IEEE New Zealand Central Section Committee Meeting

The meeting was held via Zoom.

ATTENDEES
Mei, Yi
Milner, Murray
Bailey, Donald
Zhang, Fangfang
Gui, Xiang
Chen, Qi
Xue, Bing
Zhang, Mengjie
Costa, Joao
MacLachlan, Jordan

APOLOGIES
Zaida, Kanwal
Sarkar, Nurul
Huang, Kun
Nguyen Hoai, Bach
Lensen, Andrew
Doronin, Alex
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: Thursday 5 May 2022 commencing at 4:10pm, via Zoom at
https://vuw.zoom.us/j/95114487623

		DISCUSSION	ACTION
1		**Welcome/Apologies** The Chair welcomed members to the third committee meeting for 2022. Apologies were accepted as listed. Many were caused by COVID-19 infections.	
2		**Minutes of the last committee meeting**	*Moved as accepted (Yi, seconder Murray)*
3		**Matters arising** • The action items were reviewed. Changes are as recorded against the items.	
4		**Chair's Report** • Yi brought the Region 10 email re an IEEE Conference Education seminar to committee members' attention and invited participation.	*Yi to send email inviting participation in the R10 Education Seminar on organising IEEE Conferences.* *All: Can we define a new event to encourage undergraduate membership?*
5		**Finance Report** The finance report for this month: **Expenses:** No significant changes over the last month. **Balance Westpac NZD 15,524.90** **Balance Nextgen banking: USD 8,760.40**	
6		**Industry Coordination Report** • Sanjib was not available for the April Meeting. • One suggestion for a speaker for the Combined Institutions Breakfast event in 2022 is Sir Neville Jordan. Murray will pursue this option over the coming month. Other suggestions are also welcome.	*All to provide suggestions for a speaker for the Combined Institutions Breakfast event for 2022.*
7		**Membership Report** Current membership numbers are as follows: • 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	*Qi requested to send out reminder email to all members to renew their membership for 2022.*

	• Some members are slow to renew their membership for 2022. • Qi was requested to send out a reminder email to all members to renew their membership for 2022.	
8	**Webmaster Report** • The newly revamped website is looking really good. • New pages have been included for each affinity group. • Suggestions were invited for further enhancements.	*Jordan and Joao to update the revamped website based on the suggestions provided by committee members.*
9	**Affinity Group Reports** **YP** • The YP group has invited Pondy (A/Prof Peter Andreae) to give a talk on "How to write concisely and clearly" (title can be changed). In the talk, Peter will give some key ideas to produce good paper writing. I will also collect several documents from PhD students so he can fix them during the talk. The YP group thinks this is beneficial, especially for postgraduate students. The event is being planned for May. • The YP group also discussed more potential future events, and we agree on a series of event that assists students to prepare their CVs, cover letters, and interview skills. We will have 1 event for "Academic" skills and the other one for "Industry" skills. For "Academic", our research group has quite many potential guest speakers, so it is not a problem. We are still thinking of the guest speakers for "Industry". If you know anyone, please feel free to recommend us. **WIE** • Kanwal has notified members of vacancies available at Energy Bank. **LM** • Murray is attempting still to contact all Life Member in New Zealand but has encountered a difficulty in accessing email addresses for members outside the Central Section. Resolution of this matter is ongoing.	*Fanfang to provide assistance with coordination across the affinity groups in her role of professional development* *Murray to email all Life Members to assess interest in forming a New Zealand group during March.*
10	**Student Branch Reports** • Kun proposed the holding of a postgraduate student social event as soon as COVID-19 conditions allowed – expected to be in May given current COVID-19 conditions.	*Kun and Yuan to consider holding a short online introductory event for postgraduate students during March 2022.*
11	**Chapter Reports**	

	The following Chapter Chairs have been identified (repeated for convenience): • **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). **Comsoc Chair report** • No information provided for this report. **Computational Intelligence** • Contributions form the Chapter have been provided to a European CIS conference. • There was discussion on the formation of a student chapter. **No other Chapter reports were available.**	*Yi to email all past Chairs of Chapters to determine any change in Chapter Chairs for 2022.*
12	**Other Business** • Fellowship applications with ENZ are being pursued. • ENZ is welcoming the involvement of engineers working in the ICT field.	
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 5 May 2022 commencing at 4:10pm. Zoom details as per this meeting.	