

**NOTES FROM THE GREATER LONDON REGION COMMITTEE MEETING  
HELD AT 1 BIRDCAGE WALK ON 26<sup>th</sup> October 2016**

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Present:

C. Ingram (CI)	A. Perera (AP)
A. Du (AD)	C. Clarke (CC)
S. Paish (SP)	E. Khaleghi (EK)
K. Jones (KJ)	H. Lee (HL)
E. Robinson (ER)	J. Tomlinson (JT)
T. White (TW)	M. Greenberg (MG)
K. Hanson (KH)	J. Blake (JB)
J. Li-Mayer (JL)	M. Congdon (MC)
G. Hayes (GWH)	

**1. INTRODUCTION**

- 1.1 GLR Committee Chairman, C. Ingram, welcomed all present. AP confirmed the apologies received. Mark Condon was present and he is looking to apply for Chartership with IMechE. GWH said he will leave after few minutes as he is expected to attend another meeting.

**2. APOLOGIES**

G. Hartill (GH)	V. Liu (VL)
H. Jouhara (HJ)	R. Rayner (RR)
M. Saunders (MS)	N. Sivanathan (NS)
R. Shah (RS)	Y. Yan (YY)
S. Engwell (SE)	A. Al-Anfaji (AA)
T. Baker (TB)	K. Evoy (KE)

Absentees

K. Huntington (KHU)	N. Asselin-Miller (NAM)
B. Takala (BT)	T. Poole (TP)
C. Maycock (CM)	M. Moktan (MM)
N. Cartlidge (NC)	M. Osborn (MO)

**3. AGREEMENT ON AGENDA**

- 3.1 Agreed as presented.

**4. MINUTES OF LAST MEETING**

- 4.1 No amendments suggested by those present. Agreed as presented. CI thanked AP for keeping minutes in good order.

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

- 5.1 BT has contacted HQ (Lesley Lenson) via email and copied to AP. No progress beyond the email. **Open (Action BT)**
- 5.2 AP sent an email to BT and copied to EK reminding twitter feeds. EK will see if there is any further input he can provide to BT. **Closed**
- 5.3 GLR calendar is routinely updated by SP. This is an ongoing action. A Google Drive guidance documents will be prepared by AD. AP to distribute to committee members. **Open (Action AD/AP)**
- 5.4 GWH and ER were in contact about the ticketing. Currently Kevin Manning instruction is to do the ticketing manually as usual. **Closed**
- 5.5 CI has already distributed the e-version of committee role descriptions. **Closed**
- 5.6 AP has provided Process Division contact to KH. **Closed**
- 5.7 NEA bank account setup is not complete. Report progress. **Open (Action RS)**
- 5.8 Money back request for overcharged catering did not appear to go any further. **Closed**
- 5.9 AP, HJ and EK were in contact with HL and provided all details she needed. **Closed**
- 5.10 AP contacted HQ (Richard Guy) on behalf of the GLR committee to enquire about de-selection of inactive committee members. HQ provided the current procedure document to AP, which he has sent to CI. **Closed**
- 5.11 EK will take responsibility to do the quarterly progress report. **Closed**
- 5.12 AP has prepared a guidance document on area updates and NearYou procedures. Sent to CI and all area/YMP Chairs. **Closed**
- 5.13 AP contacted Kevin Manning and set-out a procedure on removing resigned volunteers from their existing access rights to HQ systems. **Closed**
- 5.14 AP sent a common email to HL (Publicity), MM (Assistant Publicity) and NS (Media) to get them in touch with all area/YMP Chairs. **Closed**
- 5.15 TB was absent to report back on what GLR can do to support UDC activities. TW will also consider this question. **Open (Action TB/TW)**
- 5.16 RR was absent to report back on progress on STEM discussion with EK. **Open (Action RR)**
- 5.17 CI will raise the issue about lack of IMechE Carriers advice to members. **Open (Action CI)**

- 5.18 AP and CI drafted a letter to HQ about the limited choice of the IMechE merchandise. The letter was sent to Richard Guy (RG). RG responded outlining what is available to membership. CC requested that the response letter be sent to all Area/YMP Chairs. CC also suggested that Master Students from Imperial College had a presentation in July and GLR can challenge them to design suitable merchandise for GLR use (invite Royal College of Arts). EK said that GLR can order merchandise from other outside companies and add the IMechE logo. AP will distribute the email from RG to all area/YMP Chairs. **Open (Action AP)**

