

IEEE New Zealand Central Section Committee Meeting

7 October 2021 - 04:10pm – 5:07pm

The meeting was held via Zoom.

ATTENDEES	<u>Mei, Yi</u> Bailey, Donald Milner, Murray Chen, Qi Zhang, Fangfang Zhang, Mengjie Xue, Bing Zhang, Fanglue Sarkar, Nurul Nguyen Hoai, Bach Chang, Yuan Doronin, Alex Zaida, Kanwal
APOLOGIES	Gui, Xiang Harris, Richard
AGENDA	<ol style="list-style-type: none">1. Welcome / Apologies2. Minutes of the last meeting3. Matters arising4. Chairs report5. Finance report6. Industry Coordination report7. Membership report8. Webmaster report9. Affiliate group reports (YP, WIE, LM)10. Student Branch reports11. Chapter reports12. Other business13. Next meeting

Next meeting: Thursday 4 November 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"> The arrangement of the Postgraduate Symposium. Hope the government will announce positive news today, and we can decide the new date of the event! <ul style="list-style-type: none"> After some discussion, it was decided that we should plan to hold the Symposium on Friday 26 November with two options for venue: Massey if we are at COVID-19 Level 1 or VuW in a large room if at COVID-19 Level 2. It was also decided that we should hold the AGM after the completion of the Symposium on the same day – exact details to be determined. I have forwarded an email from R10 about submitting activities of the Section to receive the incentives. We can discuss then. <ul style="list-style-type: none"> All affiliate, student, chapter and activity coordinators to ensure that all activities are properly recorded in IEEE vTools so that they can be included in the R10 activities Report. Murray to provide Yi with a copy of the 2020 report (completed). 	<p><i>Anyone interested in the Webmaster roles to contact Yi.</i></p> <p><i>Anyone interested in History Coordinator role to contact Yi.</i></p>
5	Finance Report Treasurers report for 7/10/2021: <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. Current balances: <ol style="list-style-type: none"> IEEE NextGen banking: US\$6172.05 Increased \$2 for interest Westpac: NZ\$19656.49 Interest 45c 	

	<p>Payment made to Kanwal (membership grant) of \$131</p> <p>3) Some expenses are expected over the next few months:</p> <ol style="list-style-type: none"> Postgraduate Symposium in November, Joint Breakfast event in October, AGM in November. 	
6	<p>Industry Coordination Report</p> <ul style="list-style-type: none"> ENZ has identified a speaker for the Joint Institutions Breakfast event – Mr John Clark from Transpower. Notices for this event have been distributed and registration via vTools and ENZ are up and running. 	<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 Active members as at August 2021: 255 An increase of 10 members and a loss of 9 Graduate Student Members. <p>Overall Membership is progressing well.</p>	
8	<p>Webmaster Report</p> <p>September 2021 WEBMASTER REPORT</p> <ol style="list-style-type: none"> Added the updated Minutes page with the September 2nd ZOOM Meeting to the website. Updated the venue details for the Wireless Workshop. Updated the webpage moving recent events over to the past events section. Fairly extensive reorganisation 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. Notification of another joint institutions event, viz: The Breakfast Event. This was placed on our website and an eNotice generated with a reminder to all of the Central Section's members. vTools was used to create the event by Murray and later I edited it and used vTools to automatically create the eNotice. A good learning experience was gained by Murray and myself in generating this event and it's notice! 	
9	Affinity Group Reports	

	<p>YP</p> <ul style="list-style-type: none"> There was no YP meeting in September due to COVID-19. It is aimed to have a YP event in October now. <p>WIE</p> <ul style="list-style-type: none"> Kanwal hosted a most successful WIE event in conjunction with the NSW Section on the topic of Stress Management during September – some YP members supported this event. A second event is being planned for later this year with a guest speaker from Dot Loves Data this event will require COVID-19 Level 1 conditions. Another possible event is being considered involving the Academic Dean at Waikato University. Energy Bank has promoted some career opportunities for female engineers. <p>LM</p> <ul style="list-style-type: none"> Murray is still to investigate the potential for a NZ LMG. Murray joined the R10 LMAG event held on Saturday 18 September. 	<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"> Focus is on preparation for the Postgraduate Symposium event now scheduled for 26 November 2021. Fangfang and Yuan will coordinate to hold this event. 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> <ol 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"> 2021 IEEE STEM Ambassador: Nurul Sarkar has been appointed as an IEEE STEM Ambassador (2021-2022) in recognition for his outstanding contributions to pre-university STEM education and community development in New Zealand. 	

	<p>https://tryengineering.org/news/ambassadorannouncement/</p> <p>Note: Collaboration with IEEE Student branches, IEEE WiE, IEEE STEM outreach in NZ. It would be good if you can run a joint IEEE Pre-university STEM outreach workshop/programme either at VUW or Massey Uni Palmerston North or both if possible. The idea is to integrate all STEM activities for reporting purposes. I am happy to help.</p> <ol style="list-style-type: none"> 2. 2021 IEEE NZ Wireless Workshop: 19 November 2021 (9:00 am to 5:30 pm). Venue: Maclaurin Lecture Theatre 102, Victoria University of Wellington, Kelburn Campus. 3. It was also proposed that the Wireless Workshop be used as an opportunity to plan some pre-university workshop events for years 12 and 13 students – coordinate with outreach people from VuW. <p>Computational Intelligence</p> <ol style="list-style-type: none"> 1. The 2021 CI conference was held under virtual conditions with 4 papers accepted from the local Chapter plus some tutorials. 2. For a second year in a row, the local CI Chapter has been awarded USD500 based on the activities held during the past year. <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. • Mengjie has applied to become a Fellow of ENZ. 	<i>All committee members to think about their roles and interests for 2022.</i>
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 4 November commencing at 4:10pm. Zoom details as per this meeting.</p>	