

**NOTES FROM THE GREATER LONDON REGION COMMITTEE MEETING  
HELD AT 1 BIRDCAGE WALK ON 7<sup>th</sup> December 2016**

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Present:

C. Ingram (CI)	A. Perera (AP)
A. Du (AD)	C. Clarke (CC)
S. Paish (SP)	E. Khaleghi (EK)
E. Robinson (ER)	H. Lee (HL)
T. White (TW)	J. Tomlinson (JT)
J. Li-Mayer (JL)	M. Greenberg (MG)
R. Rayner (RR)	J. Blake (JB)
G. Hayes (GWH)	E. Chu (EC)
R. Telikapalli (RT)	

**1. INTRODUCTION**

- 1.1 GLR Committee Chairman, C. Ingram, welcomed all present. AP confirmed the apologies received. As it is the year end, CI has prepared a one-off Agenda replacing the usual.

**2. APOLOGIES**

G. Hartill (GH)	V. Liu (VL)
N. Cartlidge (NC)	M. Saunders (MS)
K. Hanson (KH)	R. Shah (RS)

Absentees

K. Huntington (KHU)	N. Asselin-Miller (NAM)
B. Takala (BT)	T. Poole (TP)
C. Maycock (CM)	M. Moktan (MM)
K. Jones (KJ)	M. Osborn (MO)
H. Jouhara (HJ)	N. Sivanathan (NS)
S. Engwell (SE)	A. Al-Anfaji (AA)
T. Baker (TB)	K. Evoy (KE)

**3. AGREEMENT ON AGENDA**

- 3.1 CI explained the underlying thought behind the proposed Agenda. Agreed as presented.

**4. MINUTES OF LAST MEETING**

- 4.1 One amendment (section 9.3.1.1). Tabled minutes were agreed with the proposed amendment.

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

- 5.1 BT to follow up on HQ contact (Lesley Lenson) on Social Media is not progressing. BT has decided to step down from his role. **Closed**
- 5.2 AD prepared Google Drive guidance and AP circulated the document to all. **Closed**
- 5.3 CC said NEA bank account setup is in progress. **Action RS**
- 5.4 TW is still waiting to hear back from TB on university design challenge and what GLR committee can do to support. CC enquired if UDC is funded by GLR. TW said only first year is funded by HQ. CC suggested passing on the 2<sup>nd</sup> year also to HQ as GLR committee is short in budget. **Closed**
- 5.5 With regards to STEM activities progress, RR said he is still waiting for a reply from EK. **Action RR**
- 5.6 There was no RSB meeting recently: CI to raise issue of lack of IMechE Carriers advice at next RSB meeting. **Action CI**
- 5.7 AP distributed RG's response email on IMechE merchandise to all area/YMP Chairs. Closed. TW said Fellows Tie or Beer Tankard (~£20) are possible options. CI to confirm with RG about possibility of adding IMechE logo to external merchandise. **Action CI**
- 5.8 CI to raise the GLR committee concern, "why IET can do a good show at events and not IMechE" at RSB meeting. **Action CI**
- 5.9 CI and CC have agreed how best to approach Chairman's fund for 2017. AP requested all Area/YMP to submit a realistic budget to support CI/CC decision. **Closed**
- 5.10 SP has updated email addresses used in the events flyer. **Closed**
- 5.11 SP added requested items to events calendar. **Closed**. EC said some SW events don't appear in calendar.
- 5.12 EK created a hashtag (twitter) for the members evening. **Closed**
- 5.13 CI to report to RSB about events attendance. **Action CI/SP**
- 5.14 EK to propose a young member to help with Social Media role. EK will explore this further. **Action EK**
- 5.15 HL and ER have liaised to advertise vacant roles to wider membership. A number of interests have been received. **Closed**
- 5.16 All public facing GLR committee members to provide photographs for NearYou. **Action All**
- 5.17 AP minuted special votes of thanks to YY/JL-YMP/RG. **Closed**
- 5.18 SP liaised with GWH about Christmas lecture. CC reported that payment issues were also resolved. **Closed**

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

6.1 There were no RSB meetings for reporting period.

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

7.1 VL was absent and CC presented the report on behalf of the treasurer.

7.2 Current Bank Balance is ~£5542. With anticipated expenditure, in the worst case, £500 will be left by the end of 2016. Activities/expenditure rise expected from NEA and NWA.

7.3 NEA bank account setup is under way.

7.4 CC further added that there is a possibility of another £5000 funds by end of year.

7.5 GLR granted £14,650 for 2017 (£26,600 requested).

7.6 Currently, expenditure pattern follows £54 per day. Current revised estimates suggest minimum £19,700 required for 2017 GLR activities using £54/day rule.

7.7 GLR can tap into Chairman's fund for educational activities. Also, move some traditional GLR activities to HQ.

7.8 The strategy should be to proceed with the planned activities and request for additional funding as and when required.

7.9 CI said even if GLR has a low £500 balance, Chairman's fund may query why additional funding is required. SP suggested to make a sound case prior to approaching Chairman's fund.