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

- 6.1 The Chair, CI, was unable to attend the last week's RSB meeting.
- 6.2 CI Report: The main topic of the RSB meeting was the budget. Council meeting took place on the 26<sup>th</sup> October (today). CEO reported on where the money comes in form and how it is spent. IMechE has about 115,000 members. The income is affected by oil crisis. A report has been commissioned (a QC has been appointed) to look at IMechE/ICE/IET. Discussion took place within the trustee board and where the Institution is heading. KJ suggested that feeling among attendees today at the Council meeting was that may be all the budget requests have been restored (no cuts). However, CI said he is unable to confirm that.

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

- 7.1 VL was absent and CC presented the report on behalf of the treasurer.
- 7.2 No change in Bank Balance since last meeting.
- 7.3 CC said less money available means no refreshments for meetings/talks. SP said it could also means cuts on number of events. CC/SP/CI all raised the question if IET can do a good show at events, why not IMechE. CI will raise the issue with the RSB/Council.  
**Action CI**
- 7.4 VL/CC already discussed how to tap into Chairman's fund for more money (line up for 2017). 2016 is already agreed although money hasn't been put into GLR account as yet. £36 per day rule has now increased to £47 ~ 50 per day.
- 7.5 SP asked if GLR can go back and request a revision. CI said a realistic estimate of the bookings vs. attendance is needed. CI/CC to liaise before approaching Chairman's fund (YMP/Area's to send an updated

budget, if available). **Action (CI/CC and AP** to inform Area/YMP). SP said CEC needs another ~£4500. CI said contribution to IET/IMEchE lecture is the most significant in terms of budget.

- 7.6 CC said with the final 2016 budget tranche and contribution from Chairman's fund, GLR will be OK for this year.

## **8. EVENT'S CALENDAR AND PUBLICITY**

8.1 Events Calendar: With regard to events calendar, the next update is due shortly. AP has resolved the email addresses (use of personal emails) with the help of Kevin Manning. Now, all areas will have IMechE assigned email addresses.

8.1.1 SP said the next issue will have updated email addresses. **Action SP**

8.1.2 EK asked if there is a timeline for events calendar. SP said he will put dates in the calendar. **Action SP**

8.1.3 It would be helpful if the newsletter team gives sufficient advanced notice rather than giving few hours of notice. AP said he has already suggested the same to newsletter team.

8.2 Publicity: HL said there was a disagreement on the publicity of GLR area events using Publicity Officer. She said guidance is required on what events she is expected to publicise and at what frequency. The issue was raised when SEA requested HL to publicise one of their local events using GLR mass email. Clarity on what Area/YMP can do and what CEC can do would be helpful. Following agreements have been reached:

8.2.1 One event per reminder email to extract maximum impact.

8.2.2 The reminder to be sent 3 working days in advance.

8.2.3 GLR Publicity Officer (HL) is only responsible for CEC events.

8.2.4 Newsletter team will send out a reminder for all GLR events once a month. All area/YMP person-responsible must update NearYou to reflect on their latest events.

8.2.5 Area/YMP events can follow a different approach if required (for example, use NearYou, and publicity email at intervals of one month, 2-weeks and a day in advance, using local Area mass email) as proposed by EK.

8.2.6 EK will create a hashtag (twitter) for the members evening. **Action EK**

## 9. REGIONAL PLAN

### 9.1 ENGAGEMENT

#### 9.1.1 Events (Attendance/Reporting):

9.1.1.1 SP said all areas/YMP apart from SEA have submitted QPR. AP said MS (SE Area) is away on holidays.

9.1.1.2 CI to report to RSB about events attendance (SP to provide details).  
**Action SP/CI.**

#### 9.1.2 Volunteers and Succession Planning:

9.1.2.1 Social Media Officer Role: AP said BT has emailed and suggested that he would like to remain in the role until end of his term. CI suggested appointing an assistant to the role. CC said that will muddy the situation further. Would be a possibility to ask BT to be the assistant and appoint a new Social Media Officer. The other option is to keep the new comer in the transition role of Assistant Social Media Officer until the AGM. EK said he can ask a young member to help. **Action EK.**

