

NOTES FROM THE GREATER LONDON REGION COMMITTEE MEETING HELD AT 1 BIRDCAGE WALK ON 14th October 2015

Present: G. Hartill (GH) G. Hayes (GWH)
C. Ingram (CI) I. Berry (IB)
A. Perera (AP) J. Blake (JB)
S. Paish (SP) M. Saunders (MS)
E. Robinson (ER) A. Mason (AM)
J. Tomlinson (JT) N. Asselin-Miller (NAM)
K. Hanson (KH)

1. INTRODUCTION

1.1 Chairman, Giles Hartill, welcomed everyone and thanked them all for attending. AP confirmed the apologies received.

2. APOLOGIES

	C. Clarke (CC)	C. Maycock (CM)
	C. Lowther (CL)	N. Cartlidge (NC)
	C. Brown (CB)	B. Takala (BT)
	K. Jones (KJ)	M. Osborn (MO)
	Y. Yan (YY)	V. Liu (VL)
	A. Du (AD)	P. Kapadia (PKa)
	S. Haslam (SH)	T. Poole (TP)
	C. Price (CP)	
Absentees	K. Huntington (KH)	P. Knight (PK)
	F. Khoshnoud (FK)	T. White (TW)
	G. DeNadai (GD)	D. Thielens (DT)
	S. Subramanyan (SS)	

3. AGREEMENT ON AGENDA

3.1 IB questioned the reason for removing area updated from the agenda (in the past, area reporting was included). GH explained the new RSB format for the agenda. Agreed with no amendments.

4. MINUTES OF LAST MEETING

4.1 Agreed with no amendments.

5. MATTERS ARISING AND ACTIONS FROM THE LAST MEETING

5.1 BT was absent; however he emailed an update on the Twitter/Facebook and Instagram accounts. GH suggested that at present, having those accounts up and running would be sufficient. The committee is encouraged to email BT with further suggestions.

SP suggested an email to membership reminding all about these new Twitter (@IMechE_GLR)/Facebook/Instagram accounts. Currently Twitter has 14 followers. **Closed**

- 5.2 GH reiterated the need to prepare succession planning at YMP and all area panels. An email reminder to all panel Chairs. **Action AP**
- 5.3 GWH (IET) briefed about the IET/IMechE joint event with a speaker from NASA. SP suggested that these vents are expensive and involves too much work. About £2500 would be required (which amounts to entire spare budget of CEC until end of 2015). Only £1000 left in CEC account. GH suggested there is a budget for this event and will confirm with VL; **Action GH/VL**. GWH said he will look after the refreshments and publicity. GH suggested that event should be advertised as a "family event". Book room with 450 seating (expect about 300 to attend). Allocation of tickets through online booking system (SP requested GWH to allocate specific number of tickets for IMechE, with the agreement that updates on the numbers will be provided frequently) **Action GWH**. KH (IChemE) said there is no budget of this magnitude for them to share for these types of events. **Open**
- 5.4 Joint New Year event with IET. Already discussed during CEC meeting. **Open**
- 5.5 Joint event with IMarEST. CL was absent to report on the progress. **Open**
- 5.6 Advertise for an ICE liaison (**Action FK/ER**). GH suggested that this is a senior position and must be taken-up by the volunteer from the GLR. **Open**
- 5.7 SP has completed training with Kevin Manning (**KM**) on Sitefinity and Informer. SP questioned the need and usefulness of collecting data on attendance at events. **Closed**
- 5.8 ER will add the new area structure display to the NearYou web page. **Closed**
- 5.9 CI's question on accessing member work place information is not available through the current database (GH confirmed). **Closed**
- 5.10 Update on Twitter and Facebook accounts already discussed. **Closed**
- 5.11 GH said ICE Liaison by a YMP member is not suitable. **Closed**
- 5.12 Update on the F1 event discussed during CEC meeting. **Closed**
- 5.13 GWH and YMP (AD/AM) communications will exchange. **Closed**
- 5.14 YMP will coordinate and report back. **Closed**
- 5.15 SP said Membership upgrade event will take place but not in November 2015. **Closed**

- 5.16 KH and YMP (AD/AM) have discussed the actions required. **Closed**
- 5.17 RAS conference sponsorship; GH agreed for prize money out of GLR budget. CC to remind FK to advertise this event Action CC/FK. **Closed**
- 5.18 D&G liaisons officers. GH suggested clarifying the list of vacancies and getting FK to advertise. **Action GH/AP/FK. Open**
- 5.19 YMP new proposals and additional budget requests. GH suggested that YMP should use their existing budget and then if they need additional funding then request once the existing funds have been depleted. It's important to keep within budget where possible. If additional funds required, there may be a possibility to request. AM said about £2000 required while only £300 nominal amount allocated for these additional events. **Closed**

6. COUNCIL/RSB UPDATE

- 6.1 GH provided a brief summary of RSB updates. Amendments to the NearYou booking system are complete. KM will provide training to area/YMP/CEC.

