IEEE New Zealand Central Section Committee Meeting

4 November 2021 - 04:10pm – 5:01pm

The meeting was held via Zoom.

ATTENDEES
<u>Mei, Yi</u>
Bailey, Donald
Milner, Murray
Chen, Qi
Zhang, Fangfang
Huang, Kun
Zhang, Mengjie (Joined at 4:25pm)
Xue, Bing
Gui, Xiang
Harris, Richard
Lensen, Andrew
Zhang, Fanglue
Nguyen Hoai, Bach
Chang, Yuan

APOLOGIES
Sarkar, Nurul
Zaida, Kanwal

AGENDA
1. Welcome / Apologies
2. Minutes of the last meeting
3. Matters arising
4. Chairs report and AGM plan
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 2 December 2021 commencing at 4:10pm, via Zoom at
https://vuw.zoom.us/j/95114487623

		DISCUSSION	ACTION
1		**Welcome/Apologies** The Chair welcomed members to the meeting. He provided a special welcome to Kun Huang who will take up leadership of the VuW Students Branch.	
2		**Minutes of the last committee meeting**	*Moved as accepted (Murray, seconder Richard)*
3		**Matters arising** The Action items were reviewed: • No progress with a successor for the Webmaster to date – needs urgency as Richard has his home on the market. • Also nominations for the History Coordinator and Industry Coordinator roles are encouraged.	

4		**Chair's Report**
		
		• Submitted the R10 incentive report by the end of October.
		• Richard, Murray and I set up a call for nomination of the positions, and sent out a notification email.
		• Please carefully consider these positions (especially the two Webmaster positions).
		• If you want to nominate anyone for any position, please let me know by 15 November - Thanks!
		• AGM Plan:
		   o To be held after Symposium on 26 November 2021
		   o Formal proceedings commence around 5pm.
		   o Dinner at Milk and Honey at around 6pm.
		   o Yi to arrange booking at Milk and Honey.
			Anyone interested in the Webmaster roles to contact Yi.
			
			Anyone interested in History Coordinator role to contact Yi.
			
			Action: Yi to arrange booking for AGM at Milk and Honey.

5		**Finance Report**
		
		Treasurers report for 4/11/2021:
		
		• IEEE NextGen banking: US$6673.64
		   o Increased $1.59 for interest
		   o Increased $500 for best membership retention award
		
		• Westpac: NZ$19656.92
		   o Interest 43c
		
		• Some expenses are expected over the next few months:
		   a. Expense claim from Kanwal,
		   b. Postgraduate Symposium in November,	

		c. Joint Breakfast event in October, d. AGM in November.	
6	**Industry Coordination Report** • Combined Institutions Breakfast event was a success, thanks to the speaker John Clark. – costs being reconciled.		*All to identify potential candidates for the role of Industry Coordinator.*
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 • Active members as at May 2021: 250 • Active members as at June 2021: 253 • Active members as at July 2021: 254 • Active members as at August 2021: 255 • Active members as at September 2021: 256 • An increase of 1 member. Overall Membership is progressing well.		
8	**Webmaster Report** Webmaster report for October: 1. Added the updated Minutes page with the October 7th ZOOM Meeting to the website. 2. Fixed the missing draft AGM minutes from December 2020. 3. Added the announcement of the Women in Engineering virtual event. 4. Added the ENZ link to the Breakfast Event to our webpage. 5. Created another eNotice to stimulate more registrations for the Breakfast Event. 6. Updated the webpage moving recent events over to the past events section. 7. Assisted Yi in the production of the R10 incentive report. 8. Added the AGM details to our site and issued an eNotice to the membership generated by vTools based on the event notice created by Yi and Murray. Added an agenda to the website details based upon past AGMs.		
9	**Affinity Group Reports** **YP** • Dragonfly CEO is being programmed for an event in December.		

	WIE • We have succefully completed the two virtual sessions under WIE Support Fund and the report has been submitted to R10 WIE. • 'Energy Bank' shared some jobs for female engineers and encouraged our WIE members to appl. This is a positive sign that our group is gaining some visibility in the industry. • Going forward, I am applying to get free promotional items for our group so that we can attract some more members • Please share the details of our group with other females and encourage them to join as WIE member and also please do not hesitate to share your comments, suggestions, and feeback to make our affinity group better. **LM** • Murray is still to investigate the potential for a NZ LMG.	*Murray to investigate the potential to establish a NZ LM Group.*
10	**Student Branch Reports** • Kun Huang will be the replacement for Fangfang at VuW. • Focus is on preparation for the Postgraduate Symposium event now scheduled for 26 November 2021. • Fangfang, Kun and Yuan will coordinate to hold this event. • Kun and Fangfang will arrange the venue and catering. • Yuan will assist with certificates, student flyer, presentation schedule, etc. • Friday 19 November is the deadline for presentation candidates to register.	*.*
11	**Chapter Reports** The following Chapter Chairs have been identified (repeated for convenience): 1. **Computational Intelligence Chapter**: Mengji Zhang 2. **Power and Energy Chapter**: Ramesh Rayudu 3. **Joint Signal Processing/Information Theory Chapter**: Yusuke Hioka 4. **Joint Instrumentation and Measurement Chapter**: Andrew Taberner 5. **Joint Communications Chapter**: Nurul Sarkar 6. **Joint Robotics and Automation**: Ho Seok Ahn (new Chair).	

	Comsoc Chair report	
	1. **2021 IEEE NZ Wireless Workshop:** 19 November 2021 (9:00 am to 5:30 pm). Venue: Maclaurin Lecture Theatre 102, Victoria University of Wellington, Kelburn Campus. 2. **IEEE STEM Ambassador Activities:** I am actively participating in the IEEE STEM Ambassador professional Activities, including signing up for TryEngineering Newsletter (https://tryengineering.org/) and contributing to the forum.	
	Computational Intelligence	
	1. Activities restricted due to COVID-19. 2. USD500 incentive is being followed up. 3. The chapter is supporting three conferences to be held virtually in December 2021.	
	No other Chapter reports were available.	
12	**Other Business** • It is now time to put forward nominations for positions on the committee for the 2022 year.	*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 4:10pm (to accommodate some lecturing commitments) and held using Zoom unless otherwise communicated. Hence the next committee meeting will be held on Thursday 2 December commencing at 4:10pm. Zoom details as per this meeting.	