9.1.2.2 The role of Assistant Secretary becomes vacant as YY decided to step down after many years of service to GLR committee. CI said a special thank you is due to YY. As AP will be looking to step down from the Hon. Secretary role next year, it is important to attract a suitable volunteer to this important role. The role to be advertised (email/NearYou). **Action HL/ER.**

9.1.2.3 IMRst liaison Officer (and Past Chair), Chris Lowther is stepping down from his role.

9.1.2.4 Dylan Firmin also decided to step down from the role of Assistant D&G liaison Officer.

9.1.2.5 SP suggested a new role of Social Secretary under CEC to organise social events.

#### 9.1.2.6 List of vacant roles:

Vacant Role	Current Member Volunteer
Assistant Hon. Secretary	Youyou Yan
IMRst Liaison Officer	Chris Lowther
Assistant D&G liaison Officer	Dylan Firmin
Social Secretary (CEC)	N/A

#### 9.1.3 Regional Concerns:

9.1.3.1 No specific concerns to report at Council/RSB meeting.

9.1.3.2 ER requested members provide him with photographs to be uploaded to NearYou. **Action All.**

9.1.4 Use of Media/Social Media:

9.1.4.1 Social Media: BT was not present.

9.1.4.2 Media: NS was absent.

9.1.4.3 CI requested all members to consider if the format of the Agenda needs to be changed, in order to not duplicate the items.

## 9.2 **DEVELOPMENT**

9.2.1 Area Updates

9.2.1.1 YMP: EK Briefed.

(a) Last event (Get Registered Event on 04th of October 2016 at IMechE HQ) was a success with 32 attending.

(b) Panel meeting will take place on the 7th of November at Birdcage Walk.

(c) SP said YMP could publicise RAeS conference to their members.

(d) JL, briefing about the Big Balloon debate said that due to concern about budgeting, the debate will go ahead as a Webinar. They are in discussions with RG to organise the facility (IET staff will help setting up the Webinar). IET TV will also broadcast. CI suggested a Thank you for hard work by JL/YMP for their hard work. **Action AP.**

(e) EK said there is currently no IET young member liaison. CC said he can help find a topic for the Big Balloon Debate.

(f) JL also briefed on a proposed visit to Brunel Museum.

9.2.1.2 NWA: KJ briefed.

(a) Fresher's fair was well attended (about 100). MG said there was lots of interest from female attendees.

(b) Careers fair attracted about 80 attendees.

(c) Trying to recruit potential members to panel.

(d) Energy Talk will take place tomorrow (27<sup>th</sup> October). A talk on Carbon Footprint will take place in December.

(e) Plan is to hold one event a month.

(f) Proposed events include a talk on Steam Equipment, visit to BA hanger.

(g) SP reminded that on 18<sup>th</sup> Jan'17, Steel Manufacture talk is planned.

- 9.2.1.3 SWA: AP briefed SW area update on behalf of the SW Chair.
- (a) Bluebell Railway Tour (8th October, all costs recovered, 22 attended).
  - (b) SWA Events Organiser (Eric Chu) presented to Kingston University (KU) Students about IMechE. He managed to attract many student volunteers to the SW panel (5 attended the committee meeting). On the day of the presentation following numbers of attendance recorded: Aero 3rd Year 120, Aero 2nd Year 120, Mechanical 3rd Year 100, Aero / Mechanical 1st Year 150.
  - (c) During Panel meeting, Clive Price did a STEM and Imagineering Presentation to Committee and Student Attendees.
  - (d) "Power from Poo talk" (8th Nov) will not go ahead. Speaker unavailable. Delayed to February 2017.
  - (e) Contacting Air Products for a December talk. Planning Christmas Dinner after the talk (6th December).
- 9.2.1.4 SEA: MS was absent.
- 9.2.1.5 NEA: RS was absent. AD briefed on his behalf.
- a) 20 attended the Farringdon cross rail talk.
  - b) A site visit to Canary Wharf cross rail is planned for end of November.
  - c) A lecture is planned before Christmas, in addition to a guided boat trip and a museum tour in 2017.
- 9.2.2 Get Registered/New Member/Member to Fellow
- 9.2.2.1 Only a New Member Event is planned (30<sup>th</sup> November). This is to celebrate new membership (CI is in contact with CM). Collin Brown will attend the evening. A special Thank you to RG for his support.
- 9.2.2.2 CI will liaise with CM to reduce costs. CC suggested that a fixed contribution is appropriate.
- 9.3 **OUTREACH**
- 9.3.1 Professional Engineering Institution (PEI) liaison
- 9.3.1.1 IChemE (KH report)
- a) London office will move to IMechE HQ.
  - b) CEO of IMechE has been replaced.
  - c) No budget this year.
  - d) Will organise a visit to BP Sunbury with IET.



