

**NOTES FROM THE GREATER LONDON REGION COMMITTEE MEETING
HELD AT 1 BIRDCAGE WALK ON 2nd March 2017**

Present: C. Ingram (CI) A. Perera (AP)
A. Du (AD) C. Clarke (CC)
V. Liu (VL) E. Khaleghi (EK)
S. Paish (SP) J. Tomlinson (JT)
H. Jouhara (HJ) J. Blake (JB)
R. Rayner (RR) G. Hayes (GWH)
T. White (TW)

1. INTRODUCTION

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

2. APOLOGIES

K. Hanson (KH) E. Robinson (ER)
T. Moros (TM) H. Lee (HL)
D. Brookes (DB) M. Saunders (MS)

Absentees K. Huntington (KHU) N. Asselin-Miller (NAM)
B. Takala (BT) T. Poole (TP)
C. Maycock (CM) M. Moktan (MM)
R. Shah (RS) N. Sivanathan (NS)
N. Cartlidge (NC) K. Evoy (KE)
K. Jones (KJ) M. Greenberg (MG)
T. Baker (TB) G. Hartill (GH)

3. AGREEMENT ON AGENDA

- 3.1 Agreed as presented.

4. MINUTES OF LAST MEETING

- 4.1 HJ suggested a correction but later withdrew. HL's proposed amendment to 8.2.1.6 is already included in the revision 2 of the minutes. TW said minute 8.5.2.1 should be corrected as South Bank University did not participate. SP said BBD is a YMP event and is not a CEC event. No further amendments were suggested by those present. With the above corrections, minutes were agreed as presented.

5. MATTERS ARISING AND ACTIONS FROM THE LAST MEETING

- 5.1 VL said she spoke with relevant people on the NEA bank account. There were some issues which will be resolved within next two weeks. CI said NEA should be made aware that they can spend money while account is being setup. **Open (Action RS/VL)**
- 5.2 RR discussed STEM events with EK as agreed. Working on School Competition, EYF event, approaching Engineering companies through STEMNet. AD said he has a list of STEMNet volunteers. A careers fair is planned in a North London school in New Barnet (22nd March from 8:30 to 4pm). CI asked if RR has a list of ambassadors (or Lyris database). **Closed**
- 5.3 Action 5.3 will be addressed under Council/RSB update. **Closed**
- 5.4 EK is still trying to contact a YMP member to support the social media role. EK further added that IMechE has twitter and Facebook accounts and can be used to approach younger members. HQ is currently working to improve these social media aspects. EK said he has no confidence on the members he had thought would be able to support as they are currently not approachable. **Closed**
- 5.5 CI and JT have completed the letter to be sent to ICE and it will be sent out soon. **Closed**
- 5.6 AD has presented the new budget sheet during CEC meeting. It's remit is for the CEC budget only. CC asked as VL/CC already maintain a budget, what is the purpose of another separate budget sheet?
- 5.7 Action item 8.1.1.3 was closed.
- 5.8 Action item 8.1.1.7 was closed.
- 5.9 HL requested the role description for new Social Secretary role. As the AGM is approaching, all vacant roles will be advertised together.
- 5.10 Action item 9.2 was closed.

6. COUNCIL/RSB UPDATE

- 6.1 Meeting was held on the 14th February. This was Geoff Baker's last meeting as Chair. Following items were discussed/reported.
- 6.2 IMechE is generating profits again, currently at £24 million.
- 6.3 Digital media marketing
- 6.4 Mentoring (120 volunteers). EK asked if YMP members can apply to become mentors. EK will forward the email to AP regarding mentoring.

- 6.5 With regard to the GLR query on the use of quarterly progress reports, RG explained that he takes a summary of the QPR's and present the data to Collin Brown. Collin uses this data to conclude how well committees are progressing. HJ proposed that after each event, the Chair should write a short report. Responding to HJ's suggestion, SP asked if GLR can expect volunteers to spend additional time writing further reports. CC said that some institutions have staff assigned to perform this type of low level admin work. AD said that at present QPR's only go to CI and SP but other committee volunteers have no idea how well the region is performing. SP reported that currently the reporting mechanism is broken and RG maintains his own spread sheet.
- 6.6 CI said that a volunteer from RSB will contact RR with regards to STEM activities soon.

