

IEEE New Zealand Central Section Committee Meeting

1 April 2021 - 04:00pm –04:59pm

The meeting was held via Zoom.

ATTENDEES	<u>Mei, Yi</u> Bailey, Donald Milner, Murray Harris, Richard Nguyen Hoai, Bach Zhang, Fangfang Chen, Qi Zhang, Mengjie Lensen, Andrew (Departed 1630) Zhang, Fanglue Sarkar, Nurul Doronin, Alex Xue, Bing Chandrakumar, Chanjief
APOLOGIES	Pulikanti, Sridhar Gui, Xiang Zaidi, Kanwal
AGENDA	<ol style="list-style-type: none">1. Welcome / Apologies2. Minutes of the last meeting3. Matters arising4. Chairs report5. Finance report6. Update on Coordination role appointments7. Industry Coordination report8. Membership report9. Webmaster report10. Affiliate group reports (YP, WIE, LM)11. Student Branch reports12. Chapter reports13. Other business14. Next meeting

Next meeting: Thursday 6 May 2021 commencing at 4pm, via Zoom at

<https://vuw.zoom.us/j/95114487623>

	DISCUSSION	ACTION
1	Welcome/Apologies The Chair welcomed members to the meeting and wished all a Happy Easter.	
2	Minutes of the last committee meeting	<i>Moved as accepted (Murray, seconder Yi.)</i>
3	Matters arising The Action items were reviewed: <ul style="list-style-type: none"> • Donald and Murray need to discuss the Concentration Bank Account offline • Yi is chasing up R10 re Nurul being joint Educational Activities Coordinator • Sridhar was an apology • Recruitment plan is required • Donald has followed up re succession for Ahbipray and the initial proposal has fallen through • Email still required to Chapter Chairs but initial challenge is to identify the current Chairs for the six groups affiliated with NZCS. 	
4	Chair's Report <ul style="list-style-type: none"> • I attended the IEEE R10 meeting in 6 Mar (missed the second day). They have some training resources for volunteers, such as Collaboratec. Qi should be able to login in the membership system to monitor the statistics. • Bach and I went to the ENZ YP event in 10 Mar. It went very well, we chat with their YP coordinator, and president. Hopefully we will make closer collaborations with them later on. • Still negotiating with IEEE about possibility of having a single EAC in NZ - Nurul. • I received the section assessment report from IEEE, as attached. Any comment about that report is welcomed! • Do we nominate for the IEEE MGA small outstanding section or not this year? • Council feedback – event for first week in July – need to nominate a speaker – invite all IEEE members and include ENZ and IET members. • Sections Congress on line – members should register and participate as practical. 	
5	Finance Report Donald provided a verbal report. Only 50 cents interest during the month. Current balance: \$19,500.	<i>Donald and Murray to discuss the Concentration Bank Account off line.</i>

	The finance report was accepted without discussion.	
6	Coordination Role Appointments <ul style="list-style-type: none"> This item is to be deleted from future agendas. 	<i>Yi and Murray to resolve the situation with Nural as Educational Activities Coordinator.</i>
7	Industry Coordination Report Sridhar has been tied down with work commitments.	<i>Sridhar to coordinate with Bach.</i>
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 Active members as at February 2021: 221 We have achieved our renewal goal. We now need to focus on our recruitment goal.	<i>Sub-committee (Qi, Yi, Murray, Chanjief) to discuss plan for improving recruitment of members.</i>
9	Webmaster Report APRIL 2021 WEBMASTER REPORT <ol style="list-style-type: none"> Added the Minutes page with the updated March 4th ZOOM Meeting Minutes to the website. Updated the home webpage moving recent events over to the past events section. Report by Nurul added to the Items of Interest page. 	
10	Affinity Group Reports YP <ul style="list-style-type: none"> YP and student joint event around 5 May ENZ and IET should be invited. WIE <ul style="list-style-type: none"> No report LM <ul style="list-style-type: none"> Lots of requests from R10 but we need to connect with the life members within the section to determine what they want to do. 	<i>Murray to contact Life Members and request their interest in forming an affinity group.</i>
11	Student Branch Reports <ul style="list-style-type: none"> Fangfang working with Bach on joint event. Fangfang needs to identify a successor. Donald reported that Ahbipray has been unsuccessful with an initial succession proposal. Situation at Massey not looking positive at this stage. 	<i>Student Coordinators at each University need to follow up with Ahbipray and Fangfang concerning succession planning.</i>
12	Chapter Reports	

	<p>ComSoc Chapter Chair Report:</p> <ul style="list-style-type: none"> • 2021 IEEE ComSoc Grant: Our application for a contestable ComSoc grant of US\$900 has been approved. The fund will be used for professional development of the members of the wider community. • R10 Educational Activity Workshop: I have attended the orientation workshop of “Educational activity chairs of Region 10” held on Saturday 27 March from 3 to 5 pm (NZ time). • This virtual workshop was well-organized, and I have attended for the whole duration (two hours). About 18 participants from Asia/Pacific region attended the event. Prof Deepak Mathur (R10 Director) gave an opening speech highlighting the success of educational activities (EA) in recent years. Some new projects along with the application procedure and portal submission have been discussed. IEEE EA for Pre-University and University students were highlighted. I think we need to integrate/coordinate all the EA that we do throughout the year for reporting purposes. A good coordination among the various groups within NZC Section, including student branches, WIE, and Chapter Chairs is required for our success. Second, our EA will need to be shared/published through various social media (e.g. Facebook, Twitter, LinkedIn, youtube, etc.) so that people across the globe will be aware of our good work that we are doing in NZ. • Apply for Chapter Achievement Award during April. • Need to provide more publicity around events including social media. • US\$20 for student members to join IEEE and Comsoc. <p>Computational Society</p> <ul style="list-style-type: none"> • Event at Hobbiton being planned. • Nominated for Chapter award but need to decide whether we can fit all criterion • Deadline 30 April • US\$500 still not located. 	<p><i>Murray and Yi to coordinate an email to the Chairs of the Joint Chapters to remind them to provide information on events and welcome them to our committee meetings.</i></p>
13	<p>Other Business</p> <p>No other business recorded.</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 6 May commencing at 4pm. Zoom details as per this meeting.	
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