

**NOTES FROM THE GREATER LONDON REGION COMMITTEE MEETING
HELD AT 1 BIRDCAGE WALK ON 14th July 2016**

Present: C. Ingram (CI) E. Robinson (ER)
A. Du (AD) E. Khaleghi(EK)
V. Liu (VL) T. White (TW)
C. Clarke (CC) K. Jones (KJ)
K. Hanson (KH) J. Blake (JB)
J. Tomlinson (JT) Robert Rayner (RR)

1. INTRODUCTION

1.1 Chairman, C. Ingram, welcomed all present, and confirmed the apologies received.

2. APOLOGIES

A. Perera (AP) R. Shah (RS)
G. Hartill (GH) T. Baker (TB)
M. Saunders (MS) D. Firmin (DF)
P. MacKenzie (PM) S. Engwell (SE)
Y. Yan (YY) S. Paish (SP)
J. Li-Mayer (JL) B. Takala (BT)
G. Hayes (GH)

Absentees C. Lowther (CL) N. Asselin-Miller (NAM)
K. Huntington (KH) T. Poole (TP)
B. Takala (BT) R. Guy (RG)
M. Osborn (MO) J. Nyquist (JN)
P. Kapadia (PKa) M. Greenberg (MG)
C. Maycock (CM) M. Saunders (MS)
N. Cartlidge (NC) P. Finegold (PF)

3. AGREEMENT ON AGENDA

3.1 Agreed as presented.

4. MINUTES OF LAST MEETING

4.1 No comments.

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 received the evaluating education feedback tool, will circulate to all committee members for review. **Closed**
- 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 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)**
- 5.15 VL requested all area and YMP treasurers to update/confirm anticipated spend for the remainder of 2016. AP to remind all area/YMP chairs. **Open (Action AP)**

- 5.16 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. In this meeting, Robert Rayner is nominated as the STEM Coordinator Role. **Closed.**
- 5.17 PF to send Maria's contact email to CI. **Closed**
- 5.18 Planned another event for November 9th: Ageing and Automation (Guatemalan proverb). GWH to send an email to ER for advertising. ER will follow up with Kevin for on-line ticket booking system. **Open (Action ER)**
- 5.19 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. **Closed**
- 5.20 PF will send Education and Skills document to AD. **Closed.**
- 5.21 Invite Katherine Phipps to a GLR meeting. **Open (Action AP).**

6. COUNCIL/RSB UPDATE

- 6.1 Next council meeting is planned for 19th July. CI to give an update in the next committee meeting.
- 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 GLR main bank balance currently £3163.10 from last reported £461 in June
- 7.3 £3917.67 remaining of 2016 budget yet to be requested
- 7.4 Provisional Chairman's fund of £4250
- 7.5 NE area bank account setup is ongoing. If there are events organised before the bank account setup, NE to invoice VL.
- 7.6 Remaining 2016 grant is £7080.77 and access to Chairman's fund of £4250 makes the total available to spend within 2016 to £11330.77.

- 7.7 Budget requests for 2017 forthcoming. Please submit budget requires as soon as possible to allow time for consolidation, queries, and internal review. All areas and YMP need to submit budget plan for Jan-Dec 2017 before 5th August 2016. **Action: all area panel Chairs and treasurers.**
- 7.8 Estimated spending for Sept – Dec 2016 – SW and SE submitted. All areas to submit the budget form for Sept – Dec 2016, see 5.15.

8. REGIONAL PLAN

- 8.1 CI explained the four areas in detail: Engagement, Development, Outreach, and Education.

ENGAGEMENT

"Engage the members (of all grades) in their Regions and Areas with appropriate activities and events organised by the volunteers for their benefit."

DEVELOPMENT

"Work with the IMechE's Business Development Managers (BDMs) to mentor and encourage aspiring members with the aim of promoting membership of the IMechE, and to provide a local element of Continuous Professional Development (CPD) for existing members."

OUTREACH

"Act as ambassadors for the IMechE locally by encouraging outreach activities in the Regions whereby volunteers will work directly, or through other bodies, to project a positive image of the Institution and the profession."

EDUCATION

"Where appropriate, and with careful co-ordination through specialists, provide advice and encouragement to school children with the aim of increasing the numbers taking STEM subjects in local schools."

