

**NOTES FROM THE GREATER LONDON REGION COMMITTEE MEETING  
HELD AT 1 BIRDCAGE WALK ON 8<sup>th</sup> June 2016**

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Present:

C. Ingram (CI)	A. Perera (AP)
A. Du (AD)	S. Paish (SP)
V. Liu (VL)	Y. Yan (YY)
C. Clarke (CC)	E. Robinson (ER)
E. Khaleghi(EK)	M. Saunders (MS)
J. Tomlinson (JT)	G. Hayes (GWH)
J. Blake (JB)	N. Cartlidge (NC)
M. Greenberg (MG)	Phil Mackency (PM)
J. Nyquist (JN)	P. Finegold (PF)

**1. INTRODUCTION**

- 1.1 V. Chairman, C. Ingram, welcomed all present. AP confirmed the apologies received.

**2. APOLOGIES**

G. Hartill (GH)	R. Shah (RS)
P. Kapadia (PKa)	T. Baker (TB)

Absentees	C. Lowther (CL)	K. Jones (KJ)
	K. Huntington (KH)	Joanna Li-Mayer(JL)
	B. Takala (BT)	N. Asselin-Miller (NAM)
	M. Osborn (MO)	K. Hanson (KH)
	C. Maycock (CM)	T. Poole (TP)
	R. Guy (RG)	

**3. AGREEMENT ON AGENDA**

- 3.1 Agreed as presented.

**4. MINUTES OF LAST MEETING**

- 4.1 JT proposed an amendment to the minutes due to a possible misrepresentation of the facts (minutes appear to suggest JT owned the company Maltex). AP to correct the mistake. Other than the above, minutes were in good order.

## **5. MATTERS ARISING AND ACTIONS FROM THE LAST MEETING**

- 5.1 Some areas and YMP submitted event plans. Leave open and send reminder **Open (Action AP)**
- 5.2 An email reminder sent to GH/RS/FK about creating NE area PR/Media role. Outcome is pending. RS to report back. **Closed**
- 5.3 AD is yet to contact CL with regard to evaluating education feedback tool. **Open (Action AD/CL)**
- 5.4 YMP has submitted STEM events plan. **Closed**
- 5.5 BT was expected to contact Lesley Lensen (IMechE) to obtain further information on social media aspects of HQ. No update from BT. **Open (Action BT)**
- 5.6 Check functionality of GLR events calendar: was tested by stakeholders. Populating events and access to whole committee and area designated person is required. Follow-up needed. **Open (Action AP/YY/SP)**
- 5.7 YMP (EK) has claimed £500 for SOFE event. **Closed**
- 5.8 IMechE HQ has taken over the University Design Challenge (UDC) planning and organisation. Tim Baker (TB) has been appointed as the UDC lead. **Closed**
- 5.9 AP has emailed GLR committee vacancies list to GH/CI/FK/YMP. **Closed**
- 5.10 BT to actively encourage members to use Twitter with help from EK. BT is unavailable to report back on the progress. YMP has more experience on Twitter usage. EK will liaise with BT. **Open (Action BT/EK)**
- 5.11 All committee members to familiarise with the use of Google Docs. No actual feedback to report. **Closed**
- 5.12 Events list from some areas and YMP are already included in the events calendar. YMP has their own events calendar. Further action is needed to finalise. **Open (Action AP/YY/SP)**
- 5.13 EK haven't had the opportunity to provide contact details at Mini Car factory to Ken Jones. Will do that at the earliest. **Open (Action EK/KJ)**
- 5.14 KJ was not available to comment on the action with regard to providing contact details for Sub-Sea Engineering Speaker to YMP. **Open (Action KJ/EK)**

## **6. COUNCIL/RSB UPDATE**

- 6.1 CI was unable to contact GH. Next council meeting is planned for 19<sup>th</sup> July.
- 6.2 CI explained the current guidelines provided by the RSB on how regions should operate and what is expected to be achieved. All regional activities then should be aligned to achieve those targets proposed by the RSB.

