IEEE New Zealand Central Section Committee Meeting

June 3, 2020 - 04:02pm –05:03pm

The meeting was held via Skype.

ATTENDEES   Donald Bailey, Richard Harris, Steven Le Moan, Murray Milner, Sridhar Pulikanti, Mengjie Zhang, Xiang Gui, Fangfang Zhang, Yi Mei

APOLOGIES   Nurul Sarkar

AGENDA
1) Welcome / Apologies
2) Minutes of last committee meeting
3) Matters arising
4) Chairs report
5) Industry coordination report
6) Finance report
7) Membership report
8) Webmaster report
9) Chapter/YP/WIE/Student reports
10) Other business

Next meeting: **July 1, 2020**

		DISCUSSION	ACTION
2		**Minutes of the last committee meeting**	*Moved as accepted (Murray, seconded by Richard)*
3		**Matters arising** TENCON: still no volunteer from the committee to co-chair. IEEE NZ day: need to organise an event in 2021. Must be topical. NZ council is looking for inputs from sections.	*Committee to come back to this action item in next meeting.* *All committee members to think about suggestions.*
4		**Chairs report (Murray & Donald)** Nothing to report.	
5		**Industry coordination (Sridhar)** A webinar is planned for end of June by IEEE IAS. Tentative theme: "What will the world look like post covid-19?". No speakers yet. Input from YP and students would be helpful.	
6		**Financial Report (Yi)** Nothing particular to report. Current balance: $17,190.19	
7		**Membership Report** The attached report was sent out to the committee prior to the meeting. Idea from Richard: Can we find out which members are likely to be involved in Women in Engineering and Young Professionals? Alternative: send out a notice and ask members directly.	*Chanjief to check if it is possible.*
8		**Webmaster Report (Richard)** The following report was sent out before the meeting. - *Added the minutes of the May 6th Meeting to the website.* - *Recent events section has been reduced to just a few items held at the end of 2019 (see #RecentEvents).* - *Other Past Events have been transferred to an alternative html file with a link to this file (see #PastEvents) and that goes to a link from which you can find the year of interest that provides details of past years that we have recorded.* - *The Upcoming Events section now shows the Message containing an explanation for the reduced number of events, The upcoming TENCON conference to be held in Osaka, Japan in November 2020, the upcoming ITNAC 2020 conference to be held in Melbourne, Australia in November 2020, (see #UpcomingEvents).* - *The report on industry engagement prepared by Sridhar (see #ItemsOfInterest).*	

- *The IEEE Industry Engagement Competition details are viewable on the site now (see #ItemsOfInterest).*
- *The recent meeting minutes have been merged with the latest membership report that arrived from Chanjief after our Section Meeting held on 6/5/2020.*
- *Updated the database giving our event list (the Access Database) and forwarded to Steven. We need to see that vTools is appropriately updated too, to ensure that these are synchronised appropriately. Can't see a way to automatically synchronise these two databases at this stage, so I think that we'll have to do it this manual way for the time being.*
- *The Committee page of the website has been updated to reflect the current 2020 composition of our committee but I need a fresh pair of eyes to look at that page and find whether there are any mistakes in personnel or omissions. Please advise any such errors. I noticed that two new recruits identified at the AGM are not on our mailing list (are they?) and have not been part of our Section Meeting. Has anything changed in the meantime since the AGM?*
- *I have prepared a "site" for the WIE Affinity groups activities and it is now part of the Central Section Website. To find it, go to the home page and look at the left hand navigation bar and you will see "Women in Engineering" as an option. Upon selecting it, you should be transported to the new site where I have put some opening words of welcome, then a section giving a copy of Kanwal's report – I did a couple of minor edits for consistency with the site but 99.9% the same as in the email. After that I have started a section for personal stories and bios. I began by plagiarising stuff from your website Kanwal (I can remove or replace it if you write a story for the NSW people as you wish.) Once again, you will find that I changed a few words here and there for consistency,*
- *I noticed a news item from the IEEE which announces the above WIE event. Since it might help with recruitment of WIE members for our Affinity Group I have copied and added it to our WIE page on the Section website. Simply go to our main page and click on the Women in Engineering tab in the left hand menu. You should be transported to the relevant WIE page and under the heading of Latest News you should find some initial details plus a link to register for this virtual event as it is free and can be attended from your loungeroom.*
- *Note that there is a very much out of date webpage for the Young Professionals activities. When Rahul and Chuan-Zheng Lee organised it it had been updated with some information but sadly after they left our region/section they took some of their knowledge and ambitions elsewhere and left a void. It will be good to revive this again before R10 tries to shut our YP Affinity Group down. I am happy to place bios and committee members together with planned events on the website at any time in order to maintain it for our Section. Please send details when they are worked out.*

	Chapters / YP / WIE / Student Reports **Young Professionals:** - We need to appoint someone for YP activities. A group of 2-3 students would be best. Fangfang is able to help. - Yi: potential candidates among postdoctoral students at VUW. - We should make the webpage of the YP group more engaging, with pictures.	*Yi to follow up on this.* *Yi to follow up with Ewell to make sure that we record events in vTools properly.*
9	**ComSoc Chapter** The following report was sent out before the meeting. - ***IEEE NZ Wireless Workshop:*** *Tentative date for 2020 IEEE NZ Wireless Workshop is Friday 4 September. Victoria University of Wellington will be hosting this event. I will update you on this as we progress.* - ***IEEE ComSoc DL****: Professor M Atiquzzaman (University of Oklahoma, USA) has agreed for DLT tour to NZ.* **Computational Intelligence (Mengjie):** The following report was sent out before the meeting. - *Three PhD students in our Chapter, Wenbin Pei, Atiya Masood, and Shaolin Wang, received a conference grant for IEEE CIS/WCCI 2020 for full registration ($325 USD). In addition, another visiting PhD student in our Chapter Ke Chen also received such a grant.* - *Seven PhD students (Mazhar Ansari, Ying Bi, Bin Wang, Ramya Anasseriyil Viswambaran, Baligh Al-Helali, Qinglan Fan, and Joao Costa) and three Honours students (Kaan Demir, Jerico Jackson, and Finn Schofield) in our Chapter, received a complementary student registration grant ($95 USD) from IEEE CIS/WCCI 2020.* - *Our Chapter has increased by at least 7 Graduate Student Members. More accurate figures will be updated when available.*	
10	**Other business** **Postgraduate Presentation Symposium**: This year, organised at VUW. If possible, should be a physical event (best for students so they can interact). We are supposed to move to alert level 1 soon, so should be feasible.	*Mengjie and Donald to decide on a date.*

Membership Development Report

IEEE Region 10 - Asia & Pacific-NZ Central Subsection

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

CHANJIEF CHANDRAKUMAR, PhD

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.

Active Members of NZ Central Section

Grade category	Grade	Total
IEEE Grades	Associate Member	4
	Fellow	3
	Graduate Student Member	41 (+4 from last month)
	Life Fellow	2
	Life Member	20
	Life Senior	7
	Member	133 (+3 from last month)
	Senior Member	32
	Student Member	3 (+1 from last month)
Total		245

Summary

- The total number has increased by eight.
- Some members have advised me that they would not be able to renew this year as they had lost their income due to COIVID-19 unfortunately.
- Reminder e-mails will be sent this month too.