The meeting was held via Zoom.

ATTENDEES
- Mei, Yi
- Bailey, Donald
- Milner, Murray
- Zhang, Fangfang (late)
- Huang, Kun (late)
- Gui, Xiang
- Chen, Qi
- Nguyen Hoai, Bach
- Harris, Richard
- Zaid, Kanwal (late)
- Chang, Yuan
- Costa, Joao
- MacLachlan, Jordan
- Lensen, Andrew

APOLOGIES
- Xue, Bing
- Hioke, Yusuke
- Sarkar, Nurul

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 3 March 2022 commencing at 4:10pm, via Zoom at https://vuw.zoom.us/j/95114487623
<table>
<thead>
<tr>
<th>DISCUSSION</th>
<th>ACTION</th>
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| **1 Welcome/Apologies**  
The Chair welcomed members to the first committee meeting for 2022. It was noted that Bach Nguyen Hoai has been appointed to a lecturer position at VuW. The apologies as recorded above were accepted. |                               |
| **2 Minutes of the last committee meeting**                               | *Moved as accepted (Yi, seconder Jordan)* |
| **3 Matters arising**  
- It was noted that Mengjie Zhang has been awarded a Fellowship with Engineering New Zealand. |                               |
| **4 Chair’s Report**  
The chair report:  
- The Annual Section Report is being prepared.  
- Thanks to all members who have registered events in vTools and a reminder to lodge any outstanding events.  
- All Affinity Group leaders are encouraged to organise activities in the new year  
  - The Section has funds available to support such activities.  
- Yi and Murray have registered to participate in the annual Region 10 Sections meeting over the last weekend of February 2022. |                               |
| **5 Finance Report**  
The finance report for this month:  
  - Expenses:  
    - Postgrad Grants NZD 304.63  
    - Balance Westpac NZD 15,524.12  
    - Balance Nextgen banking: USD 8,755.97 |                               |
| **6 Industry Coordination Report**  
- No report on industry events. |                               |
| **7 Membership Report**  
Current membership numbers are as follows:  
- Active members in 2019: 264 |                               |
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<tbody>
<tr>
<td><strong>Active members as of</strong></td>
<td><strong>#</strong></td>
</tr>
<tr>
<td>2020:</td>
<td>266</td>
</tr>
<tr>
<td>as at February 2021:</td>
<td>221</td>
</tr>
<tr>
<td>as at March 2021:</td>
<td>231</td>
</tr>
<tr>
<td>as at April 2021:</td>
<td>247</td>
</tr>
<tr>
<td>as at May 2021:</td>
<td>250</td>
</tr>
<tr>
<td>as at June 2021:</td>
<td>253</td>
</tr>
<tr>
<td>as at July 2021:</td>
<td>254</td>
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<tr>
<td>as at August 2021:</td>
<td>255</td>
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<tr>
<td>as at September 2021:</td>
<td>256</td>
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<tr>
<td>as at October 2021:</td>
<td>263</td>
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<tr>
<td>as at November 2021:</td>
<td>265</td>
</tr>
<tr>
<td>as at December 2021:</td>
<td>271</td>
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Overall Membership continues to progress well.

### Webmaster Report

- The transition from Richard Harris to the new webmasters is in progress.
- The first new items to be reported are the IEEE Comsoc report and the NZCS committee minutes.
- The exact split of responsibilities between Jordan and Joao is being developed with a likely split being website and notices via vTools.

### Affinity Group Reports

#### YP
- Planning is in progress to have an event early in 2022 following the postponement of the proposed December event.

#### WIE
- Planning for activities in 2022 is in progress.
- Collaboration with NSW group will continue and is encouraged by the committee.
- Collaboration with the Karachi group is also being planned.

#### LM
- Murray is still to investigate the potential for a NZ LMG.

* Murray to investigate the potential to establish a NZ LM Group.

### Student Branch Reports

- Yuan has updated the Postgraduate Symposium event in vTools.
- No update from Kun at this stage.
- Richard raised the possibility of an introduction to research for PGs.

### Chapter Reports
The following Chapter Chairs have been identified (repeated for convenience):

1. **Computational Intelligence Chapter**: Mengji Zhang
2. **Power and Energy Chapter**: Ramesh Rayudu
3. **Joint Signal Processing/Information Theory Chapter**: Yusuke Hioka
4. **Joint Instrumentation and Measurement Chapter**: Andrew Taberner
5. **Joint Communications Chapter**: Nurul Sarkar

**Comsoc Chair report**

- **2022 IEEE PreU STEM Event**: IEEE STEM Ambassador A/Professor Nurul Sarkar met college students and parents in Waterview Park in Auckland to have a mentoring session. The event held on Monday 31st January 2022. The discussion started with a light lunch and finished with Soccer play. Feedback from participants indicated that the event was successful.

**Computational Intelligence**

- No update to report

**No other Chapter reports were available.**

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<tr>
<th>12</th>
<th>Other Business</th>
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<tr>
<th>13</th>
<th>Next Meeting</th>
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<tbody>
<tr>
<td>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.</td>
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Hence the next committee meeting will be held on Thursday 3 March 2022 commencing at 4:10pm. Zoom details as per this meeting.