireless Workshop postponement to November 2021. 	

9	<p>Affinity Group Reports</p> <p>YP</p> <ul style="list-style-type: none"> • There was no YP meeting in August due to COVID-19. • It is aimed to have a YP event in September now. <p>WIE</p> <ul style="list-style-type: none"> • Proposal submitted by Kanwal for some events including a virtual one in conjunction with NSW Section. • The proposal has been delayed due to Kanwal's membership status. • Kanwal is in the process of moving to Auckland. <p>LM</p> <ul style="list-style-type: none"> • One additional response from a potential LM member making a total of 11 responses. • Murray is to investigate the potential for a NZ LMG. 	<p><i>Murray to investigate the potential to establish a NZ LM Group.</i></p>
10	<p>Student Branch Reports</p> <ul style="list-style-type: none"> • The Postgraduate Symposium organisation is all in hand but the event had to be postponed at the last minute to November 2021 due to COVID-19 Level 4 lockdown. • Fangfang is continuing to keep the Victoria Branch active at this stage but needs to identify a successor post the Postgraduate Symposium. 	<p><i>A successor Student Coordinator at Victoria is needed to replace Fangfang post the Postgraduate Symposium.</i></p>
11	<p>Chapter Reports</p> <p>The following Chapter Chairs have been identified (repeated for convenience):</p> <ul style="list-style-type: none"> • Computational Intelligence Chapter: Mengji Zhang • Power and Energy Chapter: Ramesh Rayudu • Joint Signal Processing/Information Theory Chapter: Yusuke Hioka • Joint Instrumentation and Measurement Chapter: Andrew Taberner • Joint Communications Chapter: Nurul Sarkar • Joint Robotics and Automation: Ho Seok Ahn (new Chair). <p>Comsoc Chair report</p> <ol style="list-style-type: none"> 1. 2021 IEEE NZ Wireless Workshop: This event has been rescheduled. The new date is 19 November 2021 (9:00 am to 5:30 pm). Venue: Maclaurin Lecture Theatre 102, Victoria University of Wellington, Kelburn Campus. <p>Computational Intelligence</p>	

	<ol style="list-style-type: none"> 1. Verbal report was provided with no new events. 2. Several members are providing review services for the conference being held in Warsaw in December 2021. 3. Bing is also editing the newsletter. 4. Annual elections are due soon. <p>No other Chapter reports were available.</p>	
12	<p>Other Business</p> <ul style="list-style-type: none"> • It was noted again that there is a need to start thinking about succession planning for all committee members to ensure continuity through into 2022. • Progress is being made on the application for Mengjie to apply for a Fellow of ENZ. 	<p><i>All committee members to think about their roles and interests for 2022.</i></p>
13	<p>Next Meeting</p> <p>Committee meetings will be held regularly on the first Thursday of each calendar month commencing at 4:10pm (to accommodate some lecturing commitments) and held using Zoom unless otherwise communicated.</p> <p>Hence the next committee meeting will be held on Thursday 7 October commencing at 4:10pm. Zoom details as per this meeting.</p>	