## **7. HON. TREASURER'S REPORT**

- 7.1 VL presented a brief summary of current budget.
- 7.2 Current bank balance is £461 (down from £3107 in April). Next 2/3 tranche of the 2016 grant requested.
- 7.3 NE area bank account setup is ongoing.
- 7.4 Recent significant expenditure includes £928.50 for Graphene lecture. Anticipated future expenditure for 2016 includes £2500 for the Christmas lecture.
- 7.5 Bank balance of each area panel is in good state.
- 7.6 Remaining 2016 grant is £7833 and access to Chairman's fund of £4250 makes the total available to spend within 2016 to £12083.
- 7.7 VL requested all area and YMP treasurers to update/confirm anticipated spend for the remainder of 2016. AP to remind all area/YMP chairs. **Action** AP
- 7.8 Taking the budget/event expenditure discussion further, CI agreed that as SP has suggested earlier, HQ catering is below par. Over £900 charge for 60 (out of 200 ordered) attendees is appalling. In future, for events, only Tea/Coffee to be ordered (no nibbles). Only for special events, such as AGM or Christmas lecture should have a full catering order (including nibbles).
- 7.9 EK said catering at events is required and if the costs are too high, then GLR should request HQ for further increase in funding to meet the high costs. AD said it is important to consider budget and actual attendees; however, this may not be possible. SP added that value for money wasn't there. PF also agreed with this experience and suggested that Maria (HQ) is the person to talk to and also raise the issue at RSB. RG also suggested earlier contacting Gemma Marks on this issue. PF to email Maria's contact email to CI. **Action** PF
- 7.10 EK said that YMP also had a similar experience with regard to catering at HQ and decided to go elsewhere for food after the event.

7.11 JT asked if catering is a profit centre for HQ. He also questioned if there is a real incentive to hold events in this building.

## 8. GLR COMMITTEE REMAINING VACANCIES 2016/17

8.1 CI welcomed the volunteers who have expressed their willingness and turned up today.

8.1.1 Following vacancies are to be filled. Some vacancies were deemed not required and will be dropped from the list.

8.1.2 STEM coordinator role and Ordinary Member role to be advertised again as none of the volunteers present have confirmed their interest. Later on MG (M. Greenberg) expressed his willingness to join the panel as "Ordinary Member". This role to be confirmed at the July meeting. **Action** AP/PM

Panel Position	Current 2015/16	Nominee 2016/17
STEM Projects Coordinator (Education Liaison Officer)	S. Haslam	<b>Advertise</b>
Publicity Officer	F. Khoshnoud	Phil Mackency
Assistant Publicity Officer	S. Subramanyan	<b>Not Required</b>
IMechE D&G Liaison Officer Assistant	G. de Nadai	Dilan Firmin
University Design Challenge Lead	T. White	Tim Baker
Uni. Design Challenge 1 <sup>st</sup> Year Asst.	Vacant	<b>Not Required</b>
Uni. Design Challenge 2 <sup>nd</sup> Year Asst.	Vacant	<b>Not Required</b>
Member	I. Berry	Advertise

## 9. REGIONAL PLAN

### 9.1 ENGAGEMENT

9.1.1 Social Media:

9.1.1.1 BT was not present at the meeting. Has couple of outstanding action items for him to complete. AP to email and remind BT about the actions. Publicity Officer to get involved with Social media aspects as well to improve. EK to give some support to improve social media role and provide details to BT/PM (use of hashtag to ask questions etc.). **Action** AP/EK

### 9.2 DEVELOPMENT

9.2.1 Area Updates

9.2.1.1 All areas have partly updated their event plans as requested. However, more needs to be done to complete the events calendar.

**Action All Area/YMP Reps**

9.2.1.2 SWA: AP briefed SW area update on behalf of the SW Chair.

(a) A talk on floating solar farm (currently the largest such facility in the world) at QE2 reservoir. Well attended and a good presentation.

