IEEE NZCS Committee Meeting

Held 20 May 2014 at 4:30pm via Skype

Present: Mansoor Shafi Donald Bailey Ian Woodhead, Callum Neil

Gourab Sen Gupta
Terence Betlehem
Mengjie Zhang

Calium Nell
Debraj Basu
Duncan Hall
Murray Milner

Aaron Reid

		Actions
1	Welcome Meeting commenced at 4:30 PM, with a welcome from Mansoor.	
	Special welcome to Callum Neil	
2	Apologies	
	Richard Harris,	
	Ramesh Rayudu,	
	Andrew Dawson	
	Pawel Dmochowski	
3	Minutes of the last Committee Meeting	
	Minutes of the meeting held on 8 April, 2014 were circulated prior to the meeting.	
4	Matters arising from March Committee meeting (not covered elsewhere) Minor spelling errors in minutes corrected	
	 R10 Individual benefits and Services Support Fund (Ramesh & Aaron) 	Aaron will look into it.
	R10 Professional Activities Pilot Fund (Murray)	
	• Section Congress 2014	Donald to attend as primary delegate Callum available as secondary delegate – if University doesn't pay for Donald's travel
	R10 Distinguished Section Award	Unable to complete in time
	 Call for Educational Activities Board Award Nominations (Gourab to prepare nomination of Murray for Meritorious Achievement Accreditation Activities) 	Gourab to apply for extra time, and Mansoor will help with preparation
5	Chair report (Mansoor Shafi)	
	 Legal status of section – (Waiting on document from Peter Over. Murray and Mansoor to phone Peter) David from Singapore is scheduled to come back to us with progress report. 	
	 R10 Fund for Technical Seminars and Distinguished Lecture Programs (0520_05B) 	

	Call for Volunteers – IEEE Awards Board (0520_05C)	
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	• R10 Newsletter Submissions (0520_05D)	
	 Candidate support – R10 Director-Elect Kukjinchun (0520_05E) 	
	 Candidate Petition – Division III Director-Elect Bhargava (0520_05F) 	
	 Individual Benefits and Services Support Fund (0520_05G) 	
6	Secretary report	
	No report – items of correspondence are distributed	
7	 Status of signatories / internet banking (<i>Murray</i> to create letterhead & draft letter) 	Catch up on urgent cheques, when Donald is in Wellington on Queen's Birthday weekend – arrange to meet with Ramesh and Murray .
8	Webmaster Report (Richard Harris / Terence Betlehem)	Terence to update with
	Status of information on each branch and group for websiteUpdating Section Website (0520_08B)	Chapters.
9	Membership Report (Aaron Reid)	
	 March Membership Development Report (0520_09A) 	
	 Section Vitality Dashboard (0520_09B) 	
	 Membership development webcase (0520_09C) 	
	I Joined IEEE contest (0520_09D)	
	April Membership Development Report (0520_09E)	
	Membership development plan	
	Current membership numbers: 261 Active, 41 Gold members, 51 in arrears.	Aaron to send a letter to those in arrears.
10	Awards (Gourab Sen Gupta)	and an
	 Call for Medal Nominations (0520_10A) 	
	 MGA William W Middleton Distinguished Service Award (0520_10B) 	
	 MGA Outstanding Section Award (0520_10C) 	
11	Industry Relations Report (Duncan Hall / Murray Milner)	
	 October event (Murray to look at and apply for funds through "Celebrating through Industry Day") 	
12	Student Branch and Chapter reports	
12a	Massey Student Branch (Debraj Basu)	
	 Matlab tutorial Good response (15 attended on 14/5) one more session to go on 28/5. 4PM might be too late. 	
	Plan for an industrial visit	
12b	Victoria Student Branch (Henry Williams)	Mengjie will follow up
	 Timing of 2014 postgraduate presentation event 	with Henry & Pawel.
	Other plans No report	
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12c	Young Professionals, GOLD (Callum Neil)	
12d	No report Women in Engineering	
120	Call for proposals WIE support fund (0520_12D)	
	No report	
12e	Instrumentation and Measurement Society (Ian Woodhead)	
	 1-day Agritech-based sensors workshop will be held at Lincoln on 4 July 	lan will forward info to Donald for distribution
	 2-day workshop will be held in Auckland during November, our aim is to align the time to be adjacent with IVCNZ 	
	 There was a seminar held on 12 February at Massey University's School of Engineering & Advanced Technology, Low-Frequency Magnetometers by Asaf Grosz, Ben-Gurion University, and on 14 February, Biomimetic Locomotion and Sensing Control in Field Robots by Prof XiaoQi Chen, University of Canterbury. 	
12f	Comm / SP / IT Society (Terence Betlehem)	
	Status of restructuring Still in progress.	
12σ	Still in progress Power and Energy Society (Ramesh Rayudu)	
12g	No report	
12h	Computational Intelligence Society (Mengjie Zhang)	
	Expect visitor from Melbourne in 3 weeks or so. Details to be confirmed	
13	General Meetings	
	 Joint Institutions Breakfast (22 May, Ian McCrae speaking) 	
	Expect about 40 to attend	
	 Sensor workshop in Lincoln (4 July I&M chapter) 	
	 John Matthews (12 October, CS/SP/IT chapter) 	
	 I&M Workshop in Bioengineering Institute (November, I&M chapter) 	
	 Ekram Hossain (14 November?, CommSoc Chapter) 	
	Industry event – Murray & Duncan	Murray and Duncan to look at this for October.
14	Conferences	Donald will find
	 ICARA – 17-19 February in Queenstown. Looking at technical co- sponsorship. 	information on technical sponsorship.
	 IVCNZ – November in Auckland 	
	Robotics, Automation and Sensing Group in November	
	 10th International Conference on Simulated Evolutionary and Learning (SEAL 2014) 	
	 International Conference of Teaching Assessment and Learning (8- 10 December) (0520_14B) 	
15	Other Business	
1.0	None None	
16	Next Meeting The next meeting was tentatively scheduled for <i>Tuesday 17th June</i> at 4:30 pm (delayed 1 week because of ICC conference). Meeting closed at 5:45 pm.	
	iviceting closed at 3.43 pm.	