

**NOTES FROM THE GREATER LONDON REGION COMMITTEE MEETING  
HELD AT 1 BIRDCAGE WALK ON 19<sup>th</sup> January 2017**

---

Present:

C. Ingram (CI)	A. Perera (AP)
A. Du (AD)	C. Clarke (CC)
G. Hayes (GWH)	E. Khaleghi (EK)
T. Baker (TB)	J. Tomlinson (JT)
V. Liu (VL)	J. Blake (JB)
D. Brookes (DB)	T. Moros (TM)
D. Pimentel (DP)	M. Saunders (MS)
K. Jones (KJ)	

**1. INTRODUCTION**

- 1.1 GLR Committee Chairman, C. Ingram, welcomed all present. AP confirmed the apologies received. CI suggested that new format of the Agenda will be used in future.

**2. APOLOGIES**

G. Hartill (GH)	E. Robinson (ER)
K. Hanson (KH)	H. Lee (HL)
S. Paish (SP)	H. Jouhara (HJ)
R. Rayner (RR)	

Absentees	K. Huntington (KHU)	N. Asselin-Miller (NAM)
	B. Takala (BT)	T. Poole (TP)
	C. Maycock (CM)	M. Moktan (MM)
	T. White (TW)	N. Sivanathan (NS)
	R. Shah (RS)	K. Evoy (KE)
	N. Cartlidge (NC)	M. Greenberg (MG)

**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.

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

- 5.1 RS to report back on the progress on NEA bank account setup. CC said some progress has been made and will liaise with RS to complete the action. **Open (Action RS/CC)**
- 5.2 RR was absent to report back on progress on STEM discussion with EK. EK reported that contact has been made and will discuss with RR further. **Open (Action RR)**
- 5.3 CI to raise/report following at the next RSB meeting: **Action CI**
  - 5.3.1 Lack of IMechE Carriers advice to members.
  - 5.3.2 Report to RSB on the GLR committee concern, "why IET can do a good show at events and not IMechE".
  - 5.3.3 Report to RSB on GLR events attendance.
- 5.4 CI contacted RG regarding printing IMechE logo on external merchandise. RG suggested GLR can use the option unofficially. EK said GLR can use a committee logo. VL confirmed there is no specific budget allocation for merchandise. CC suggested possible merchandise such as miniature sterling engine, glass cast, etc. MS said he will write on further suggestions. **Closed**
- 5.5 EK is still trying to contact a YMP member to support the social media role. Open (**Action EK**)
- 5.6 If committee members are willing, provide a photograph for NearYou publicity, but this is optional. **Action GLR Committee**
- 5.7 HJ has informed the NWA panel member changes to GLR. **Closed**
- 5.8 CI to send an email to ICE (JT has drafted the email). **Action CI**

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

- 6.1 Next RSB meeting is planned for mid-February 2014.

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

- 7.1 VL presented the treasurer's report.
- 7.2 Current Bank Balance is approximately £5900
- 7.3 GLR is granted £14650 for the year 2017 (£26600 requested). Remainder of the RSB contingency fund totalling £2000 was also granted.
- 7.4 A revised estimate of £19700 is required for the year 2017 activities. With the current bank balance plus the GLR grant totals to £20550, hence covering the new estimated expenditure. There is still to

consider the possible access to Chairman’s fund for educational activities.

- 7.5 NEA bank account setup is almost complete.
- 7.6 CC commended CI for writing an excellent letter to Richard Guy with regards to the 2017 budget request.
- 7.7 EK asked if YMP could be flexible on reallocating budget among different activities (e.g. moving funds from one event to another). CC said within their budget, YMP could be flexible in the manner in which they allocate event expenditure.
- 7.8 EK also asked if IET has paid their contribution to the EYF event. CC said HQ will directly invoice IET.
- 7.9 CI and AD to maintain budget/expenditure in order to keep track of exact balance at a given time. CC added that as we are not sure exact expenditure and the number and timing of events, budgets are not exactly a true snapshot of the financial status of GLR. AD said however that YMP uses a similar approach and GLR can adopt the same and evaluate the value of such information at a later date to decide to proceed or not. **Action CI/AD.**

## 8. REGIONAL PLAN

### 8.1 ADMINISTRATION

#### 8.1.1 Volunteers

- 8.1.1.1 Following voluntary roles are vacant and a number of volunteers put forward names. Kessia was absent and no further communication has been received with regard to the volunteering while Mathew has later decided not to join due to European work commitments.
- 8.1.1.2 Dehydys, Thanos and Dave will further consider the role and confirm to the GLR secretary if they would be will to continue in those roles.

