IEEE NZCS Committee Meeting: Minutes

Date: Wednesday 6 June 2018
Time: 4:00pm to 4:47pm.
The meeting was held via Skype.

AGENDA:

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

- Co-sponsorship of IET talk
- Speakers for Joint Institutes Breakfast

5) Chairs report
6) Finance report
7) Membership report
8) Webmaster report
9) Chapter/YP/WIE/Student reports
10) Other business
11) Next meeting: **Wednesday 4 July**

Item	Discussion	Action
1,2	**Welcome and Apologies** Present:*, Donald Bailey, Xiang Gui, Gourab Sen Gupta Richard Harris, Steven Le Moan, Yi Mei, Ken Mercer (15 minutes late).* Apologies: *Arif Ahmed, Kanwal Zaidi, Abhipray Paturkar, Murray Milner*	
3	**Minutes of the last Committee Meeting**	*Moved as accurate: Donald* *Seconded: Richard*
4	**Matters arising** Co-sponsorship of IET talk • *Form of sponsorship to be defined. Suggestion from Donald: one night accomodataion + catering cost.* Speakers for Joint Institutes Breakfast *(discussion postponed due to Murray's absence)*	*Donald to reply to Murray's email.*
5	**Chair report (Donald)** Murray's talk • *20 people attendance, positive feedback* • *Ken: we will probably not be charged by the school for the venue. Video is being processed.* IEEE Congress in Bali (end of August) • *Check with Chanjief and Arif. If none of them want to go, Steven volunteers.*	 *Ken to update us on these matters* *Donald to contact Chanjief* *Yi to contact Arif*
6	**Finance Report (Yi)** Current balance: $12,771.52	
7	**Membership Report (Abhipray)** *(Report was sent out prior to meeting in PDF)*	
8	**Webmaster Report (Richard)** *(Report was sent out prior to meeting, as below)* - *Updated the website with past meeting minutes* - *Added material for the talk by Murray* - *Sorted out remote access to website while in Australia as IP was blocked for me whenever trying to update it.* - *New password was required to access the site after fixing the problem. Can no longer use Microsoft Expressionist V4 to directly access the site we MUST use WinSCP even if we edit the html with Expressionist. Still not clear why but I am complying with webmaster's request to stop failing the login process 3 times and then being locked out.* - *Prepared and sent e-notice about the joint IEEE event with IET and I received mine this morning by email. Seems to have worked for me.*	

9	**Chapter/YP/WIE/Student Reports** Need of a speaker. Duncan Hall?	*Steven* *to contact Duncan Hall*
10	**Other Business**	
11	**Next Meeting – Wednesday 4 July** (4pm to 5pm)	

MAY
2018

Membership Development Report

IEEE Region 10 - Asia & Pacific-NZ Central Subsection

This is the draft of membership development report which details the current statistics of the IEEE NZ Central Section

Abhipray Paturkar

6/6/2018

Roles and Responsibilities

- Receiving mailings of membership materials from IEEE Operations Centre

- Monitoring a current record of membership

- Working with other volunteer leaders to develop, execute and monitor plans and goals for membership growth, retention, and recovery

- Analysing membership information and trends to identify membership problems and opportunities

- Ensure adequate supplies of membership development materials are available for distribution at appropriate venues within your entity (chapter meetings, conferences, job fairs, etc.)

- Communicating regularly with the Regional or Society Membership Development Officer.

Section Officers

Region Code	Section Name	Sub Section Name	Position Description	Position Start Date	Position End Date	First Name	Last Name	Email Address
R0	New Zealand Central Section		Chair	1/1/2016		Donald	Bailey	d.g.bailey@massey.ac.nz
			Coordinator	1/1/2014		Murray	Milner	murray.milner@xtra.co.nz
			Member	1/1/2014		Mengjie	Zhang	mengjie.zhang@ecs.vuw.ac.nz
				1/1/2016		Gourab	Sengupta	g.sengupta@massey.ac.nz
						Yi	Mei	yi.mei@ecs.vuw.ac.nz
				1/1/2017		Kenneth	Mercer	k.a.mercer@massey.ac.nz
						Sudhir	Singh	sudhir.singh@ieee.org
				1/1/2018		Xiang	Gui	x.gui@massey.ac.nz
			Membership Development	1/1/2018		Abhipray	Paturkar	abhipray.2008@gmail.com
			Secretary	1/1/2018		Steven	Le Moan	steven.lemoan@gmail.com
			Student Activities	1/1/2016		Donald	Bailey	d.g.bailey@massey.ac.nz
						Mengjie	Zhang	mengjie.zhang@ecs.vuw.ac.nz
			Treasurer	1/1/2018		Yi	Mei	yi.mei@ecs.vuw.ac.nz
			Vice Chair	1/1/2016		F	Castellanos	fercho@ieee.org
			Webmaster	1/1/2015		Richard	Harris	rharrismassey@live.com
			Women in Engineering	1/1/2014		Bing	Xue	bing.xue@ecs.vuw.ac.nz
				1/1/2017		Kanwal	Zaidi	k.zaidi@massey.ac.nz
			YP Representative	1/1/2015		Sudhir	Singh	sudhir.singh@ieee.org
			eNotice Coordinator	1/1/2016		Richard	Harris	rharrismassey@live.com

Active Members of NZ Central Section

Region	Coun..	Grade Category	Grade	Total
R10	New Zealand Council	IEEE Grades	Student Member	12
			Senior Member	30
			Member	149
			Life Senior	5
			Life Member	14
			Life Fellow	1
			Graduate Student Member	45
			Fellow	2
			Associate Member	6
		Other Grades	Affiliate	11
		Total		275
	Total			275
Grand Total				275

Active Student Members

Region	Council	Section	Grade	Total
R10	New Zealand Council	New Zealand Central Section	Graduate Student Member	35
			Student Member	9
		New Zealand N..	Graduate Student Member	1
		Total		45
Grand Total				45

Total Additions This Month

Reporting Status	H	H Total	LF	F	F Total	LS	SM	SM Total	LM	M	M Total	AM	AM Total	GSM	GSM Total	Higher Grade Total	StM	StM Total	Total Members
Arrears Paid	0	0	0	0	0	0	0	0	0	1	1	1	1	1	1	3	0	0	3
Correction Addition	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Elections	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	1	1	2
Grade Transfer To	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Moved Into	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Reinstatements	0	0	0	0	0	0	0	0	0	2	2	0	0	0	0	2	0	0	2
Grand Total	0	0	0	0	0	0	0	0	0	3	3	1	1	2	2	6	1	1	7