IEEE New Zealand Central Section Committee Meeting

3 March 2022 - 04:10pm – 4:55pm

The meeting was held via Zoom.

ATTENDEES
Mei, Yi
Milner, Murray
Zhang, Fangfang
Huang, Kun
Gui, Xiang
Chen, Qi
Nguyen Hoai, Bach
Harris, Richard
Xue, Bing
Zhang, Mengjie
Chang, Yuan
Costa, Joao
MacLachlan, Jordan
Lensen, Andrew
Doronin, Alex

APOLOGIES
Bailey, Donald
Zaida, Kanwal
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 7 April 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 second committee meeting for 2022.	
2		**Minutes of the last committee meeting**	*Moved as accepted (Yi, seconder Alex)*
3		**Matters arising** • It was noted that the only outstanding action item relates to the formation of a New Zealand Life Member Group.	
4		**Chair's Report** • Technical co-sponsorship with the South Australia Section for ANZSCON 2022 has been supported. • Yi and Murray participated in the Region 10 AGM on Saturday 27 February • Update from R10 AGM conference: undergraduate recruitment and student program (virtual speaker is available) https://students.ieee.org/virtual-speakers/ • Could we do better with undergraduate student membership? Can we define a new event to encourage undergraduate membership?	*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 15,524.54** **Balance Nextgen banking: USD 8,758.30**	
6		**Industry Coordination Report** • Sanjif is expecting to provide a draft engagement plan at the April Committee meeting • Suggestions were invited for a speaker for the Combined Institutions Breakfast event for 2022.	*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	

11	• Active members in 2021: 271 • Active members as at January 2022: 277 • Overall Membership growth and retention continues to progress well. • Qi was requested to send out a reminder to Postgraduate students involved in the Postgraduate Symposium to complete their membership.	*Qi was requested to send out a reminder to Postgraduate students involved in the Postgraduate Symposium to complete their membership.*
8	**Webmaster Report** • The transition from Richard Harris to the new webmasters is in progress. • Jordan and Joao provided an overview of their proposed revamp of the NZCS website using Wordpress. • The progress to date was well received by the committee and several suggestions for enhancement were provided by members.	*Jordan and Joao to update the revamped website based on the siggestions provided by committee members.*
9	**Affinity Group Reports** **YP** • Planning is in progress to have an event early in 2022 following the postponement of the proposed December event. **WIE** • No progress recorded for the month **LM** • Murray is still to investigate the potential for a NZ LMG.	*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 – this was supported. • It was also proposed that a short online event be held as soon as possible to introduce IEEE and offer support to students as required. • Yuan indicated that activity was low key at Massey with most students working from home. • It was suggested that the online event proposed for VuW could be used at Massey as well.	*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**: Mengji Zhang • **Power and Energy Chapter**: Ramesh Rayudu	*Yi to email all past Chairs of Chapters to determine any change in Chapter Chairs for 2022.*

	• **Joint Signal Processing/Information Theory Chapter**: Yusuke Hioka • **Joint Instrumentation and Measurement Chapter**: Andrew Taberner • **Joint Communications Chapter**: Nurul Sarkar • **Joint Robotics and Automation**: Ho Seok Ahn (new Chair). **Comsoc Chair report** • Nurul expects to stand down as ComSoc Chair early in 2022 • We are trying to recruit a new ComSoc Chapter Chair currently • Nurul is taking up the Treasurer role at NZN this year and will continue his role as IEEE STEM ambassador and educational activities in NZ. • The committee wished Nurul every success with his new role and thanked him for his services to ComSoc. **Computational Intelligence** • A website is being developed for CIS, which will be linked to the new NZCS website. • There was a desire to collaborate with communications and energy on webinars of interest across these disciplines. **No other Chapter reports were available.**	
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 3 March 2022 commencing at 4:10pm. Zoom details as per this meeting.	