IEEE NZCS Committee Meeting

Minutes: Tuesday 7 March 2017 at 4:30pm via Skype

Present:

Donald Bailey	Xiang Gui	Shan Jaffry	Kanwal Zaidi
Fernando Castellanos	Faraz Hasan	Steven Le Moan	Nurul Sarkar
Richard Harris	Mengjie Zhang	Akbar Ghobakhlou	

Item	Discussion	Actions
1	**Welcome (Donald Bailey)**	
2	**Apologies** Murray Milner, Ramesh Rayudu, Gourab Sen Gupta, Ken Mercer Yusuke Hioka, Aaron Reid	
3	**Minutes of last committee meeting (7 February 2017)** accepted as a true and accurate record of the meeting.	**Moved**: Donald **Second**: Richard
4	**Matters arising** • Special Interest Group on Humanitarian Technology (SIGHT) action plan (Sudhir / Ramesh / Murray) - no report due to absence • IEEE NZ Day (Donald) Donald met with the chairs of NZ Council and other NZ sections at the NZ Council meeting as part of the R10 meeting yesterday morning. The current plan is to run the event on a Friday afternoon / evening in late July (either 21 or 28), timed at the start of academic semester to get maximum benefit in attracting students. The idea is to have 3 keynote / panel discussions with senior members presenting or discussing key accomplishments of IEEE within their area over the last 50 years, with an outline of what is coming up. The idea is to showcase what IEEE has done. The suggestion was North Section focus on power engineering (in particular power generation and transmission), South Section focus on RF communications (eg Tait Communications), and Central Section focus on computing (eg WETA etc). The timing of the events would be staged and webcast to any interested members. Richard suggested that JP Lewis at WETA could be approached as a potential speaker or for suggestions of potential speakers from WETA. • Terms of office (Murray / Ramesh / Donald) The sub-committee is yet to meet and come up with a proposal. So this is postponed to the next meeting. • Roles and responsibilities of various portfolios Donald would like to have a small manual listing the roles and responsibilities within the committee for easy reference and smooth transition during officer changeovers. Donald has received these from Richard and Xiang so far.	**Sudhir**, **Murray** and **Ramesh** to follow up on developing an action plan, once Harsh's replacement is found. **Everyone in the committee** including **Chapter Chairs** to send a bullet-point list of key tasks (what and when) of your role to **Donald** for collation and discussion.
5	**Chair's report** • R10 meeting & NZ Council meeting (Chiba, 3-5 March) report Donald distributed his report before this meeting. Donald highlighted the following key points: 1) The IEEE Australia-New Zealand Student Congress (ANZSCon) for student/YP/WIE is being held immediately before the Sections Congress (Sydney, 11-13 August). We were encouraged to send our student members to ANZSCon, who could gain free registration to Sections Congress as volunteers. 2) The Membership	

7		Development Panel recommended paying special attention to first year members, especially non-student members. Also attention should be paid to those who don't renew, to discuss reasons for not renewing, or to welcome them back. It was recommended performing a SWOT analysis of the section with regards to membership development. Kanwal reported that there were delays between membership renewal and status update in the IEEE online database, as she has received replies from members who were sent reminder emails saying that they have already renewed. 3) IEEE has funds for awards and various activities and we could apply for some of these funds. Donald will forward the information (as it comes out) to appropriate people for considering applying. 4) Incorporation: we are currently waiting on feedback and answers to our queries from the lawyers. 5) Joint chapters: there are two key issues here, one is communication, and the other is financing of activities. Nothing was really resolved, and will be discussed further at monthly meetings that the Council has decided to have. 6) NZ North is keen to put in a bid to host TENCON in Auckland in 2020. They would like our support (in principle at this stage), either as technical or financial co-sponsors, and in terms of organisational support if the bid is successful. TENCON is a major event with around 1000 participants and 10 parallel tracks, and would need a large facility such as the new convention centre in Auckland expected to be completed in 2019. Richard suggested that it would look good for the NZ sections to back this bid and provide whatever support we can, depending on the availability of appropriate volunteers, as mentioned by Donald. • Joint IEEE IET activity Donald had a meeting about a week ago with Darren Baxter, Chair of the IET Wellington Network, looking at coordinating various activities: The tentative dates for the 2017 IET Prestige Lecture tour are 16 May in Palmerston North and 17 May in Auckland. Another possible joint event at Massey/Victoria campus is under discussion. The popular presentation by David MacLennan on "Return to the Moon", as part of last year's Wellington Engineering and Science Festival Lecture Series, was offered as a possible seminar at Palmerston North in early May, and Donald expressed interest to host the seminar. Given the small size of both units, we are keen to look at joint activities with IET.	
6	**Finance report (Ramesh Rayudu)** Ramesh circulated his report in advance as he could not join this meeting, reporting the following: • Annual financial reporting to IEEE HQ has been completed and acknowledged with a statement that all transactions are in order. • The YP event funding from IEEE HQ has been received. • The balance stands at $13198.39 at the end of 31 Jan. • Changing of signatories: Not done yet.		**Ramesh** to investigate whether Kiwibank could provide a better service and report back next month.
7	**Membership report (Aaron Reid / Kanwal Zaidi)** • Kanwal circulated a detailed report before the meeting. Donald and Richard commended Kanwal's effort on the comprehensive report and advised that in future just the following numbers need to be reported: active members, young professional members, student members, WIE members, members in arrears, and track progress on		**Kanwal** to see **Donald** regarding accessing information on activities in the Membership Development Calendar.

