

**Annual Report
IEEE New Zealand North Section**

2004

**March 2005
Dr Bruce MacDonald
NZ North Section Chair
Auckland
New Zealand**

`b.macdonald@ieee.org`

PART A - SECTION SUMMARY

A.1 Executive Summary

- The New Zealand North Section provided over 50 events for members in 2004, mostly technical seminars, including 37 technical/professional meetings, 6 administration meetings, 2 workshops, 7 student events. Chapter activity included:
 - 6 Computer Chapter
 - 9 Comms Chapter
 - 2 GOLD
 - 7 IAS
 - 11 PE/PEL
- The section membership is stable. The committee are in a relatively stable state, with a variety of experienced and new members. The student branch is strong and looks to be strong for the next two years at least.
- Relations with IEE and the National Society are good and we hope to work together more in the future.
- Finances are healthy and stable, although there is fluctuation as the NZ dollar varies.
- The number of senior members has increased well in 2004.
- The section bylaws were updated, and the section celebrates its 25th anniversary in 2005.

A.2 Financial Report

The Section's finances are in a healthy condition, as a result of the committee members' efforts in 2004 and before. The annual income was about NZ \$12K, with expenses being slightly less. The income is mostly the section rebate, plus smaller amounts from sponsorship of events, IEEE funding applied for and received, plus some interest. Our income varies considerably with the value of the NZ dollar, which is strong at present and will likely result in a somewhat lower income. However this should not prevent us achieving our plans for 2005.

PART B - ORGANIZATIONAL ACTIVITIES

B.1 Membership Development Programs

- Effort in Membership Development
Membership continues at a reasonably stable level of 325 currently paid up members, although we may lose a few members to NZ South as some details of the boundary are corrected.
- Evidence of retention of members
Our membership numbers have been reasonable stable from year to year. Recently it appears that an unusually high number of members are in arrears with their fees; we are following this up.
- GOLD Activity
There is an active GOLD group, which ran two events last year. The group finds it difficult to generate a good level of interest in running events and we intend to promote the GOLD group this year in an effort to increase the number of volunteers involved, and to increase the number of GOLD members.

B.2 Professional and Continuing Education Activities

Activities included a leadership training workshop, seminars related to intellectual property, seminars related to professional issues including the nature of software engineering, the role of the profession electrical engineer, workshops on image processing and on wireless systems, and site visits. An online consultant database has been developed by the section and during 2004 this was advertised. There is some use of the site and we expect it to grow.

B.3 Recognized Educational Programs

Currently the REP data on the section needs to be updated.

B.4 Students Activities

There is one student branch that is very strong; a variety of events are run including site visits, workshop regarding job interviews and seminar presentations, sports and social events.

B.5 E-mail and Newsletter Activities, Home Page

Newsletters are now sent by email. The section bylaws were updated to allow the election of officers using email for communication to members. As a result most communications are event announcements by email, plus one or two newsletters. There is a section web site but it is difficult for committee members to keep it up to date.

PART C - GOALS AND PLANS

The NZ North 2005 Plan is attached.

PART D - OTHERS**D.1 Relationship with National Societies**

We have an agreement via the IEEE NZ Council, with the national society, IPENZ. In 2004 an additional agreement to cooperate was signed by IEEE (NZ Council), IEE (NZ), and IPENZ. We hope these will lead to further cooperation. A joint award with IPENZ is currently under discussion.

IEEE NZ North Plan

2005

Version 2

26 February 2005

IEEE NZ North Plan 2005

Vision

IEEE Vision

To advance global prosperity by fostering technological innovation, enabling members' careers and promoting community world-wide.

Our Goals (summary from IEEE 2000 Annual report)

- * **Membership Development**
to welcome eligible professionals to membership and embrace new technical disciplines resulting from the growth and convergence of fields within IEEE's scope.
- * **Enhanced Value**
demonstrate its desirability and worth to all constituents by providing ongoing programs that validate the scientific pursuits of members and the intellectual property they produce
- * **Products & Technology**
to develop and deliver timely, assessable high quality products and services.
- * **Public Imperatives**
providing balanced reliable information on key technological issues, encouraging educational excellence from pre-college through the adult education continuum and recognising vital contributions to society made by its members and other technological leaders.
- * **Strengthened Culture and Image**
to ensure a strong communicative internal culture, and to produce a clear, consistent image of the organizations global character and interests with a view to improved public service.