7. HON. TREASURER'S REPORT

- 7.1 VL presented the treasurer's report.
- 7.2 Current Bank Balance is approximately £5500. No significant expenditure since last report.
- 7.3 NEA bank account setup is nearly complete.
- 7.4 GLR granted £14,650 for 2017/18 (£26,600 requested; i.e. a possible shortfall of £9950 in 2017/18 against requested budget).
- 7.5 Remainder of RSB contingency fund of £2000 granted.
- 7.6 If £54 per day rule (which is the actual spending pattern based on past data) is imposed, till GLR grant is still sufficient.
- 7.7 Volunteers are requested to continue with the planned activities (within justifiable means) and request for additional funds if the need arise.
- 7.8 With reference to a query on YMP treasurer, EK said he will ask Daniel to continue.
- 7.9 SP asked if YMP has an inter-institutional budget, to which EK responded "YES".
- 7.10 CI suggested that with the 2017/18 budget approved, VL should provide Area/YMP with a budget scope to work on. VL said all Areas/YMP should continue with their planned activities and there is no need to provide additional scope.
- 7.11 EK said other regions have not had their budgets approved yet.
- 7.12 HJ said that organisers of events would like to have some assurance of budgets.

7.13 VL said it may be a good practise for the Areas/YMP to include "non-budgeted" spent items in their balance sheets (rooms, catering, etc.).

7.14 EK asked if there is a deadline to request education fund.

8. REGIONAL PLAN

8.1 ADMINISTRATION

8.1.1 Volunteers

8.1.1.1 GLR AGM is planned for 19th April. AP asked if catering is to be arranged. CI suggested to follow SP's guidance from member evening catering arrangement. Possibly 20 sandwiches and Tea/Coffee would be sufficient. **Action AP**

8.1.1.2 HL to publicise GLR AGM and request for 2017/18 volunteers to take up vacant roles. **Action HL**

8.1.1.3 EK will use Social Media to publicise the AGM.

8.1.1.4 GWH raised a generic question on what is the benefit IMechE provide to volunteers in return for their time. SP suggested IMechE can consider providing free passes to regional volunteers to attend paid train sessions. GWH agree that is a good idea and requested CI to pass the suggestion to HQ. JB said IMechE can help improving Industrial liaisons.

8.1.1.5 EK said YMP AGM is planned for 5th April.

8.1.2 Regional and Administration Points of Interest

8.1.2.1 SWA confirmed no concerns.

8.1.2.2 HJ (NWA) requested the procedures to remove ineffective volunteers. He suggested it is possible that some "volunteers" take up the role purely for the purpose of improving their CV. AP said this issue has been raised in the past and GLR minutes will show the approach is mainly upto the respective Chair to act upon.

8.1.2.3 SP said taking event presenters/speakers to the bar after each event is an out-of-pocket expense at present. EK also agreed on this issue. CI to clarify on this type of expenses with the RSB. Also, certain travel expenses incurred by volunteers should be clarified. **Action CI**

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 Planning Christmas Event of 2017: The aim is to give some hands on engineering experience to the attendees. A professor from Manchester University has good input on this: Tinkering to Learn Engineering.
- 8.2.1.2 CC provided a brief background on the "Tinkering ..." idea. GLR can possibly make it an afternoon/evening event. STEM (RR) and TW (with his UDC experience) to provide further input and support. HJ said he is happy to volunteer.
- 8.2.1.3 SP said catering provided to the members evening was good. Cost was £900. EK said there was slight confusion as YMP also had their own evening event on the same day. Better planning is expected next year.

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: HJ Briefed.

- (a) Provided a brief on planned events.
- (b) Currently trialling CPD for Fellows.
- (c) Merchandise issue is still not resolved.

8.3.1.2 SEA: MS was not available.

- (a) No outstanding issues to report.
- (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) No specific issues.
- (b) A local event is taking place today.
- (c) 2017 AGM held and new panel appointed.

8.3.1.4 NEA: RS was absent.

- (d) Bank account setup is currently ongoing.
- (e) No other issues.

8.3.1.5 YMP: To provide a brief under Education.

8.3.2 Get Registered/New Member/Member to Fellow

8.3.2.1 Nothing to report.

8.4 **OUTREACH**

8.4.1 Professional Engineering Institution (PEI) liaison

8.4.1.1 IChemE (TM report)

a) TM and KH were absent.

