Minutes of the meeting held on 5th May, 2009

Present: Richard, Ramesh, Keith, Murray, Matthew, Fahim

Apologies: Subhas , Peter, Edmund, Bob, Mengjie, Sajal, Gourab, Pawel, Theresa and Mansoor

1. Welcome: Murray chaired the meeting. The meeting took place via a Skype conference call.

2. Minutes of the last meeting: Agreed in principle. (Richard and Matthew)

3. Matters arising: None were noted. Issues would be addressed with the regular agenda items.

4. Finance report

No significant changes to the current accounts. Gourab Sen Gupta currently overseas for 3 months.

5. Membership report: Ramesh confirmed that he now had access to the membership database and he was able to report the following:

- There were 347 members listed under NZ Central Section
    - 67 Inactive members since 2005
    - 34 members were in arrears and this included 6 students
    - 3 Fellows
    - 164 members
    - 21 Senior members
    - 21 GOLD Student members
    - 9 Associate members
    - 13 Affiliate members
    - 2 Life members
    - 13 Student members
- **Action**: Ramesh to prepare a short message for the members in arrears to politely encourage them back into being fully paid up members, noting that they may have moved location, jobs etc. The Section should offer to assist them in any way by improving services or helping them in appropriate ways.
- **Action**: GOLD members to be approached and encouraged also.
- **Action**: Offers of subsidy to continue when Student Chapter functions were being undertaken, in order to try and boost student membership numbers.

6. Webmaster report: Keith has reported some problems with visibility on the main IEEE web page. Problems appear to have been resolved now. Keith encouraged us to provide information for the web page, upcoming events etc. Matthew advised some interest from a student member willing to prepare a student activities website. Keith indicated that it should be possible to establish a sub-page from the main Section Web page that could be used for the student activities. **Action:** Keith and Matthew to follow up the details.

Keith reported that he had generated about 233 emails to members that announced the recent Prestige Lecture. **Action:** Keith to include some of the basic statistics reported by Ramesh on the membership numbers. (Not details of people in arrears, however!)

7. Student Branch:

As noted in the minutes of the previous meeting, we actually still need to complete the formalisation of the Student chapter. It seems that a student branch will not be under the Section but rather it needs to be attached to a university and they, in turn, will be affiliated to the Section. **Action:** (Carried forward from previous minutes) Matthew has taken the responsibility to collect the signatures of student members to arrange this as part of proposed student events in the near future that are to be held in Wellington and Palmerston North.

Matthew described his plans for an event, and suggested dates around the 14th and 15th May, with one at PN and another at VUW. Speakers are to be arranged as per previous meeting proposal.

Matthew acknowledged the bundle of prizes and IEEE material sent by Murray for use in the student events.

Matthew requested some funding for pizzas and drinks at the seminar events. It was agreed in principle that the Section would financially support the event and that the PN chequebook could be called upon to reimburse the Student Chapter for these event incidentals.

Post-graduate event for 2009 is planned to be during the semester break of 2nd semester. This is to be coordinated between PN and Wellington. The semester break for Massey is from 24th August to 4th September. We need to check with VUW and confirm the date. This year the presentation will be at PN.

8. Women in Engineering Report: Theresa was absent. **Action:** Murray to reconnect with Theresa and invite her to the next meeting.

9. Technical Chapters report:

No report - Edmund was an apology for this meeting.

10. General Business:

One of the Bell Labs representatives is likely to visit Wellington and there is a possibility for him to present a seminar. Brian McGlinchy will liaise on behalf of the IET. Richard can liaise with Brian. In Wellington, Edmund may be able to assist.

The likely venue is Te Papa museum. **Action**: Details to be confirmed through Murray and the IET representatives.

IEEE's 125 years celebration: Bob has offered to give a seminar on this event. The title is "Sparking a Revolution – Marconi, Ship wreckers and Murder". The topic will be of wide interest to community. Bob is away from 2nd week of July to till the end of August. So it is likely to be held in September. Richard recommended that VUW be approached to see if the Old Govt Buildings could be used as the venue because of its central nature. **Action:** VUW to be asked if they could provide the venue. **Action:** Keith indicated that we could advertise the event via the Computer World Website. Action: Once the details have been decided, we should inform the IEEE, local sections the IET and IPENZ. **Action**: Murray to re-circulate proposal to IEEE Section Committee to ensure that everyone was happy with this idea for the 125th Anniversary celebration.

Next committee meeting

The members all agreed to have the next meeting on 2nd June, 2009.