NZ North Section Vision

The IEEE will be a leading technical society for engineers & scientists involved in electro-technology and/or information technology in New Zealand. The section will provide members with access to high quality, current and topical technical information in the following forms:

- Lectures
- Short courses
- Workshops
- Symposiums
- Conferences

The section will also provide members with selected opportunities to enhance their professional development and careers through access to:

- courses, workshops and seminars on professional, business and legislative topics
- expanded electronic resources/database
- professional networking

The Section will work together with other leading technological societies within New Zealand and Australasia to meet the above aims.

IEEE Mission

The IEEE promotes the engineering process of creating, developing, integrating, sharing, and applying knowledge about electro and information technologies and sciences for the benefit of humanity and the profession.

NZ North Section Goals

On an ongoing basis the Section will provide an annual programme of technical events that comprises the following:

- A Monthly (February though to November) technical or professional meeting that consists of a high quality presentation of approximately 1 hours duration.
- A minimum of 2 technical/professional events and a minimum of 2 social events, targeted specifically to student members.
- A minimum of 1 Technical Site visit.

The Section will compliment this programme of events by sponsoring or providing some of the following:

- A short course of 2 days
- An emerging technology workshop of 2 days duration
- A professional development workshop of ½ day duration
- Host an IEEE conference

The section will also:

- Foster current student members and promote student events
- Provide and highlight topical information on IEEE and related conferences within Australasia and worldwide
- Aim to broaden the committee representation with members from related institutions and industries
- Encourage student members to become GOLD members, and promote GOLD activity
- Foster student branch formation in each related institution
- Foster social events

Objectives

The following tables set out the objectives and actual meeting outcomes for the years 1999-2006: Planned numbers represent minimal desirable targets.

Activity	1999-2001 Plan	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Actual
Technical/prof. meetings	10	25	20	12	24	
Short courses/ Emerging Tech. & Prof. workshops	2	0	1	3	4	
Student events	2	3	2	2	5	

Activity	Type	2004 Actual	2005 Plan	2005 Actual	2006 Plan
Section events	DL or high profile meeting	7	7		
	Other Tech/Prof meetings	29	12		
	Social events				
	Site visits	1	1		
	Short courses/ Emerging Tech. & Prof. workshops	2	3		
	Sponsored/other conferences	1	2		
GOLD events	Tech/Prof meetings	1	1		
	Social events		1		
	Site visits	1	1		
Student events	Tech/Prof meetings	4	3		
	Social events	2	2		
	Site visits	2	2		

Note that the section events number do not include the GOLD or student events, ie there is no duplication.

Issues

- Budget constraint; the Section has limited financial resources. Income estimated at \$8-10K depending on the exchange rate and membership, plus typically \$1-2K in various additional funding from requests and sponsorship.
- Time of committee members; the Section Committee members are volunteers and hence a limited time in which to carry out Section work.
- Interest of members; the Section's members are predominantly interested in technical information via the internet, learned journals, presentations, conferences and workshops.
- Availability of top class presenters; New Zealand's geographic remoteness can be a limiting factor when accessing top class presenters.

Strategies

- Focus on technical and social activities
- Use DL programmes, avoid international airfares, maximise benefits of visitors with NZ South and Australian sections
- Utilise and publicise resources within the IEEE
- Increase accessibility of the Section through the use of the Internet

Action Plans

Operational, Programmes, Projects

Operational Activities

Activity	Who	Due date	Comments/Status/Cost
Newsletter/email			
Newsletter and notice of candidates	Sam	15 Sep	Input from Nominations cmte which is formed by 1/9
IEEE list Mail out of Seminars	Sam	Ongoing	Moderate email/ ensure professional/ provide single point of contact
Section Administration			
Section Planning meeting	Bruce	24 Feb	Est: \$70.00
Section Committee meeting	Bruce	31 Mar	Est: \$70.00
Section Committee meeting	Bruce	26 May	Est: \$70.00
Section Committee meeting	Bruce	28 Jul	Est: \$70.00
Section Committee meeting	Bruce	29 Sep	Est: \$70.00
Section Committee meeting	Bruce	24 Nov	Final Dinner & AGM Est \$1000
			Sub TOTAL \$ 1350
Nominations Committee Meeting returns completed	Bruce Abbas	Sept Feb	Chapter chairs responsible for chapter related meetings. Sec/Treasurer to report general Section meetings (admin and tech)
Financial returns completed	Abbas	Feb	
Section Officer returns	Abbas	Feb	
Student Branch Returns	Abhinabh	May	