Vacant Role	Possible Volunteers
Social Media Officer	Kessia Destefanis
IChemE Liaison Officer	Thanos Moros, Mathew Furlong (pulled out)
IMarEST Liaison Officer	Dave Brookes
Asst. Hon Secretary	Dehydys Pimentel

- 8.1.1.3 In response to a question from Thanos about the type of events liaisons officers are to engage with the IChemE, VL suggested quid-pro-quo approach would be helpful. AP will put Thanos in touch with Keith Hanson. **Action AP.**

- 8.1.1.4 Dave Brookes said Society of Underwater Technology can also arrange events in liaison with IMechE/IMarEST. Dave is to get in touch with SP on these. IMarEST is currently located in IMechE HQ.
- 8.1.1.5 Dehydys said she is with BP and has experience organising events and working with Women in Engineering. AP to send job description to Dehydys. **Action AP.**
- 8.1.1.6 CC suggested to Dave that Fluid machinery event would be an interesting opportunity.
- 8.1.1.7 AP reminded that SP is also looking for a social secretary and the role should be advertised. **Action HL.**
- 8.1.1.8 As the 2017 AGM is nearing, succession planning is important if any of the current volunteers are planning to step down.

## 8.1.2 **Regional and Administration Points of Interest**

- 8.1.2.1 NEA and SWA confirmed no concerns.
- 8.1.2.2 SEA said active members have now taken a backseat.
- 8.1.2.3 YMP suggested it is frustrating when many volunteers took up roles but some of them never show up afterwards. It has been agreed that all Area/YMP Chairs should take action if inactive volunteers continue.

## 8.1.3 **Media/Social Media/Publicity/Website**

- 8.1.3.1 None of the volunteers were present at the meeting.

## 8.2 **ENGAGEMENT**

- 8.2.1 Central Events Points of Interest:
  - 8.2.1.1 CEC: Flyer for the event "body in a suitcase" is ready.
  - 8.2.1.2 With regard to RAeS events, SP suggested that he has received no information. CC said couple of emails were sent to SP but had no response. As of today, none of the events are in the IMechE Website.
  - 8.2.1.3 CI suggested that as ER is the website officer, he should be contacted directly to set up the web publicity. CI suggested that CC should send an email to both SP and ER to remind about the web publicity.
  - 8.2.1.4 For event publicity emails, both SP and HL should be informed at the same time.
  - 8.2.1.5 SP (through CI) also raised a concern that IET may not contribute to the Christmas Social. EK then asked will the same apply to the EYF event (jointly held with IET). CC said that this may be a blessing in disguise as GLR dealings with IET almost became as action on a

treadmill. CI reiterated that the relationship with IET/GLR should be a mutually beneficial two way affair and must work towards that.

8.2.1.6 SP also suggested (through CI) that newsletter must be coordinated by the Publicity Officer. CI said that with AP's agreement that the task could be passed onto the Publicity Officer if she is able to spare additional time on this task (HL).

### 8.3 **DEVELOPMENT**

8.3.1 Area and YMP Events Points of Interest. Each Area and YMP has provided ppt slides with past and future events. AD will upload these to Google drive for common access.

8.3.1.1 NWA: KJ Briefed.

- (a) Careers fair.
- (b) IMechE forum

8.3.1.2 SEA: MS briefed.

- (a) No further forward events planned as yet.
- (b) A committee is meeting planned in February.

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

- (a) "Power from Poo" talk (delayed from Nov. 2016) in February.
- (b) Engineers without Borders event has been delayed many times due to not being able to find a speaker. CC suggested that he could help find a speaker for the event.

8.3.1.4 NEA: RS was absent.

8.3.1.5 YMP: EK Briefed.

- a) Had discussions with IET to plan Bid Balloon Debate (BBD) on 29<sup>th</sup> March. EK asked which budget should the money come from. VL suggested that he uses the available bank balance if possible. CC asked if the plan was for IET to run the event with their own budget. EK said IET is to provide catering. (total £50 for travel, £250 for catering). AD said historically catering costs were shared by both parties while the venue came from either IMechE or IET.

8.3.2 Get Registered/New Member/Member to Fellow

8.3.2.1 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.

8.3.2.2 CI will liaise with CM to reduce costs. CC suggested that a fixed contribution is appropriate.

## 8.4 **OUTREACH**

### 8.4.1 Professional Engineering Institution (PEI) liaison

#### 8.4.1.1 IChemE (KH report)

a) KH was absent.

#### 8.4.1.2 Royal Aeronautical Society: RAeS (CC report)

a) Provided a brief of what was discussed earlier in the CEC meeting.

#### 8.4.1.3 IET (GWH report)

a) GWH left the meeting early.

#### 8.4.1.4 Off-Shore Engineering Society (AD Report)

a) Nothing to report.

#### 8.4.1.5 ICE (JT report)

a) Provided a brief of what was discussed earlier in the CEC meeting.

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

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

a) NC was absent.

