IEEE NZCS Committee Meeting

Minutes: Tuesday 4 April 2017 at 4:30pm via Skype

Present: Donald Bailey   Xiang Gui   Kanwal Zaidi

Fernando Castellanos   Gourab Sen Gupta

Murray Milner   Steven Le Moan

Item	Discussion	Actions
1	**Welcome (Donald Bailey)**	
2	**Apologies** Richard Harris, Ken Mercer, Faraz Hasan, Akbar Ghobakhlou, Yusuke Hioka, Nurul Sarkar, Shan Jaffry **Apologies for lateness:** Gourab Sen Gupta	
3	**Minutes of last committee meeting (7 March 2017)** accepted as a true and accurate record of the meeting.	**Moved**: Donald **Second**: Fernando
4	**Matters arising** • Special Interest Group on Humanitarian Technology (SIGHT) action plan (Sudhir / Ramesh / Murray) - no report • IEEE NZ Day (Donald) Donald will get a clearer idea about what the other NZ sections are at regarding the July event when the NZ Council meets on Wednesday. Suggestions on computing topics: Big Data by someone from Victoria or Massey, Data Quality (Murray has someone in mind). • 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 has received a few of these now.	**Sudhir**, **Murray** and **Ramesh** to follow up on developing an action plan, once Harsh's replacement is found. **Donald** to contact **JP Lewis** at WETA as a potential speaker. The **sub-committee** will meet and report back next month. **Donald** to put the lists together for distribution around the committee for comments.

5	**Chair's report**
	 • Funding opportunities
	 Donald distributed following CFP before this meeting.
	     * Smart tech events (April 7th)
	     * Educational Activities (April 15)
	     * WIE visibility enhancement proposals (April 20th)
	     * Professional activities (April 30)
	 Donald has sent the WIE CFP to Kanwal.
	 • The Section has just received the R10 payment of US$1000 for the Distinguished Small Section Award 2014.
	 • R10 will provide partial funding for 2 secondary attendees at the Section Congress 11-13 August in Sydney. Nominations are due by the end of next week. Donald proposes that Fernando takes this opportunity. Donald also proposes Kanwal and Shan to attend the ANZSCon, as they could gain free registration to Sections Congress as student volunteers. Murray would like to encourage younger people to attend the congress. Murray suggests that the Section Congress provides a quick and good understanding of what the section leader is about, how IEEE and its local sections work, and strongly recommends going to the congress at least once.
		Murray to check whether the Professional Activities CFP fits the Breakfast event, and put in a proposal if it is a good match.
		
		 Donald to follow up with the nomination of secondary attendees at the Section Congress.

6	**Finance report (Ramesh Rayudu)** No report due to absence.	**Ramesh** to investigate whether Kiwibank could provide a better

		service and report back next month.
7	**Membership report (Aaron Reid / Kanwal Zaidi)** No membership report is prepared for this month. Kanwal will follow up with those activities in the calendar for membership coordinator activities.	
8	**Webmaster report (Richard Harris)** No report as Richard cannot attend the meeting.	
9	**Student/YP/WIE/Chapter plans and reports** • Women in Engineering (Kanwal Zaidi) - Kanwal spoke to Jane Goodyer about WIE activities. - Kanwal has prepared a draft proposal, and will discuss it with Donald next week. • Instrumentation and Measurement Chapter (Akbar Ghobakhlou) Akbar emailed the following details to Donald before the meeting: - A Chapter Seminar is being held today in Auckland. - Flyer for the annual Workshop (20-21 April at VUW) has been sent out. This is also available on Section website. • Signal Processing / Information Theory Chapter (Yusuke Hioka) - A Chapter Seminar on Monday 10 April at Massey Palmerston North campus. Details on Section website (thanks to Richard).	
10	**Other Business** Murray has the following notes: 1. IET Wellington 2017 Present Around the World Competition (for third-year students) will be held on Saturday 6 May. Murray can get the details for the Section website. It is a good event with very good speakers. 2. Looking to have the Joint Institutions Breakfast Event in August/September – need to balance with the July event to ensure these two events are coordinated. Fernado notes that the Electricity Engineers' Association (EEA) Conference is being held from 21 to 23 June in Wellington and it would be good to take the opportunity to promote IEEE. Murray notes that one of the EEA keynote speakers also does the IET presentation as well. Murray will get the details for the Section website and make it a joint event. Donald notes that the speaker is Peter Berry, from his meeting with Darren Baxter, Chair of the IET Wellington Network, about a month ago.	
11	**Next meeting – Tuesday 2 May**	

Meeting closed at 5:08 pm.