TOTAL \$1350

Social Activities			
Christmas function	Bruce		Combined with AGM
Computer Society			
Computer Meeting reports	Morteza	Feb	
Communications Society			
Comms Meeting reports	Nurul	Feb	
Industrial Applications Society			
IAS Meeting reports	Grant	Feb	
PACE			
PACE Meeting reports	Peter	Feb	
Power Engineering/ Power Electronics Society			
PES/PELS Meeting reports	Patrick Udaya	Feb	
Student Branch			
SB returns	Abhinabh		Liaise with Abbas

Programmes

Activity	Who	Due date	Comments/Status/Cost
Section technical meetings			
Meeting 1			PACE
Meeting 2 IEE Prestige		July/August	
Meeting 3			
			SubTotal: \$1000
Computer Society technical meetings			
Meeting 1	Morteza	May/June	One of these hopefully a DL (and/or Aus?)
Meeting 2	Morteza	July/August	
Meeting 3	Morteza	October	
			SubTotal: \$1500
Communications Society technical meetings			
Meeting 1	Nurul	18-21 May	DL
Meeting 2	Nurul		
Meeting 3	Nurul		
			SubTotal: \$1500
IAS technical meetings			
Meeting 1	Grant		
Meeting 2	Grant		From Australia
Meeting 3	Grant		DL
			SubTotal: \$1500
PES/PELS technical meetings			
Meeting 1	Patrick Udaya	September	DL Power
Meeting 2	Patrick Udaya	June/July	DL PE
Site Visit	Patrick Udaya	April/May	Power System visit with student branch
			SubTOTAL: \$1500

TOTAL \$7000

GOLD Events	Who	Due date	Comments/Status/Cost
Event 1	Grace	April	Social tour Lion Brewery
Event 2	Grace	July	Prof Dev course
Event 3	Grace	October	Site visit. Electropar?
			SubTOTAL: \$1000
Short Courses/Emerging technology workshops / Professional workshops			
Event 1			
Event 2			
Event 3	Nurul	September	Wireless Workshop
Student events			
Branch committee meeting x 8	Abhinabh		8 x \$50 per meeting (softdrink and pizza)
Social BBQ	Abhinabh	Beginning of Semester one	Membership drive Est: \$200
2 Field trips	Abhinabh	Ist & second semester	Est: \$200 (\$100 per event)
Jobs skills Seminar & Practice Interviews	Abhinabh	July	Est: \$200 (with successful SPAVE funding)
Guest Speaker	Abhinabh		Est: \$100
Social Sport	Abhinabh		Est: \$200
Practice seminars for Graduates & U/grads	Abhinabh	Sept (Mid semester break)	Est: 0
Student Paper contest	Abhinabh	Nov	
SB committee Dinner	Abhinabh	Nov	Est: 200.00
			TOTAL \$2300

Projects

Activity	Responsibility	Due date	Comments/Status/Cost
General Initiatives			
IPENZ/IEEE/IEE relationship	Bruce/Michael		On going
UA ECE year 4 poster prize			\$200.00
Conference sponsorship			
Update web pages	Mano & Society Chairs		
Apply for webcasting equipment	Mano		Laptop, camcorder, radio mic. Cost to section?
Committee Membership	Bruce		
All Committee eligible submit Senior Membership application forms	Bruce Grant		
Form Robotics chapter	Bruce		4 Meetings, including George Bekey in May.
Incorporate the section	Bruce Michael		
25 th Anniversary / President visit	Bruce Michael Abbas		
Sections Congress	Bruce	14-17 Oct	\$700?? Who to go?
Newsletter Initiatives			
Web-based/electronic newsletters	Sam	As Required	
Manage IEEE List	Sam		
MDC Initiatives			
Sponsor PG conference?	Nirmal		If running
Web Site Domain	Mano		\$70.00
GOLD	Grace		
Establish AUT SB	Nirmal		
PACE Initiatives			
Website	Peter		Publications as received
Consultant database	Peter		\$600 (500 advert, 100 fixes)
			Subtotal \$1570

GRAND TOTAL \$12,220