## **8. CHAIRMAN'S END OF YEAR REPORT**

8.1 CI thanked all volunteers for their hard work throughout the year, including RG/KM from the HQ and said he hope the same trend will continue in 2017.

8.2 CI proposed a new events form to capture all GLR activities.

8.2.1 SP said capturing past events is helpful.

8.2.2 CC said GLR should create a database rather than patching things.

8.2.3 GWH suggested the approach should be flexible and adaptable.

8.2.4 MG requested for further clarity on the events form. CI said this is a first iteration. JT suggested creating a working group to discuss and agree on how to make it workable.

- 8.3 JT said he has further suggestions on committee procedures. He said each individual should address the whole committee through Chair. Avoid localised group discussions during meeting. During discussions related to matters arising due to actions, more time should be spent.

## **9. ADMINISTRATIVE**

### **9.1 Volunteers**

- 9.1.1 HL has advertised all vacant roles. AP said five responses were received so far. All new volunteers will be invited to attend next meeting.

<b>Vacant Role</b>	<b>Possible Volunteers</b>
Social Media Officer	Kessia Destefanis
IChemE Liaison Officer	Mathew Furlong, Thanos Moros
IMarEST Liaison Officer	Dave Brookes
Asst. Hon Secretary	Dehydys Pimentel

### **9.2 Regional Concerns**

- 9.2.1 No issues to report.

### **9.3 Use of Media/Social Media/Publicity/Website**

- 9.3.1 No issues related to publicity.
- 9.3.2 ER suggested that it would be helpful to nominate an additional committee member to cover for website officer in emergencies. HL agreed to cover for ER, when required. EC said on occasions, finding events on website is not straight forward. CI suggested EC to contact KM.

## **10. EVENTS**

### **10.1 CEC Events Concerns**

- 10.1.1 SP said plans are in place for the lecture at end of January.
- 10.1.2 SP/AD: About 50/60 attendees expected. Too late to expand. Must inform other group (Off Shore Engineering) what contribution is required.

## 10.2 **PEI Liaison - Events Concerns**

- 10.2.1 ICE (JT report): Difficult to get a positive response from ICE. Should go through a higher level. CI to send an email to ICE (JT will draft the email). **Action CI/JT**
- 10.2.2 IET (GWH report): No particular issues to report. GWH said BBD is in murky waters.
- 10.2.3 RAeS (CC report): RAeS is celebrating 150<sup>th</sup> anniversary/special year. Variety of awards given totalling about 1 million pounds. A good lesson for IMechE. Humanitarian Aid (Drones) lecture planned for February.

## 10.3 **D&G Liaison - Events Concerns**

- 10.3.1 No D&G liaison officers present.

## 10.4 **Specific Event Discussions**

- 10.4.1 IET/IMechE joint lecture: MG volunteered to support on the day. Jack Burrows already volunteered. EK to contact Jack to liaise on plans for the day. CC asked what the booking procedure is. SP said all booking should be made through IET.

## 10.5 **Area Event Concerns**

- 10.5.1 SWA: No issues.
- 10.5.2 NWA: New Vice Chair has been appointed. AP requested that the Chairs of any area making changes to their committee inform GLR secretary by email so that he can pass on the information to everyone as required as soon as possible, ensuring that all appropriate administrative tasks of the change are carried out. **Action Area Chairs**
- 10.5.3 SEA: No issues.
- 10.5.4 NEA: No issues.

## 10.6 **YMP Event Concerns**

- 10.6.1 Lessons learnt: Advertise in advance.
- 10.6.2 YMP will organise the EYF event but is still waiting to hear from EYF committee for the past year.
- 10.6.3 Will liaise with IET to support the joint lecture.

**11. AOB**

- 11.1 JB said Whitechapel Bell Foundry will be closing next year. Any visits must be arranged prior to the impending closure.

**12. FUTURE MEETING DATE(S)**

Thursday 19<sup>th</sup> January 2017

Thursday 2<sup>nd</sup> March 2017

Wednesday 19<sup>th</sup> April 2017 – AGM

**13. CLOSE.**

**Anura Perera**

Hon. Secretary  
GLR Committee

18<sup>th</sup> January 2017

## ACTIONS ARISING

Minute Reference Number and Summary	Owner
5.3 Progress on NEA bank account setup	RS
5.5 RR to report back on progress on STEM progress	RR
5.6 CI to raise issue of lack of IMechE Carriers advice at RSB meeting	CI
5.7 CI to confirm with RG regarding printing IMechE logo on external merchandise	CI
5.8 Raise the GLR committee concern, "why IET can do a good show at events and not IMechE" at RSB meeting	CI
5.13 CI to report to RSB about events attendance	CI/SP
5.14 Propose a young member to help with Social Media role	EK
5.16 Provide individual photographs for NearYou (ER to collect)	All
10.5.2 All area Chairs to report on any new panel member (major roles) appointments to GLR Hon Secretary	Area Chairs
10.2.1 CI to send an email to ICE (JT will draft the email)	CI/JT
<b>CEC Actions</b>	
N/A	