7. HON. TREASURER'S REPORT

- 7.1 Both VL and CC were absent; VL has sent in a summary of current status as a ppt.
- 7.2 In response to the questions raised by HQ (Richard Guy) about the 2015-16 budget request, VL and GH has concluded that it may be either misinformation or confusion about the dates that led the HQ to believe there is a large gap/increase in the 15/16 budget request. In real terms, the increase in the budget request is only £1800 (compared against 2014/15 request). GH will clarify this with VL. **Action GH/VL**
- 7.3 GH said he will defend the budget requests for joint events as these come under strategic objectives of the GLR. GWH suggested having a separate informal meeting (GWH/SP/GH) to discuss joint events and funding. **Action GWH/SP/GH**
- 7.4 GH also said that there is no clear indication from the HQ on what the target budget should be. However, the regional plan is clear on the GLR objectives.
- 7.5 GH presented treasurer's report.

8. REGIONAL PLAN

8.1 **ENGAGEMENT**

8.1.1 New NE Area: ER/CI/GH have reviewed and finalised the new area structure. Southern area will be renamed South-East. About 6 volunteers have come forward for NE area. CI will help initial organisation of the NE area panel; is meeting Dr. Reza Shah (Queen Mary University) after committee meeting to discuss way forward.

Action CI

8.1.2 Presidential Visit: GH said the day time event will be CM while he expects YMP to organise/coordinate the evening event. Please liaise with GH to understand what is required. **Action AD/AM.**

8.1.3 Area Database: GH said he has requested the HQ for the area database (Informer) to be more open, however only appointed volunteers from area/YMP/CEC are currently given access. MS (CEC) to contact KM to discuss the possibility of sending emails to selected cross-section of Southern Area membership (e.g. Over 60, young members, etc.). **Action MS.**

8.2 **DEVELOPMENT**

8.2.1 YMP is holding a Get Registered Event today at HQ.

8.2.2 CEC will organise a Member to Fellow event in future. This has been discussed in detail during CEC meeting.

8.2.3 All area/YMP should provide their future event planners to the GLR. SW and YMP have submitted their event plans already.

8.2.3.1 SE area: MS to send an email to GH with the event plan

8.2.3.2 NW area (KJ) to action on their plans

8.2.3.3 AP to email all areas to remind them to submit their event plans.

Action AP

8.2.3.4 CM (HQ) will organise the new member's event.

8.3 **OUTREACH**

8.3.1 Professional Engineering Institution (PEI) liaison

8.3.1.1 IET

a) GWH suggested that as IET/IMechE work together, the joint committee should have a good plan and objectives. GH said that IMechE objective is to organise at least one joint event per year.

b) At the proposed meeting on 28th October meeting participants should discuss further and agree on how best to move forward.

c) SP said GLR should define what we want to achieve from the joint events. GWH suggested it is about "dissemination of information

across different institutions and networking". AM said YMP position is "synergy with other institutions".

8.3.1.2 IChemE

- a) KH reported on a recent event; 140 booked and ~100 attended.
- b) A special "thank you" is due to **JT** on behalf of the panel for his efforts in organising the event.
- c) KH enquired what IChemE expect to achieve through the joint activities. They need links with D&G's (guidance from GLR), technology strategy board and RSB.
- d) GH suggested exchanging plans for events will be a good start and cross-advertising the events.
- e) KH said IMechE is stronger in schools while IChemE has stronger links with universities. Each can benefit from the other by sharing their strengths.
- f) On the social side, visits to breweries/distilleries and technical sites are planned (planned visit to Tate Lyle was cancelled).
- g) KH asked to know what the Process and Power division's role and how to build contact with the group. GH agreed to pass contact information. **Action GH.**

8.3.1.3 Royal Aeronautical Society

- a) CC was not present to update.

8.3.2 Divisions and Groups (D&G) Liaison

8.3.2.1 None of the officers present.

8.4 **PR/MEDIA**

8.4.1 PK/FK not present.

8.5 **EDUCATION**

8.5.1 YMP

8.5.1.1 "Speak Out for Engineering" event proceeding today.

8.5.1.2 AM presented future plans.

8.5.1.3 GH requested YMP to take lead on the Presidential Visit evening event on 29th January 2016 at Queen Mary University. AD to respond with a plan **Action AD**. CM and CI will discuss further arrangements. ER and SP to promote the event. **Action ER/SP.**

8.5.2 STEM

8.5.2.1 AM presented a list of all STEM event planned for future.

8.5.2.2 According to the target, one more "Engineering Your Future" event is required.

8.5.2.3 AM asked if they can access database for Universities/Colleges, etc. GH suggested that it is unlikely CM will provide these due to Data Protection reasons.