9.3.1.2 Royal Aeronautical Society: RAeS (CC report)

- a) 16<sup>th</sup> November 2016, 18:00 at RAeS HQ, The Return of the Comet - One Test Pilot's Approach to a First Flight in a One-off, Lecture by Roger Bailey.
- b) 21<sup>st</sup> November, 18:00 at RAeS HQ, Breaking the World Gyroplane Record, Lecture by Donatella Ricci
- c) 25<sup>th</sup> November, lunchtime lecture at IET HQ, Air Accident Investigations, Lecture by Keith Conradi (must book with IET).

9.3.1.3 IET (GWH report)

- a) GWH left early. SP briefed.
- b) Joint Christmas lecture planned for 14<sup>th</sup> December.
- c) 9<sup>th</sup> November is the talk on "7 Ages of Mankind"
- d) 26<sup>th</sup> January; Talk on "Body in Suitcase" liaising with Royal Institute.

9.3.1.4 Off-Shore Engineering Society (AD Report)

- a) Nothing to report.

9.3.1.5 ICE (JT report)

- a) JT provided a detailed report during CEC meeting earlier.

9.3.2 Divisions and Groups (D&G) Liaison

9.3.2.1 Railway Division (NC report):

- a) NC was absent.

9.3.3 Promote Membership Growth

9.3.3.1 CI asked everyone to propose ideas on how we can improve membership.

9.3.3.2 Media/Publicity Officer Report

- a) Nothing further to report.

9.3.4 Christmas Lecture – 2016

9.3.4.1 SP to contact GWH and get an input on progress as soon as possible. CI suggested that GLR would withdraw funding for the event if there wasn't sufficient progress. CI asked SP to convey this message to IET. **Action SP.**



## 9.4 **EDUCATION**

### 9.4.1 YMP Activities (EK Report)

9.4.1.1 Our world in 2015 and SET: no update.

9.4.1.2 2016 Bloodhound event completed. £1000 spent. Next event is due in 2017.

### 9.4.2 University Design Challenge (TW report)

9.4.2.1 National competition took place on 7<sup>th</sup> October. GLR region won again, while Bournemouth came 2<sup>nd</sup> and Manchester claimed 3<sup>rd</sup> place. CI suggested congratulation is due to GLR participants for their success and all participating universities.

9.4.2.2 TW added that estimates suggest that universities competing in 2017 will double.

9.4.2.3 SP raised the same question again, asking what can us as GLR committee can do to help UDC. It appears that HQ has more control over UDC within GLR (less so in other regions).

### 9.4.3 STEM Events: (RR was absent)

## 10. **AOB**

10.1 MG asked if anyone is interested in attending IET lunch (£16 for a two course meal). The lecture is free to attend.

10.2 AD has represented GLR Committee at Imperial College (Mech. Eng.) prize giving to present an award. One professor complained that IMechE does little in terms of career advice.

10.3 CI said this is the second time to finish the committee meeting by 8:20pm. Please give any new ideas on how to improve meeting time keeping.

## 11. **FUTURE MEETING DATE(S)**

Wednesday 7<sup>th</sup> December 2016

## 12. **CLOSE.**

**Anura Perera**

Hon. Secretary  
GLR Committee

8<sup>th</sup> November 2016

**SPECIAL VOTES OF THANKS**

1. Youyou Yan (Asst. Hon. Secretary) for the long service to GLR committee.
2. Joanna Li-Mayer and YMP for hard work to organise Big Balloon debate.
3. Richard Guy for his support in organising new member evening.
4. Greater London Region University Design Challenge Participants.

