IEEE New Zealand Central Section Committee Meeting

The meeting was held via Zoom.

ATTENDEES	<u>Mei, Yi</u>
	Bailey, Donald
	Milner, Murray
	Harris, Richard
	Nguyen Hoai, Bach (joined at 4:10pm)
	Zhang, Fangfang
	Zhang, Mengjie
	Gui, Xiang
	Doronin, Alex
	Xue, Bing (joined at 4:10pm)
	Paturkar Abhipray
APOLOGIES	Chen, Qi
	Pulikanti, Sridhar
	Zhang, Fanglue
	Lensen, Andrew (apology post meeting)
	Sarkar, Nurul
AGENDA	1. Welcome / Apologies
	2. Minutes of the last meeting
	3. Matters arising
	4. Chairs report
	5. Finance report
	6. Industry Coordination report
	7. Membership report
	8. Webmaster report
	9. Affiliate group reports (YP, WIE, LM)
	10. Student Branch reports
	11. Chapter reports
	12. Other business
	13. Next meeting

Next meeting: Thursday 1 July 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.	
2		**Minutes of the last committee meeting**	*Moved as accepted (Yi, seconder Murray)*

3		**Matters arising**
		
		The Action items were reviewed:
		• Donald has training scheduled on the Next Generation Banking system during June.
		• Qi is making good progress with membership.
		• No progress with a successor for the Webmaster to date – needs increased urgency.
		• Donald has followed up re succession for Ahbipray and succession within the Student Branch at Massey is being pursued.
		• Good progress is being made on organising the Postgraduate Symposium at Massey University:
		    o Confirmed date is Wednesday 25 August 2021
		    o A budget of $1000 was approved for the catering and prizes for this event
		    o Transportation costs will be in addition.
		    o Judges to be selected from the following candidates: Murray, Donald, Bing and Yi.
		    o Fangfang has the templates for this event available when required.
		• Email still required to Chapter Chairs but initial challenge is to identify the current Chairs for the six groups affiliated with NZCS – in progress.	

4		**Chair's Report** • **Call-for-interest: Webmaster**. Richard expects to step down in the foreseeable future, so we need to find someone to take the Webmaster role, with some urgency. • A vote of thanks was passed to Bach and Fangfang for organising the very successful YP/student hybrid (in-person and virtual) event. • No speakers identified for the IEEE NZ day to date.	*Anyone interested in the Webmaster role to contact Yi.* *All to identify possible speakers for the IEEE NZ Day before the next committee meeting.*
5		**Finance Report** Donald provided a verbal report. Current balance: $19,785 plus USD2350 held in the Concentration Bank Account. Training dates for the Nextgen platform have been announced and Donald intends to join the session on Wednesday 16th June.	*Donald to discuss the Next gen platform with Murray post the training.*

6	**Industry Coordination Report** Sridhar has been tied down with work commitments and has notified his move to Melbourne in the near future. Murray raised the holding of the Joint Institutions Breakfast event. It is proposed that this event be held in September 2021. Murray will contact the other institutions to get their input.	*All to identify potential candidates for the role of Industry Coordinator.* *All to consider potential speakers for the Joint Institutions Breakfast event.*
7	**Membership Report** Current membership numbers are as follows: - Active members in 2019: 264 - Active members in 2020: 266 - Active members as at February 2021: 221 - Active members as at March 2021: 231 - Active members as at April 2021: 247 Membership is progressing well.	
8	**Webmaster Report** 1. Added the Minutes page with the May 6th ZOOM Meeting to the website. 2. Updated the home webpage moving recent events over to the past events section. 3. DL notification from Nurul added to the upcoming events page. Including a photo of the speaker. 4. An eNotice about Nurul's event prepared and submitted. 5. A new eNotice for another DL virtual event was created but problems with the speaker forced the details to be changed on the website and a new eNotice to be generated. This correction proved to be very difficult and required R10 IT people to intercept the vTools site and change the status of the notice so that it could be edited by me with the new information concerning the date of the VDL event and resent with the correct information. 6. A Joint institutions event involving IEEE, IET and Engineering NZ (sponsor) resulted in the need to generate a web entry and an eNotice to the membership. Notice came from Murray. The eNotice eventually was sent out on Tuesday 18th May after a long delay with no apparent reason. 7. Moved old (completed) events to the past events section on the main website and added them to the separate past events file for 2021.	
9	**Affinity Group Reports** **YP**	

	• There was a vote of thanks to Bach and Fangfang for organising the very successful YP and student joint event held on 13 May:
	    ○ There were 34 participants in total with 4 virtual.
	• There is a Region 10 event for YP Chairs on the first weekend in June - Bach intends to participate.
	• A meeting with the ENZ YP Chair is planned.
	
	WIE
	• No report
	LM
	• Murray joined an R10 webinar for LM Coordinators at 5:30pm on the evening of 6 May:
	    ○ This meeting reinforced the need to contact Life members to determine their needs.
		Murray to contact Life Members and request their interest in forming an affinity group.

10	**Student Branch Reports** • Fangfang is continuing to keep the Victoria Branch active at this stage but needs to identify a successor. • Abhipray is working on a succession plan for Massey University. • It was confirmed that the Postgraduate Symposium will be held at massey University on 25 August with details being arranged as noted above.	*Student Coordinators at each University need to follow up with Ahbipray and Fangfang concerning succession planning.*
11	**Chapter Reports** **Comsoc Chair report** We have had an excellent VDL lecture by Prof Misra today (4 pm NZ time). The talk went very well. We started at 3.45pm and finished at around 5.15pm. We really enjoyed the lecture and learned more about UAV Networks, Architectures/topologies, applications, design issues and challenges. A short prototype video associated with his work at SWAN Lab (IIT Kharagpur India) was presented. We thank Prof Sudip Mishra for his valuable time especially weekend to give a talk. Thanks go to participants for their support and to make the event a grant success. We also thank IEEE ComSoc for their approval, financial and logistic support. Despite of the busy time of the year, about 23 participants attended the event. We had Q/A after the lecture. However, I received positive feedback from the audience indicating that the VDL event was successful. **Computational Intelligence** • Some awards have been received for students. • A website is being considered which needs to be linked to/integrated with the Section website. • There is interest in holding a joint Chapter, YP, Student and industry event in the October timeframe.	*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.*

	No other Chapter reports were available.	
12	**Other Business** • It was noted that there is a need to start thinking about succession planning for all committee members to ensure continuity through into 2022. • There was discussion on some members of NZCS applying for Fellow status within ENZ to get a better presence of ICT and Software Engineering within ENZ.	*All committee members to think about their roles and interests for 2022.*
13	**Next Meeting** Committee meetings will be held regularly on the first Thursday of each calendar month commencing at 4pm and held using Zoom unless otherwise communicated. Hence the next committee meeting will be held on Thursday 1 July commencing at 4pm. Zoom details as per this meeting.	