8.2 ENGAGEMENT

- 8.2.1 Event (S. Paish/C.Ingram)

- 8.2.1.1 Attendance: 50% to 2/3 of the total registered number of attendees

- 8.2.1.2 Reporting

8.2.2 Volunteers:

8.2.2.1 Vacant Roles: AP to advertise the remaining openings. **Action: AP**

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

Robert Rayner was nominated as STEM Projects Coordinator in the end of the meeting.

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

8.2.2.2 Succession: Pareen Kapadia stepped down from Media Officer. A new Media Officer role is to be advertised. **Action: AP**

8.2.3 Regional Concern:

8.2.3.1 Near You: For the catering at HQ, CI mentioned the price difference between internal and external menu, and we should receive the internal cost.

8.2.4 Use of Media/Social Media:

8.2.4.1 BT was not present at the meeting. EK and AP to email and remind BT about the twitter actions. **Action AP/EK**

8.2.4.2 Media officer: see 8.2.2.2.

8.2.4.3 Publicity Office: Phil MacKenzie was nominated.

8.2.5 Role descriptions: CI circulated paper copy of GLR role descriptions. Electronic copies to be circulated soon for feedback and comments.

All committee members to provide feedback by the end of August.
Action: CI and all GLRC members.

8.3 **DEVELOPMENT**

8.3.1 Area and YMP Updates

8.3.1.1 Future event plans (2016/17) with the aim to plan budget: 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**

8.3.1.2 SWA:

- (a) AP was not present in the meeting.
- (b) RR was from the SW panel, and interested in the STEM Coordinate Role.
- (c) AD to email AP to provide an SWA updates which can be attached as an appendix of this meeting minutes. **Action: AD**

NWA: KJ and CC provided updates:

An excellent special NWA meeting on 5th July when 12 prospective members were present and champing at the bit to join the NWA committee. Ken has written to all of them inviting nominations for various committee positions. An election will be held for them (actually finding roles for all) at the next meeting which will be on 26th July at 6:30pm. CI, AP, AD intend to attend the NWA election.

8.3.1.3 SEA: MS was not present the meeting.

8.3.1.4 NEA: CI reported.

- (a) GH will attend the next NE meeting to promote events.

8.3.1.5 YMP: EK Briefed.

- (a) EK presented recent event activities and future plans.
- (b) National Women in Engineering Day was a highlight.
- (c) The next planned event is the Get Registered event in 19th July
- (d) IMechE GLRC twitter is an area to improve

8.3.2 Get Registered / Member to Fellow

- (a) YMP organised the next Get Registered Event which is held on 19th July.
- (b) CI updates: CM agrees to hold a Member to Fellow event.

- (c) New member evening event: CI reports the last year event was very good, the catering was a bit expensive. This year new member event to be organised. **Action: SP**

8.4 **OUTREACH**

8.4.1 Professional Engineering Institution (PEI) liaison

8.4.1.1 Royal Aeronautical Society: RAeS (CC report)

A one-day conference held on 17th Sept. No contribution to prizes is expected from IMechE.

8.4.1.2 IET: GWH was absent.

a) The last action is still open: Planned another event for November 9th: Ageing and Automation (Guatemalan proverb). GWH to send an email to ER for advertising. **Action GWH**

b) Christmas Lecture was discussed in the last meeting in June: 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.

8.4.1.3 IMarEST (CL report)

a) CL was absent.

8.4.1.4 IChemE (KH report)

a) KH is a IMechE liaison office based in IChemE committee, not an IMechE committee member. IMechE should have an equivalent IChemE liaisons officer.

b) IMechE and IChemE to find common areas. KH identified the process engineering division. AP to connect KH to the IMechE process division. **Action: AP.**

c) KH is interested in the BP drilling simulation site visit which YMP organised in 2016. EK to pass on the event organiser's contact to KH. **Action: EK.**

8.4.1.5 ICE (JT report)

Two possible joint event: Small Modular Reactors and Railway £5 Billion annual subsidy debate. ICE will provide a Chair for the debate, JT to follow up. **Action: JT**

8.4.1.6 Offshore Engineering Society (AD report)

The next IMechE/OES joint lecture event is held at IMechE HQ on 7th September. The topic is: Structural Integrity Management.

