# IEEE New Zealand Central Section Committee Meeting

The meeting was held via Skype.

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| **ATTENDEES** | Bailey, Donald |
| | Chandrakumar, Chanjief |
| | Gui, Xiang |
| | Harris, Richard |
| | Le Moan, Steven |
| | Mei, Yi |
| | <u>Milner, Murray</u> |
| | Nguyen Hoai, Bach |
| | Paturkar, Abhipray |
| | Pulikanti, Sridhar |
| | Xue, Bing |
| | Zaidi, Kanwal |
| | Zhang, Fangfang |
| | Zhang, Mengjie |
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| **APOLOGIES** | Sarkar, Nurul |
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| **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) Postgraduate Symposium |
| | 11) Other business |

Next meeting: **September 2, 2020**

| | | DISCUSSION | ACTION |
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| 2 | | **Minutes of the last committee meeting** | *Moved as accepted (Murray)* |
| 3 | | **Matters arising**<br><br>TENCON: Nurul & Ramesh have volunteered for the role of co-chair.<br><br>WIE: Elizabeth Cole is hesitant to be a speaker. | |
| 4 | | **Chairs report (Murray & Donald)**<br><br>Joint institution breakfast event.<br><br>Donald: Speaker from Levno may not be suitable for Joint institution breakfast event.<br><br>Potential speaker: Andrew Rushworth from Zero Emission Vehicles (Palmerston North).<br><br>Two possible topics:<br>- Developing new technologies and markets through strategic collaborations (China, Europe, India)<br>- Evolution of electric vehicles in NZ.<br><br>From the committee: probably more the latter, or a blend?<br><br>Murray: Possible venue in Jonhsonville or north of Wellington. Or Palmerston North?<br><br>The Committee: Central Wellington preferable.<br><br>Donald: possibility of multi-site event via video connection. | |
| 5 | | **Industry coordination (Sridhar)** | |
| 6 | | **Financial Report (Yi)**<br><br>We received $6,337.09 rebate from the IEEE headquarter. Current balance is $22,929.31 | |
| 7 | | **Membership Report**<br><br>*The attached report was sent out to the committee prior to the meeting.* | |
| 8 | | **Webmaster Report (Richard)**<br><br>*The report below was sent out to the committee prior to the meeting.*<br><br>1. Added the minutes of the July Meeting to the website<br><br>2. Reduced the size of the homepage, added old material to the 2019 past events page and created a new page as a | |

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| | repository for 2020 events as they are reported and take place.<br><br>3. In the process of migrating a copy of the whole website to a new laptop I accidentally tried to connect to our website ftp server with the wrong password which resulted in 6 days during which we were locked out from it and required multiple emails to R10 IT administration in order to release it for access. 3 wrong password attempts is a safety precaution by the IEEE. I apologised for my mistake but it was not resolved at their usual pace. It is now accepting my logins.<br><br>4. Home page was reorganised to reduce the load time, but it is not yet ideal. | |
| 9 | **Postgraduate Presentation Symposium**<br><br>So far, 7 submissions.<br>Donald, Murray and Yi to be judges.<br>Currently some students not in NZ. Would like to attend. Can they give a presentation via Zoom or via a recorded video. Yes from the committee (Zoom would be better). | |
| 10 | **Chapters / YP / WIE / Student Reports**<br><br>**Women in Engineering (Kanwal):**<br>Kanwal prepared a poster which she has forwarded to the committee members to distribute:<br><br><br><br>Student members can join the WIE chapter for free.<br><br>**YP (Kanwal):**<br>Bach is forming a committee. | *Bing to make announcement within her group to recruit student members.* |
| 11 | **Other business**<br><br>Request for technical co-sponsorship of IVCNZ 2020.<br><br>*The message below was sent out to the committee by Ramesh Rayudu.*<br><br>General Co-chairs: Bing Xue and Ramesh Rayudu<br>Both Bing and me have extensive experience in organising both IEEE flagship and co-sponsored conferences with Bing | |

primarily in IEEE CEC 2019, and me in ISGT-ASIA 2017 (me being general co-chair), and several other conferences including 2013 IVCNZ. We both were extensively involved in technical program development in several IEEE conferences and also are associate-editors for IEEE and IET journals.

Programme Co-chairs: Harith Al-Sahaf and Andrew Chalmers – Both Harith and Andrew were involved in recent conference organising committees. Both Bing and me will tightly support them in programme development even if they are new to program committee.

Finance Chair: Yi Mei

Publications Chair : Andrew Lensen – Being part of Meng's research group, Andrew has published extensively in IEEE publications. Bing and me will be closely mentoring Andrew in publications.

Publicity Chair: Qi Chen – Qi also handled publicity for IEEE CEC in 2019 and has some rave reviews on her exceptional performance as part of the committee. So a great addition for this committee.

If any of the Section committee members are interested in being part of the committee, please let us know and we can happily incorporate them. Donald, being IVCNZ steering committee member, is already involved in the conference.

As Meng would have already mentioned, the conference will be paying the dues to IEEE directly within the 180 days of the invoice.

# 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 | Members – July | Members – June |
|---|---|---|---|
| **IEEE Grades** | Associate Member | 4 | 3 |
| | Fellow | 3 | 3 |
| | Graduate Student Member | 40 | 36 |
| | Life Fellow | 2 | 2 |
| | Life Member | 20 | 20 |
| | Life Senior | 7 | 7 |
| | Member | 146 | 146 |
| | Senior Member | 33 | 32 |
| | Student Member | 6 | 5 |
| **Total** | | 261 | 254 |

## Summary

- The total number has increased by seven.