		recruitment and retention targets as in the R10 monthly Membership Development Report.	
		• Reminder emails to members in arrears have been sent.	
8	**Webmaster report (Richard Harris)** Richard circulated his report before this meeting, reporting the following activities:		
	1. Prepared a Roles and Responsibilities document for the Webmaster position and forwarded to Donald as per previous meeting suggestions.		
	2. Minutes of last Executive meeting added to the website		
	3. Reorganised the website and tried to improve fonts and layout. In particular, I have also pushed the Upcoming Events section closer to the top of the page as these notices were becoming lost and casual readers might not scroll all the way down to them to find out what is happening in the Section.		
	4. As event dates have passed I have pushed them into the Recent Events category further down the page.		
	5. Most of last year's events are now on the 2016 Events page of the site, just left a few items from the end of the year behind on the front page of the site with a link to the 2016 page.		
	6. Added announcement for the next PES event to the front page provided by Ramesh.		
	7. Added a few brief comments and report on the visit of IEEE Distinguished Lecturer Chair Professor Jun Wang (Hong Kong) for the Computational Intelligence Chapter provided by Meng in the Recent Events area.		
	8. Added a few brief comments from Duncan Hall on the Multicore World event in the Recent Events area.		
	Further action after sending out the report: updated the minutes of last executive meeting on the website with the revised version circulated by Xiang before this meeting.		
9	**Student/YP/WIE/Chapter plans and reports**		
	• Massey Student Branch (Shan Jaffry) - In discussion with IET Massey PN Student Branch Chair, James, on organising joint IET IEEE student activities. Shan invited IET SB to join the visit to Ohakea airbase.		
	• Women in Engineering (Kanwal Zaidi) - There is not much progress on the plan as Kanwal is still trying to contact Bing.	**Richard** to introduce his former student **Irena Atov**, who was active in IEEE WIE, to **Kanwal**.	
	• Computational Intelligence Chapter (Mengjie Zhang) Mengjie emailed committee the following details prior to the meeting: - The CI chapter's tentative plan of activities are as follows: 1. Technical events: -- To host 2-3 three IEEE DL talks in Wellington (advertisements will be made in advance). Candidates are Prof Derong Liu (China), Prof Carlos Ceollo Ceollo (Mexico), Prof Kay Chen Tan (HK), Prof Yaochu Jin (UK) -- To host 5-6 other technical talks in Wellington. 2. Membership Development -- To maintain and increase a good number of members and graduate student members -- To promote 2-3 members to Senior members 3. Bidding conferences -- To expect to host IEEE CEC 2019 in Wellington (currently in the bidding process) -- To bid Australasian AI 2018 in Wellington		

		4. Plan AGM at the end of this year, combined with a DL talk.
		- Chapter report:
		  1. Appointments
		    Bing Xue was appointed as the Chair of IEEE CIS Graduate Student Research Grant Sub-Committee for 2017
		    Yi Mei was appointed as a Vice-Chair of the IEEE CIS Emergent Technology Technical Committee for 2017
		    Mengjie Zhang was appointed as the Chair of the IEEE CIS Intelligent Systems Applications Technical Committee for 2017
		  2. Technical presentations
		    Dr Yi Mei made a presentation on his accepted paper by EuroGP 2017 on "Evolving Time-Invariant Dispatching Rules in Job Shop Scheduling with Genetic Programming" on 24 Feb at 4:10pm in CO350 at VUW. Over 30 people attended the talk.
		
		• Power and Energy Chapter (Ramesh Rayudu)
		Ramesh circulated the following plans before the meeting:
		- The first event this year will be a seminar on 14 March. The plan is to organise one event a month.
		- Plans to host two DL talks are underway.
		- Co-hosting ISGT-ASIA 2017 at Auckland in December and majority of our time will go into that.
		- Thanks to Aaron, I have the list of PE members. I will send them an email to encourage Senior Member upgrades and a nomination for Outstanding Chapter Engineer for 2017.
		
		• Instrumentation and Measurement Chapter (Akbar Ghobakhlou)
		- A Chapter committee meeting was held on 14 Feb via Skype.
		- As the major Chapter event, the annual Workshop is planned for 20-21 April at VUW.
		- As a Distinguished Lecturer of the Society, Andrew Taberner from Auckland University will give a talk at AUT, and possibly visit other universities. eNotices can also be arranged for chapter events if required.
		
		• Communications Chapter (Nurul Sarkar)
		- Planning for a NZ-wide DL visit around mid-year by Prof Song from Hong Kong. The Central Section can cover the local cost (including accommodation and meals) in the range of $400-$500.
		- Other upcoming events: NZ Wireless Workshop, ComSoc Chapter Congress collocated with GLOBECOM in December at Singapore.
			Akbar to send **Richard** the Workshop flyer for advertising on the website. **Akbar** to arrange with **Richard** on updating the Chapter webpage on the Section website**.**
			
			Nurul to prepare a budget for the Central Section component of the DL visit considering the possibility of a visit to Palmerston North.

10	**Other Business** None		
11	**Next meeting – Tuesday 4 April**		

Meeting closed at 5:39 pm.