(b) Kingston University Electric Motorbike event (presentation by Students) organised by SW panel.

(c) Future plans to follow.

9.2.1.3 NWA: CC briefed.

(a) New blood in the area is required. Publicise for volunteers. SP asked what can GLR, as a committee can do to support.

(b) Event attendance is poor. Talk with YMP to get support. Can YMP hold another event at Brunel and use the opportunity to promote NW area.

9.2.1.4 SEA: MS briefed.

(a) Had a couple of events (Drones-20 attended, Shale Gas-21 attended, One lunch meeting-17 attended).

(b) Next event planned is a talk on Deerman engine. End Sept/early Oct.

9.2.1.5 NEA: CI reported.

a) GH will work with NE to promote events. VL suggested they start using their budget. £500 available.

9.2.1.6 YMP: EK Briefed.

(a) EK presented all event activities and future plans.

(b) National Women in Engineering Day is a highlight.

(c) Best event planned, Summer fair, has been cancelled.

(d) YPM will concentrate more on Big Balloon event. IET to liaise with YMP.

## 9.3 **OUTREACH**

9.3.1 Professional Engineering Institution (PEI) liaison

9.3.1.1 Royal Aeronautical Society: RAeS (CC report)

a) Not a great deal to report. Meeting on light aircraft safety. Shoreham disaster is not necessarily a light aircraft accident.

- b) Other lectures planned for future that might be of interest to GLR. CI- Is this something to advertise in NearYou? In answer to a question from VL, CC said GLR is not expected to contribute to prizes. Possible to provide sponsorship through GLR for RAeS conference to get good deal for attendee costs (£60 pp for a £200 contribution from GLR).
- c) Design competition: CC was unable to convince GH last year. CI said he is happy to consider sponsoring (VL said GLR coffers have £6000 available).

#### 9.3.1.2 IET (GWH report)

- a) Planned another event for November 9<sup>th</sup>: Ageing and Automation (Guatemalan proverb). GWH to send an email to ER for advertising. **Action** GWH
- b) Christmas Lecture: will prepare the ideas and send to SP/CI. £1000 for venue. Total £2500. There are certain items IET cannot pay for (IMechE cannot pay for Speakers). Expecting to hold 2017 Christmas Lecture in IMechE HQ. Theme is Gaming (UK is the world leader). No exact date been agreed yet.

#### 9.3.1.3 IMarEST (CL report)

- a) CL was absent.

#### 9.3.1.4 IChemE (KH report)

- a) KH was absent.

#### 9.3.1.5 Off-Shore Engineering Society

- a) Nothing to report.

#### 9.3.1.6 ICE (JT report)

- a) ICE has allocated permanent staff to deal with London region.
- b) Lecture on two themes were suggested. Small Modular Reactors, IMechE suggested contacting nuclear division. The event will be organised by HQ as a London regional event. Railway conversion (1955) – reserved for freight. JT to email NC (Railway) to discuss further. **Action** JT

#### 9.3.2 Divisions and Groups (D&G) Liaison

##### 9.3.2.1 Railway Division (NC report):

- a) Railways have close collaboration with Civil engineering. NC should communicate with SP.

#### 9.4 **PR/MEDIA**

##### 9.4.1 PK was absent.

## 9.5 **EDUCATION**

### 9.5.1 University Design Challenge (TB report)

9.5.1.1 TB was unable to attend today. He is keen to participate in future.

9.5.2 YMP/STEM: No further report.

### 9.5.3 STEM Events:

9.5.3.1 A volunteer is yet to be appointed. JN showed interest but is still considering the options.

### 9.5.4 IMechE HQ Education and Skills Officer (Peter Finegold, PF)

9.5.4.1 Presented what HQ is planning for future. Has distributed a hand out. Pre-2015 activities. Now IMechE have a greater balance on activities. How can we promote Engineering in Schools? 10 goals arrived at a series of seminars of Engineering Collages. NC said Science Teachers are the key.