## ACTIONS ARISING

Minute Reference Number and Summary	Owner
5.1 Follow up on HQ (Lesley Lenson) contact on Social Media	BT
5.3 AD to prepare Google Drive guidance documents. AP distribute to members	AD/AP
5.7 Progress on NEA bank account setup	RS
5.15 TB to report back on what GLR can do to support UDC	TB/TW
5.16 RR to report back on progress on STEM progress	RR
5.17 CI to raise issue of lack of IMechE Carriers advice at RSB meeting	CI
5.18 Distribute email from RG on merchandise to all area/YMP Chairs	AP
7.3 Raise the concern at RSB meeting, why IET can do a good show at events, and not IMechE due to budget restrictions	CI
7.5 CI and CC to liaise before approaching Chairman's fund 2017. AP to request all Area/YMP to submit a realistic budget if available.	CI/CC and AP
8.1.1 SP to use updated email addresses for next calendar	SP
8.1.2 SP to add dates for newsletter, etc. in events calendar	SP
8.2.6 Create a hashtag (twitter) for the members evening	EK
9.1.1.2 CI to report to RSB about events attendance	CI/SP
9.1.2.1 Propose a young member to help with Social Media role	EK
9.1.2.2 Advertise / publicise vacant roles (mass email/NearYou). List of vacant roles under 9.1.2.6.	HL/ER
9.1.3.2 Provide individual photographs for NearYou (ER to collect)	All
9.2.1.1 Special votes of thanks to YY/JL-YMP/RG	AP
9.3.4.1 SP to contact GWH about Christmas lecture	SP
<b>CEC Actions</b>	
9. Report back on dates for talks and details of proposed Railway event to SP	JT
15-d Contact Ian Berry to obtain more info on Electricity Grid lecture	CC
15-f Update January events calendar	SP

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

**Attendees:** SP, GWH, AP, Area/YMP Reps, Other Committee members

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

1. Gresley P2 Lecture (28<sup>th</sup> September): 120 booked by half attended. Lecture ran over time.
2. Corrosion Management Lecture (25<sup>th</sup> October): 25 out of 50 booked turned up.
3. RAeS conference on 14<sup>th</sup> November. Cost £66 for full day including lunch.
4. Talk on Victoria Line Points Upgrade on 24<sup>th</sup> November. Chrisma Jain, NW Area.
5. New Member Evening on 30<sup>th</sup> November: Clair Maycock, Library Services, Benevolent Fund will be present.
6. GLR Committee Christmas Social on 7<sup>th</sup> December.
7. IMechE/IET joint lecture on the 14<sup>th</sup> December. No title so far.
8. Big Balloon Debate on 12<sup>th</sup> January.
9. JT suggested that the talk on the small modular reactors to be included to calendar in January 2017. However, as JT has not got back on SP with a definitive date, it is now not possible to plan the talk in January. An alternative date in March 2017 is proposed. Talk will be held in HQ. Railway talk will be held later in 2017, once further information is available (at HQ or ICE). JT to report back to SP on definitive dates and details. **Action JT**
10. Lecture on "How to Solve the Mystery of the Body in Suitcase". 26<sup>th</sup> January 2017.
11. RAeS Conference on 16<sup>th</sup> February 2017: Drones for Humanitarian Aid. This lecture was already presented at NEA. Catapult launch, 10kg max load, and live video stream.
12. TWI welding lecture on 22<sup>nd</sup> February, by Airbus.
13. CC briefed on a lecture planned for 15<sup>th</sup> March 2017. Distributed Acoustics Measurements using Fibre Optics. Applications in Oil and Gas industry.
14. CC also spoke about "Hydraulic Research Lollipop", a lecture by a Cranfield University Researcher on 11<sup>th</sup> May 2017. Applies to energy reduction in sea going vehicles.
15. SP outlined other possible proposals:
  - a. Joint event with Engineers Ireland
  - b. Joint Event with IChemE (KH). He asked if the small modular reactor talk can be arranged as a joint event with IChemE. Also, a Geo-thermal related topic is a possibility. AD said he can liaise with Offshore Engineering group and IChemE to organise an event.
  - c. Social Events: Currently none planned (e.g. Brewery tour). SP said having a social secretary under CEC might be helpful to organise such events. This will be raised during GLR meeting later.

- d. Electricity Grid Lecture: Since the resignation of Ian Berry, no one has taken up on this topic. CC said he can contact Ian to get more details. Plan for late May or June 2017. **Action CC**
- e. RAeS events calendar to be published.
- f. SP will update the January events calendar update. **Action SP**
- g. CI thanked SP for organising a full events calendar for 2016.