IEEE NZCS Committee Meeting: Minutes

Date: Wednesday 07 March 2018
Time: 4:00pm to 5:06pm.
The meeting was held via Skype.

Agenda:

1) Welcome
2) Apologies
3) Minutes of last committee meeting
4) Matters arising:

- Electronic banking situation
- Electronic voting
- Submission to Massey University's College of Sciences
- Murray's talk on Ultra-Fast Broadband
- Speakers for Joint Institutes Breakfast

5) Chairs report

- R10 meeting
- FPGA workshop

6) Finance report
7) Membership report
8) Webmaster report
9) Chapter/YP/WIE/Student reports
10) Other business
11) Next meeting: **Wednesday 11 April**

Agenda Item	Discussion	Action
1	**Welcome (Donald Bailey)** **Present**: *Donald Bailey, Xiang Gui, Steven Le Moan, Yi Mei, Ken Mercer, Murray Miller.* *Richard Harris joined 10 minutes before the end.*	/
2	**Apologies:** *Nurul Sarkar, Abhipray Paturkar, Sen Gupta, Chanjief, Mengjie Zhang, Arif Ahmed*	/
3	**Minutes of the last Committee Meeting** *Accepted as a true and accurate record of the meeting*	*Moved: Donald* *Second: Murray*
4	**Matters arising** - *Electronic banking situation*	*Murray to arrange for sub-comity (made of current and new signatories) meeting.* *Yi to:* - *Go to Westpac to be added as a signatory (check who needs to go along and with what documents).* - *Meet with Murray and go to a large branch of WestPac in order to check what they could offer in terms of electronic banking.* - *Change the contact address from Donald's to his (for bank statements and so on)*
	- *Electronic voting* *(deferred to next meeting)*	*Donald and Steven to investigate.*
	- *Submission to Massey University's College of Sciences* *> Document submitted.*	

	- *Murray's talk on Ultra-Fast Broadband*
	  > To be broadcasted as a webinar?
	  > Advertising needs to be out by end of next week at latest.
	  > Section to reimburse Murray's petrol expenses.
		Murray and Ken to make a videoconferencing test via WebEx or Zoom.
		
		Ken and Murray to check respectively Palmerston North's and Wellington's libraries availabilities for 17th /18th April (one date for each location)
		Time for talk: must be between 5:30pm and 8:30pm @ Wellington's library.
		Suggested time: open at 5:30pm and start talk at 6:00pm (ending around 7pm). The same times should be arranged at Palmerston North's library.

	-	*Speakers for Joint Institutes Breakfast* *>Rod Drury?*	
5	**Chair report (Donald)** - *R10 meeting* *> Papers submitted to IEEE Xplore as a result of IEEE co-sponsorship need to pay a fee 1000USD + 50USD/paper* *> In case of joint co-sponsorship, charges are distributed.* *> Registration/Incorporation: workshop to be organised in Wellington.* *> ANZSCON 2019 to be hosted by NZ South Section (Christchurch). They would like assistance. Donald contacted Kanwal (WIE) in that regard.* *> R10 meeting 2019 to be held probably in NZ (Auckland or Queenstown).* - *"Image Processing on FPGA" workshop (4-6 April).* *> Registration is to be open soon*		***Donald** to contact Duncan Hall*
6	**Finance Report (Yi)**		***Yi** to:* - *Receive training for Net Suite tool.* - *Send checks to Donald.*
7	**Membership Report (Abhipray)** *(Report was sent out prior to meeting, see attachment)*		***Abhipray** to send reminders for membership renewal.*
8	**Webmaster Report (Richard)** *(Report was sent out prior to meeting)* - *Removed events that have been completed and placed them in the recent events section.* - *Updated the 2018 student committee listing for Massey on the website.* - *Added news concerning the next TENCON conference to be held in S Korea to the upcoming events section.* - *Initiated an e-Notice for the upcoming Workshop to be held at Massey. Encountered problems with the embedded link on the e-Notice - these were spotted by one of our members and I worked with Donald to correct the problem and issue a correction e-Notice. It was a software problem introduced by either Microsoft or Norton to create safe checking of website references but actually resulted in failure of the link. I shall be checking more carefully before such notices are created and released in the future as I believe this will be an ongoing issue. Details were also updated on the website.* - *Draft minutes for the previous meeting added to the site.* - *More tidying up is required to remove old messages and this will be attempted in the coming weeks.*		

9	**Chapter/YP/WIE/Student Reports** **Young Professionals (Steven and Yi)** *(deferred to next meeting)*	*Steven* and *Yi* to prepare a plan for 2018.
10	**Other Business**	
11	**Next Meeting – Wednesday 11 April** (4pm to 5pm) *(re-scheduled due to Easter holiday)*	