8.4.2 Divisions and Groups (D&G) Liaison
See 8.4.1.4-b).

8.4.3 Christmas Lecture

A joint IMechE/IET Christmas Lecture to be organised. SP, GWH to update in the next meeting.

8.5 **EDUCATION**

8.5.1 University Design Challenge (TB report)

8.5.1.1 TB provides updates: He is still participating in the event in 2016. The prize fund is from HQ. GLR will organise it.

8.5.2 STEM Activities Update:

8.5.2.1 AD has received the STEM Evaluation Tool from IMechE HQ Education and Skills Officer (Peter Finegold, PF), gave a short presentation to introduce the tool. Aaron will circulate the tool to committee members for feedback. **Action: AD**

9. **AOB**

9.1 Google Drive/Doc/Calendar: AD introduced how to use the Google Drive to manage committee files, and how to share the calendar events among areas and YMP. EK recommends AD to contact Kevin Manning to set the GLR calendar as "open to public". **Action: AD**

10. **FUTURE MEETING DATES**

The proposed date is 15th Sept 2016, however, VL cannot make it. A new meeting date to be confirmed. **Action AP.**

11. **CLOSE.**

12. ACTIONS ARISING

Minute Reference Number	Owner
5.1 Some areas and YMP submitted event plans. Leave open and send reminder Open (Action AP)	AP
5.5 BT was expected to contact Lesley Lensen (IMechE) to obtain further information on social media aspects of HQ. No update from BT.	BT
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.	BT/EK
5.12 Events list from some areas and YMP are already included in the events calendar. Further action is needed to finalise.	AP/YY/SP/ AD
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	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.	KJ/EK
5.15 VL requested all area and YMP treasurers to update/confirm anticipated spend for the remainder of 2016. AP to remind all area/YMP chairs.	AP
5.18 Planned another event for November 9th: Ageing and Automation (Guatemalan proverb). GWH to send an email to ER for advertising. ER will follow up with Kevin for on-line ticket booking system.	ER
5.20 Invite Katherine Phipps to a GLR meeting.	AP
7.7 All areas and YMP need to submit budget plan for Jan-Dec 2017 before 5th August 2016. Action: all area panel Chairs and treasurers.	All Area Chairs/ Treasurers
8.2.2.2 Preen Kapadia stepped down from Media Officer. A new Media Officer role is to be advertised.	AP
8.2.4. EK and AP to email and remind BT about the twitter actions.	AP/EK
8.2.5 CI to circulate Electronic copies of the role descriptions. All committee members to provide feedback by the end of August.	CI
8.3.1.2-(c) AD to email AP to provide an SWA updates which can be attached as an appendix of this meeting minutes.	AD
8.3.2-(c) New member evening event: CI reports the last year event was very good, the catering was a bit expensive. This year new member event to be organised.	SP
8.4.1.4-b) KH identified the process engineering division as a common area between IMechE and IChemE. AP to connect KH to the IMechE process division.	AP
8.4.1.4-c) KH is interested in the BP drilling simulation site visit which YMP organised in 2016. EK to pass on the event organiser's contact to KH.	EK
8.4.1.5 Two possible joint event: Small Modular Reactors and Railway £5 Billion annual subsidy debate. ICE will provide a Chair for the debate, JT to follow up.	JT
8.5.2.1 AD to circulate the STEM Evaluation Tool to committee members for feedback. Action: AD	AD

9.1 AD to contact Kevin Manning to set the GLR calendar as "open to public". Action: AD	AD
10 A new meeting date to be confirmed. Action AP.	AP
CEC: No actions.	

Aaron Du

Vice Chair
GLR Committee

23 July 2016

Appendix

SW Area Updates (by AP): South West had their committee meeting on the 27th June. Due to resignation of existing treasurer, Mingzi Shi, the assistant treasurer Roberta Wellington has been appointed as the treasurer. A visit to the Blue Bell Railway is in planning. A new contact at the Kingston University, Dr. Robert Rayner, has been drafted to the committee as the University liaison. Robert will assist with all university related activities in future.