

IEEE New Zealand Central Section Committee Meeting

4 February 2021 - 04:00pm –04:57pm

The meeting was held via Zoom.

ATTENDEES

Mei, Yi
Bailey, Donald
Milner, Murray
Chandrakumar, Chanjief
Harris, Richard
Nguyen Hoai, Bach
Gui, Xiang
Zhang, Fangfang
Chen, Qi
Lensen, Andrew
Zhang, Fanglue
Doronin, Alex

APOLOGIES

Zhang, Mengjie
Xue, Bing
Pulikanti, Sridhar
Sarkar, Nurul

AGENDA

1. Welcome / Apologies
2. Minutes of the last meeting
3. Matters arising
4. Chairs report
5. Finance report
6. Coordination role appointments
7. Industry Coordination report
8. Membership report
9. Webmaster report
10. Affiliate group reports (YP, WIE, LM)
11. Student Branch reports
12. Chapter reports
13. Other business
14. Next meeting

Next meeting: Thursday 4 March 2021 commencing at 4pm

DISCUSSION

ACTION

1	Welcome/Apologies The Chair offered a special welcome to four new committee members: Qi Chen, Andrew Lensen, Fanglue Zhang and Alex Doronin.	
2	Minutes of the last committee meeting	<i>Moved as accepted (Murray, seconder: Chanjief.)</i>
3	Matters arising Richard requested a status up date on the NZ Council proposal for an event to be held in March 2021 on the topic of Engineering supporting COVID-19 in New Zealand.	<i>Yi to followup with new Chair of NZ Council and then provide an email status update to the committee.</i>
4	Chair's Report <ul style="list-style-type: none"> Welcome to new committee members. Update on preparation of Section Report for R10 – complete and submit by mid February to ensure rebate. Need to update officer's in VTools. 	<i>New committee members to provide Murray with their membership numbers asap.</i>
5	Finance Report Treasurer's report for February 2021: Opening balance: \$19962.84 Monthly interest \$ 0.43 Membership grant -\$ 41.75 BBQ Expenses -\$ 432.67 Current balance \$19488.85 The finance report was accepted without discussion.	
6	Coordination Role Appointments <ul style="list-style-type: none"> Membership Development Coordinator (Chanjief became the Vice Chair, so this becomes vacant) – Chanjief provided a brief description of the role. Educational Activities Coordinator (new role requested by IEEE) – Volunteers were requested from the committee and it was noted that Nurul had indicated an interest. As Nurul is located in Auckland this might suggest that a shared role between all Sections might be possible. Professional Activities Coordinator (new role requested by IEEE) – the need for this role was questioned by the committee as all committee members have this as part of their roles. Student branch chair (both Abhipray and Fangfang will finish soon) – Abhipray and Fangfang to pursue succession options in conjunction with their Student Branch Coordinators (Donald and Mengjie respectively). 	<i>Committee members to reflect on their ability to fill one of these roles and respond to Yi by email.</i> <i>Priority is to be given to the Membership Development, Student Branch Chair and Webmaster roles.</i> <i>Yi to follow up with Nurul re his interest in the Educational Activities Coordinator role and report back to the committee on progress.</i> <i>Murray to follow up with R10 re the need for a Professional Activities Coordinator role.</i>

	<ul style="list-style-type: none"> Webmaster (Richard is planning to step down gradually) – Richard provided a brief description of the role and noted the resource material being held by Yi and Murray. 	
7	Industry Coordination Report No report as Sridhar was absent (Note Sridhar joined late due to unexpected work commitments).	
8	Membership Report Current membership numbers are as follows: <ul style="list-style-type: none"> Active members in 2019: 264 Active members in 2020: 266 	
9	Webmaster Report FEBRUARY 2021 WEBMASTER REPORT <ol style="list-style-type: none"> Added the Minutes page with the October 2020 Meeting to the website. Updated the home webpage moving recent events over to the past events section. Generated an announcement from Murray about the timing and location of our BBQ Event, viz: <ul style="list-style-type: none"> Webpage announcement under the Upcoming Events section. Created a comprehensive document detailing the duties/roles of the webmaster, in order to assist future webmasters. Printed copies to give to the Chair and Secretary for safe-keeping. Burnt two CD-ROM discs with a snapshot of the current web, a sample set of software as potential aids to any future webmaster. Stressed the confidential nature of the disc contents due to their sensitive nature. Minor changes to the Committee page to reflect additional members who have joined the executive recently. 	
10	Affinity Group Reports YP <ul style="list-style-type: none"> Bach is planning another event in conjunction with Andrew and Fangfang. WIE <ul style="list-style-type: none"> No report. LM <ul style="list-style-type: none"> No formal group to date. 	
11	Student Branch Reports The student branches are not active yet as the University year	

	<p>has not commenced.</p> <p>Succession planning for the respective Chairs needs to be a high priority activity.</p>	
12	<p>Chapter Reports</p> <p>The CIS Chapter report:</p> <ol style="list-style-type: none"> 1. Our Chapter has reported 17 technical events for 2020 via the online system to make sure we can get the rebate. 2. Our Chapter was awarded \$500 USD from IEEE CIS for the outstanding performance in 2020 (I believe they made this based on the reports). The \$500 can be used for recruiting members and other events for 2021. Our Section has communicated with the Secretary of IEEE CIS to get the money to our Section account. 3. The Chapter has been busy for organising special sessions and tutorials as well as submitting papers to IEEE CEC and GECCO. 4. Promotions and Appointments <ul style="list-style-type: none"> • Bing Xue and Will Browne in our Chapter were promoted to a Full Professor at VUW • Bing Xue was appointed as the Editor-in-Chief of the IEEE CIS Newsletter for 2021. • Bing Xue was appointed as the Associate Editor for IEEE Transactions on Artificial Intelligence for 2021. She was also appointed as a member of IEEE CIS Membership Strategic Planning Committee and IEEE CIS ConfCom Committee • Mengjie Zhang was appointed as the Chair of IEEE CIS Publication Strategic Planning (sub)Committee and the Chair of the IEEE CIS PhD Dissertation Award Committee. <p>Communication Society</p> <ul style="list-style-type: none"> • Nurul has noted that a special grant of USD300 is available to recruit new ComSoc student members. 	<p><i>Yi or Mengjie to chase up the status of this payment and inform Donald.</i></p> <p><i>Donald to follow up on the status of this grant.</i></p>
13	<p>Other Business</p> <p>Richard moved a vote of thanks to Murray and Gail for hosting the BBQ on Saurday 30 January 2021. This was carried unanimously.</p>	
14	<p>Next Meeting</p> <p>Committee meetings will be held regularly on the first Thursday of each calendar month commencing at 4pm and held using Zoom unless otherwise communicated.</p>	

	Hence the next committee meeting will be held on Thursday 4 March commencing at 4pm. Zoom details to be distributed.	
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