9.5.4.2 SP asked what HQ expects from GLR? PF requested all to read the reports and then get back to him with thoughts and suggestions. ER- There is not enough materials for teachers to use.

9.5.4.3 PF has worked with IET to promote and develop this work. £200 K available (IET contributed 160K). Document is available in NearYou. One specific is that an event was organised with IET/BP at STEM learning centre (Insight into Industry). Teachers spending 10 days in industry. There was an annual regional educational officers meeting (Sheffield-last week). PF will send Education and Skills document to AP. **Action** PF

## 10. **AOB**

10.1 7th September event: room booked. Details from AD.

10.2 Invite Katherine Phipps to a GLR meeting. **Action** AP.

10.3 NC requested to pass his email to committee members.

## 11. **FUTURE MEETING DATES**

14<sup>th</sup> July 2016 – Final meeting before summer break

## 12. **CLOSE.**

### 13. ACTIONS ARISING

Minute Reference Number	Owner
5.1/9.2.1.1 Remind Area/YMP to submit Event Plans	AP
5.3 AD liaise with CL to evaluate education feedback tool	AD/CL
5.5 BT to contact Lesley Lensen	BT
5.6/5.12 Check functionality of GLR events calendar/update	AP/YY/SP
5.10/9.1.1.1 BT to improve Twitter usage and liaise with Publicity Officer	BT/EK/AP/PM
5.13 Esf to provide contact at Mini Car Factory to KJ	EK/KJ
5.14 KJ to provide Sub-Sea Engineering Speaker contact to YMP	KJ/EK
7.7 Remind Area/YMP to submit anticipated spending to VL	AP
7.9 PF to send Maria (IMechE HQ) email contact to CI	PF
8.1.2 Advertise STEM Coordinator Role.	AP/PM
9.3.1.2-a GWH to send an email to remind ER to publicise event	GWH/ER
9.3.1.6 JT to email and discuss proposals with NC further	JT/NC
9.5.4.3 PF to send Education and Skills document to AP	PF/AP
10.2 Invite Katherine Phipps to a GLR meeting	AP
CEC-A1: No actions.	

**Anura Perera**

Hon. Secretary  
GLR Committee

2<sup>nd</sup> July 2016



## CEC Minutes (17:30 to 18:00)

**Attendees:** SP, MS, AP, CI, Area Reps, Other Committee members

**Introduction:** SP welcomed all present and tabled the Agenda for the meeting.

SP updated the attendees on following:

1. Gresley P2 Lecture: planned 28<sup>th</sup> September, jointly with Hammersmith IET, £750 paid by IET. Main lecture theatre. 250 attendees expected. Catering to be dropped.
2. Renewable Power: HQ arranged speaker, support requested by RG (GLR to contribute £250, to be held in Manufacturing room). 25th September. No conflicts.
3. Structural Adhesives: MS reported October date is planned (room booked for 6th or 25th) Speaker is OK with dates. 25th preferred
4. Electricity Grid (Ian Berry): HQ Lecture Theatre. CC suggested Brunel University. However attendance could be poor. November proposed.

### Big Balloon Debate

1. GWH was not available for the CEC meeting:
2. CI said he cannot see Big Balloon debate (YMP event) given the limited budget allocation. VL said budget will be available. AD said the event is an inter-institution event hence we may not have to arrange it this year (last year IMechE arranged). AD said usually for tea/coffee £200 - £300 expenditure anticipated.

### Christmas Lecture

Christmas Lecture is an inter-institution event. A separate budget pot is available for the event. £2500 is usually the GLR contribution.

IET/IMechE Christmas social: Budget £500. Numbers similar to that for last year.

## Action Items

A1.

## Events List

Date	Event Title
20 <sup>th</sup> Sept	Gresley P2 Lecture
25 <sup>th</sup> Sept	Renewable Power
October	Structural Adhesives
November	Electricity Grid
TBC	Upgrade Your Membership
TBC	Brewery Visit