8.5.2.4 Replying to a question on getting HQ support, GH said that there are no paid employees in HQ to provide support for publicity/advertising.

8.5.2.5 GH will raise these issues further to obtain data on age groups, divisions' interests, etc.

8.5.3 University Design Challenge

8.5.3.1 TW was not present.

8.5.3.2 GH updated the status. University Design Challenge finals held last week at HQ. It was a national IMechE event for first year engineering students (device to climb outside of a tube). Liverpool John Moors won.

8.5.3.3 A vote of thanks is due to TW for his hard work; to be included in the minutes. **Action AP.**

8.5.3.4 YMP volunteer sought to help TW for future events. **Action AD/AM.**

8.5.3.5 AM proposed, as YMP event, competition to showcase group design projects for universities. Proposal is to select the best university group project from each university participating and then select the winner and present them with an IMechE award. GH said there is a link in IMechE web, where certificates can be applied for. GH will provide the link. **Action GH.**

9. AOB

9.1 AP and GWH to work together to arrange a suitable date for the GLR/IET Christmas social in December (first two weeks preferred, and must align with HQ room booking criteria). GWH will confirm IET availability and AP liaise with YY (to book venue: Feather's Pub) and HQ to book the December GLR meeting. **Action AP/GWH/YY.**

9.2 SP said a vote of thanks for JT/Library and other volunteers is due on the successful organisation of the last CEC event. This to be included in the meeting minutes. **Action AP.**

9.3 JB spoke about Women in Industry Event and a competition they organised for future leader's award.

- 9.4 KH said IChemE may have to charge for their events. He also asked about the involvement of GLR with Diversity/Inclusion. IChemE officer in charge of the above role is in contact with the counterpart in IMechE. GH said GLR doesn't have a particular target in this aspect.
- 9.5 GWH said IET needs couple of volunteers to organise joint Christmas event (NASA lecture). **Action AM/AD/GWH.**
- 9.6 CI presented GH with a gift and a card congratulating family of GH for their new arrival.
- 9.7 AP showed a list of proposed meeting dates until mid-2016. GH suggested that the list is kept on hold until he can confirm. Once agreed, these dates will be published in Near You. **Action AP/GH.**

10. FUTURE MEETING DATES

2nd December 2015 – IET/GLR Joint Christmas Social

27th January 2016

10th March 2016 – GLR Nominations for 2016/17

20th April 2016 – GLR AGM

2nd June 2016

13th July 2016 – Final meeting before summer break

11. CLOSE.

12. ACTIONS ARISING

Minute Reference Number	Owner
5.2 Email reminder for succession planning (Area/YMP)	AP
5.3 Budget status for IMechE/IET joint event	GH/VL
5.3 Ticket allocations for IET joint event	GWH
5.6 Advertise for ICE liaison officer	FK/ER
5.18 Prepare list and advertise for D&G liaison officers	GH/AP/FK
7.2 Clarify actual budget request comparison between 2014 /15	GH/VL
7.3 Informal meeting to discuss budget for joint events	GWH/GH/SP
8.1.1 NE area creation. Panel volunteers	CI
8.1.2 YMP to liaise with GH: Presidential visit evening event	AD/AM
8.1.3 MS to contact KM to discuss selective emailing (SE Area)	MS
8.2.3.3 Email reminder to submit event plans (Area/YMP)	AP
8.3.1.2-g Pass Process and Power division contact to KH	GH
8.5.1.3 Presidential visit evening event: YMP to prepare a plan	AD
8.5.1.3 Promote/Advertise after YMP event plan is ready	ER/SP

8.5.3.3 Minute vote of thanks to TW	AP
8.5.3.4 YMP volunteers to help TW	AD/AM
8.5.3.5 Provide web link to YMP: IMechE certificates	GH
9.1 Agree on a suitable date for IET/GLR Christmas social	AP/GWH/YY
9.2 Minute vote of thanks to JT and other volunteers.	AP
9.5 YMP volunteers to support IET Christmas lecture	AD/AM/GWH
9.7 Update future meeting dates liaising with GH	AP/GH

13. SPECIAL VOTE OF THANKS

- 13.1 Jasper Tomlinson and other volunteers involved in organising Nuclear Event.
- 13.2 Tony White for his enthusiasm and dedication shown over the years organising successful University Design Challenge.

Anura Perera

Hon. Secretary
GLR Committee

19th October 2015

CEC Minutes (17:30 to 18:00)

Attendees: SP, MS, Area Reps, Others

Introduction:.

CEC 1. ...

Action Items

A1. MS provided a note via email in relation to a question during the meeting: "It was also asked about who gave the guided tour to the London Society members at the Sustainable Urban Mobility event. It was Sarah Rogers, who I believe is Head Librarian at HQ".