

Report on issues since last meeting of IET Committee

1. Breakfast meeting. Murray has talked with Douglas Webb who has now agreed to speak at the breakfast meeting. I rang the James Cook and discovered that the following days are available in June and July. June Tues 5, Thurs 7, Mon 11, Tues 12, Wed 13, Thurs 14, Mon 18, Tues 19 Wed 20, Thurs 21, Mon 25 Fri 29. July Mon 02, Mon 9, Tues 10, Wed 11, Thurs 12, Fri 13, Mon 16, Tues 17, Fri 20, Mon 23, Tues 24, Wed 25, Thurs 26. Arrangement s are to be made through Pip Campbell (Functions Office 499 9503) Previous arrangement was made in name of IET. We could pay deposit by cheque or a personal credit card. (I have done the latter). Murray will liaise with D W on a date

Murray has requested that it be a joint function with IEEE. We have also asked IPENZ to join and share costs in the past. Someone needs to contact Andrew Clark. I support this, with a joint intro by IEEE and IET. Also need to decide if we wish to charge members to attend. \$10 in the past. Needs Bev to handle registration. We have \$350 in the budget for this. We could easily cover the extra costs if members were not charged. For the past couple of years we calculated the net cost and shared it three ways.

	Gross Exp	Income	Cost saving	Net Exp
Activities - Main Annual Function/Prestige Event/Annual Dinner				
Accommodation	600			600
AV equipment	100			100
Refreshment [cost of tea/coffee and biscuits/sandwiches]	2,000			2,000
Entertaining Speakers [1 more comm member than speaker(s)]	100			100
<i>Less Income</i> Delegate fees		1,000		(1,000)
Sponsorship [specify]		1,450		(1,450)
Sub totals	2,800	2,450		350

Sponsorship has been \$1000 from major Corporate (See Roger B) and the remainder is from IEEE and IPENZ. Income based on 80 mostly members @\$10 each plus a few non-members at \$20

2. Prestige Lecture. Bryan Leyland is handling this. Speaker to be Prof John Boys. No dates yet. Forum meets all costs.

3. I went up to Massey Palmerston North on Wednesday 4th April and presented the two prizes and gave a brief talk about the IET. About 50 and a good number of staff. Well received. Chris is to hold a meeting to try and establish a YMS committee first week of new term. I was asked to agree that we pay the subs of anyone who serves on the committee. Our committee needs to endorse and liaise with Chris for refunds.
Please can I have a refund for 300km travel by private car rate used to be 62cents per km.
4. YMS lecture. Still no date from Wyatt. Jackie should follow up if I don't report earlier.
5. Meeting day/date, Several committee members suggested that Monday was not a good day and could we shift to a day later in the week. I play Bridge on Tuesdays but any other day would suit me. Can Frank and David do a poll and notify all as soon as the day for next meeting is set? And ask Bev to book the room.
6. Newsletter. We usually prepare a nice paper notice of the breakfast meeting. Joanne will supply IET mailing lists and Bev can do the rest. Needs commitment from IEEE and IPENZ. Plus details of registration and payment (**NOT Internet**). There are two obits to sort out and I will try and do these this week.
7. Other activities. I sent a report to UK on the year's plan and a copy to all committee members. Peter Browne is to follow up the West Wind talk but nothing else has been finalised.
8. I have booked the room for John Scott's talk on Tuesday 12th. This must go in Newsletter. Need to gauge likely numbers for catering and order about a week before hand. I can handle this. There could be an opportunity for a dinner on the Monday or Tuesday evening. Two or three max.
9. Business plan. This has to be completed by 14 May. So Frank will have to finalise after committee meeting in May. I will try to draft some bits before then.
10. Forum meeting. A number of Forum members will be overseas until at least mid June. First likely date will be Sat 23 June. They need to finalise their business plan by 14 May and have it endorsed at the June meeting. Still no resolution to PATW finals.
11. Web site. Another LN commented to me that our site was a bit out of date. Not that there had been much to add. David Owen has offered to help Shepherd. Discussion needed.

Brian McGlinchy

12 April 2007