

IEEE New Zealand Central Section Committee Meeting

13 October 2022 - 04:10pm – 5:07pm

The meeting was held via Zoom.

- ATTENDEES** Mei, Yi
Milner, Murray
Chen, Qi
Zhang, Fangfang
Zhang, Mengjie (joined at 4:50pm)
Xue, Bing
Gui, Xiang
Chang, Yuan
Nguyen Hoai, Bach
MacLachlan, Jordan
Doronin, Alex
Costa, Joao
Zaida, Kanwal
- APOLOGIES** Bailey, Donald
Huang, Kun
Lensen, Andrew
Sakar, Nurul
Austin, Andrew
- 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: AGM: Wednesday 16 November 2022 commencing at 6pm in person at the Wellesley Boutique Hotel.

	DISCUSSION	ACTION
1	<p>Welcome/Apologies</p> <p>The Chair welcomed members to the October committee meeting for 2022.</p> <p>Apologies were accepted as listed.</p>	
2	<p>Minutes of the last committee meeting</p> <ul style="list-style-type: none"> • Taken as read. 	<i>Moved as accepted (Yi, seconder Jordan)</i>
3	<p>Matters arising</p> <ul style="list-style-type: none"> • The action items were reviewed. Changes are as recorded against the items in blue. 	
4	<p>Chair's Report</p> <ul style="list-style-type: none"> • The AGM: from the feedback so far, some people cannot make Saturday, so our tentative plan is to have the AGM at 6pm, 23 Nov (Wed), in the Wellesley Boutique Hotel. After getting the approval on Thursday, I will go through with the booking, and start the nomination process. • From next year, the R10 incentive (we received \$2K this year) will be given to the NZ council instead of each individual Section. The NZ council and Section chairs will discuss about the plan to respond to this change. 	<p><i>YP, Student and WIE members to register for virtual participation at ANZSCON and request re-imburement of AUD35 - complete</i></p> <p><i>Yi to investigate purchase of a Section banner at a cost of up to NZD500 under action.</i></p>
5	<p>Finance Report</p> <p>The finance report for this month:</p> <p>Expenses:</p> <ul style="list-style-type: none"> • NZ\$258.33 Joint Institution's Breakfast • NZ\$1232.75 Postgraduate Symposium expenses • NZ\$413.16 Student membership grants (x9) <p>Income:</p> <ul style="list-style-type: none"> • US\$1000 R10 Outstanding Small Section Award <p>Current balances:</p> <ul style="list-style-type: none"> • Westpac: NZ\$12245.49 • NextGen: US\$13212.88 	
6	<p>Industry Coordination Report</p> <ul style="list-style-type: none"> • The Section will need to find another Industry Coordination Person. 	
7	<p>Membership Report</p>	

	<p>Current membership numbers are as follows:</p> <ul style="list-style-type: none"> • Active members in 2019: 264 • Active members in 2020: 266 • Active members in 2021: 271 • Active members as at January 2022: 277 • Active members as at February 2022: 227 • Active members as at March 2022: 230 • Active members as at April 2022: 235 • Active members as at May 2022: 241 • Active members as at June 2022: 246 • Active members as at July 2022: 250 • Active members as at August 2022: 259 <ul style="list-style-type: none"> • Have an increase of 9 members • 17 increase in member, 2 in senior member, 1 in student member, 12 decrease in Graduate student member. 	
8	<p>Webmaster Report</p> <ul style="list-style-type: none"> • The newly revamped website continues to improve. • The website has been submitted for the IEEE website competition. • Reports required for recent events to enter into vTools. • Joao has been learning about the election system in vTools. • The call for nominations for the AGM is to be released via vTools. 	<p><i>ALL to provide material on awards and achievements by members for the website – standing item.</i></p> <p><i>All committee members to respond to the member directory request – standing item.</i></p>
9	<p>Affinity Group Reports</p> <p>YP</p> <ul style="list-style-type: none"> • It is planned to hold an event on 1 November 2022 on the topic of data engineering <ul style="list-style-type: none"> ○ This will be a Joint event with WIE and Student Branches. ○ Cost has been estimated at \$450 which was supported by the committee (includes food and speaker gift). • Planning is in progress for a further event on writing papers with practical examples reviewed by Peter. <p>WIE</p> <ul style="list-style-type: none"> • The last event for the year will be held on 27 October 2022 with a speaker from Australia. • This will make a total of 5 events for the 2022 year. • It is proposed to hold elections for the Chair at the Section AGM. <p>LM</p>	

	<ul style="list-style-type: none"> Murray prepared a petition for the formation of the Joint New Zealand Life Members affinity group via the IEEE website. Unfortunately, the application failed for some unknown reason. Murray will make another attempt to implement the petition. 	<i>Murray to organise a petition for a Joint Life Member Affinity Group for New Zealand – under action</i>
10	<p>Student Branch Reports</p> <ul style="list-style-type: none"> Kun and Yuan will provide support for the planned YP event. They were also encouraged to hold a social event before the year end. 	<i>Yi to provide Donald with an email re the cash prizes - complete.</i>
11	<p>Chapter Reports</p> <p>The following Chapter Chairs have been identified (repeated for convenience):</p> <ul style="list-style-type: none"> Computational Intelligence Chapter: Mengjie Zhang Power and Energy Chapter: Ramesh Rayudu Joint Signal Processing/Information Theory Chapter: Yusuke Hioka Joint Instrumentation and Measurement Chapter: Andrew Taberner Joint Communications Chapter: Andrew Austin (new Chair) Joint Robotics and Automation: Ho Seok Ahn (new Chair). <p>Comsoc Chair report:</p> <ul style="list-style-type: none"> There was no Comsoc report. <p>CIS Chapter report:</p> <ul style="list-style-type: none"> Prof Carlos Coello Coello visited and delivered an IEEE Distinguished Lecture on 23 September. Joao has reported via vTool. I will claim the \$500 from the Section when I get a time. Prof Wolfgang Banzhaf from MSU (USA) is visiting us now, and has been discussing with many members in our Chapter. Members from the Chapter Yi Mei, Bing Xue, Fangfang Zhang and Mengjie Zhang attended NZ Aquaculture Conference in Nelson from 4-6 Oct 2022. <p>No other Chapter reports were available.</p>	<i>Yi to follow up with Ramesh again to determine who is the new Chair of the PES Chapter – under action</i>
12	<p>Other Business</p> <ul style="list-style-type: none"> The arrangements for the 2022 AGM were discussed 	<i>Joao to advertise nominations via vTools for the positions of Chair, Vice-</i>

	<ul style="list-style-type: none"> ○ The nominations for committee positions will be released today. ○ Nominations to be closed on 28 October. ○ Election of officers to commence on 1 November and close on 14 October. ○ AGM to be held on 16 November 2022 ○ Venue for AGM proposed to be Wellesley Boutique Hotel with dinner. ○ AGM commence at 6pm and finish before 9pm. ○ Expected number of people around 20. 	<p><i>Chair, Secretary, Treasurer – under action.</i></p> <p><i>Murray to contact Cathy at the Wellesley Boutique Hotel to arrange booking and seek costs for venue hire and evening meal.</i></p>
<p>13</p>	<p>Next Meeting</p> <p>Committee meetings will be held regularly on the first Thursday of each calendar month commencing at 4:10pm (to accommodate some lecturing commitments) and held using Zoom unless otherwise communicated.</p> <p>The next committee meeting will be the AGM which is scheduled to be held on Wednesday 16 November 2022 commencing at 6pm in person.</p>	