## 8.5 **EDUCATION**

### 8.5.1 YMP Activities (EK Report)

8.5.1.1 EK said that they have planned another meeting with Engineering UK on 25<sup>th</sup> January and would like to clarify the situation with GLR. CI suggested to making them aware about the catering costs in IMechE HQ. It is expected about 60 will attend. Engineering UK suggested going to Schools. HQ Lecture theatre booked.

8.5.1.2 EYF event planned for 17<sup>th</sup> March. IET to be on board. Jacobs will sponsor. Company hasn't done anything in 2016. STEM Net are helping. CI suggested filling the events form and moving it forward.

### 8.5.2 University Design Challenge (TB report)

8.5.2.1 South Bank University won the 2016 challenge.

8.5.2.2 Provided a list of all universities participating and who has not shown any interest so far. Dehydys said she could talk to Imperial College if required.

8.5.2.3 In terms of funding, host universities absorb all costs. Only prize money is given out through IMechE funds (£2500). IMechE also has certain types of funds for students.

- 8.5.2.4 TB said another attraction could be to offer extra prize for top performing University group.
  - 8.5.2.5 Another concern is how to improve the audience.
  - 8.5.2.6 VL asked if it helps to get schools to participate. CI suggested presentation ceremony in HQ with a photo in PE may be an idea.
- 8.5.3 STEM Events: (RR was absent)

## **9. AOB**

- 9.1 JT has organised a seminar on Small Modular Reactors in Oxford University. The topic focused on discussing technical problems associated with small modular reactors (Maltex Energy). It was a very good experience. About 30 attended the seminar. CI congratulated JT for the successful event.
- 9.2 GLR AGM planned for Wednesday 19<sup>th</sup> April 2017. A reminder to all Area and YMP to be sent, to organise individual AGM's prior to 19<sup>th</sup> April. **Action AP.**
- 9.3 CC suggested that GLR could plan to include a "committee related topic" for discussion after meeting. However, time could be the issue as always meeting runs through to 8pm. A Dragon's Den type event for fun is another idea.
- 9.4 CI spoke about the Primary Engineer event. Send to all committee members.

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

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

Wednesday 19<sup>th</sup> April 2017 (GLR AGM)

## **11. CLOSE.**

**Anura Perera**

Hon. Secretary  
GLR Committee

20<sup>th</sup> February 2017

## ACTIONS ARISING

Minute Reference Number and Summary	Owner
5.1 Progress on NEA bank account setup	RS/CC
5.2 RR to report back on progress on STEM progress	RR
5.3 Raise/report GLR concerns at the next RSB	CI
5.5 Propose YMP member for GLR Social Media role	EK
5.8 Email to ICE	CI (and JT)
7.9 Maintain record of GLR budget/expenditure	CI/AD
8.1.1.3 Provide KH's email to Thanos	AP
8.1.1.5 Provide Asst. Hon. Secretary role description to Dehydys	AP
8.1.1.7 Advertise CEC Social Secretary role	HL
9.2 Email to all Area/YMP Chair reminding 2017 AGM plans	AP
<b>CEC Actions</b>	



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

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

**Introduction:** In the absence of SP and CI, AP welcomed all attendees.

1. As GWH is expected at another meeting, IET events were discussed first.
  - a. BBD is planned for 29<sup>th</sup> March. Speaker to be decided. Topic is on Artificial Intelligence. Six presenters to be included. IChemE and ICE contacts needed.
  - b. CC said he will ask a Young Member of the RAeS for help.
  - c. GWH said he will contact SP for further info.
  - d. YMP is helping with the organisation of BBD.
  - e. The event is an IET/IMechE joint collaboration.
  - f. GWH and Giles Hartill had a discussion. Requested to have refreshments available.
2. CC
  - a. Drones Lecture is planned for 16<sup>th</sup> February. Can GWH put up a poster in IET.
  - b. TWI lecture on additive manufacturing. Again, GWH to help with publicity in IET.
  - c. Fibre Optics lecture. Speaker - Daniel Finfer. GWH spoke about data centre fibre optic cables, which can turn 180o without breaking. AD said he can advertise to OES (Off Shore Engineering Society). However, a larger lecture theatre would be required to house all attendees. CC enquired if the lecture theatre would be available. SP should confirm if that is a possibility. OES may provide about 80 attendees. NO funds available from OES though. AD to confirm via email how many additional attendees possible to SP. CI said lecture should be held in "Manufacturing" room and OES is welcome to attend.
  - d. National Grid Control System – 5<sup>th</sup> April
  - e. Hydraulic Turbine (Cranfield University Researcher). GWH requested that the event to be posted on web and email sent to IET for further publicity.
3. JT
  - a. A date in April is expected for the talk on Small Modular Reactors. JT said SP could propose a definite date in April. JT has already sent an email to SP.
  - b. Railway talk: Difficult to find a speaker. Specially a debate is difficult to organise.