8.4.1.2 Royal Aeronautical Society: RAeS (CC report)

a) Drones lecture had about 80 attending/dozen IMechE volunteers. Providing Wine was a good idea. Not sure how much value of this talk to IMechE.

b) HJ said when publicising events of certain nature, commercial promoting (un-intentional) could happen. GLR should be aware of this possibility.

c) CC/AD asked if YMP could publicise the Fibre Optic event.

8.4.1.3 IET (GWH report)

a) Suggested co-promoting of regional events (RAeS, IMechE, etc.).

b) GWH is on the council of IET. GWH has suggested that IET CEO should step-down and hire a competent secretary instead. Requested email contacts for all active volunteers.

c) CC said an IET event (by Hammersmith branch) is planned for September. Topic is on Autonomous Cars.

d) Possible joint event between IMechE/IET in September.

8.4.1.4 Off-Shore Engineering Society (AD Report)

a) Nothing to report.

8.4.1.5 ICE (JT report)

a) Nothing to report.

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 Women-in-Engineering event was arranged at short notice. £200 contribution made. EK will provide further information to HJ. **Action EK**
- 8.5.1.2 For the EYF, EK asked the help of GWH for publicity. **Action GWH**
- 8.5.1.3 With regard to funding of £2500, EK asked who is responsible to apply for the fund. CI is to raise this issue with IMechE HQ as to why/how the confusion happened and find a resolution. **Action CI**
- 8.5.1.4 GLR to publicise EYF event and EK to provide event details. **Action EK/HL**
- 8.5.1.5 EK raised a concern about HQ request to finish all meeting by 7pm. Further clarifications to be requested through Richard Guy. **Action AP**

- 8.5.2 University Design Challenge (TB report)
 - 8.5.2.1 TB was absent.

- 8.5.3 STEM Events: (RR report)
 - 8.5.3.1 Already provided a brief under Section 5.

9. AOB

9.1 None.

10. FUTURE MEETING DATE(S)

Wednesday 19th April 2017 (GLR AGM)

Thursday 1st June 2017

Thursday 13th July 2017

11. CLOSE.

Anura Perera

Hon. Secretary
GLR Committee

7th April 2017

ACTIONS ARISING

Minute Reference Number and Summary	Owner
5.1 Progress on NEA bank account setup	RS/VL
8.1.1.1 Catering for GLR AGM	AP
8.1.1.2 Publicity for GLR AGM and request for new volunteers	HL
8.1.2.3 Clarify with IMechE HQ about out-of-pocket expenses	CI
8.5.1.1 EK to provide information on Women-in-Engineering event to HJ	EK
8.5.1.2 Publicity for EYF event (through IET)	GWH
8.5.1.3 Resolve £2500 funding issue with HQ on behalf of YMP	CI
8.5.1.4 GLR to publicise EYF event and EK to provide details	EK/HL
8.5.1.5 Clarify meeting finish deadline with RG	AP
CEC Actions	
3. Joint Social Events	SP/Eric (SWA)
8. Maintaining a separate spend item/budget for room/catering at HQ (with RG)	SP
9. Joint CEC events with GLR sub-areas	Area Chairs

CEC Minutes (17:30 to 18:00)

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

Introduction: SP welcomed all attendees. CEC expected budget for 2017/18 is £7500. For other inter institutional events, sharing of costs is the norm.

1. SP briefed on the proposed 2017 Christmas lecture, Tinkering.
 - a. .
2. SP asked CC about the possibility of organising a joint event between IMechE and RAeS. CC said RAeS is fully booked in terms of events for this year (4 events planned). SP then suggested that CC consider an RAeS joint events within coming 12 months as initiated by IMechE. CC agreed to try his best to get RAeS agreement on the proposal as he has tried the same already.
3. SP then moved the discussion on joint events with TWI and other smaller institutions. "Learned Society Joint Social" would be an appropriate headline for the event/s. Plan is to keep the event small. One option would be to hold a "Quiz night at HQ". SP and Eric from SWA will enquire further. **Action SP/Eric**
4. An event with Irish Mechanical Engineers is planned for September 2017. IMechE is to provide venue and share refreshment costs.
5. JT raised the issue of planning his proposed event. SP requested JT to respond to his email providing all details on the event including proposed date, etc. JT is requested to use standard event information/planning form, which is available to download from IMechE GLR web page.
6. AD presented the new budget sheet he prepared (please refer to previous meeting minutes). As invoices take time to appear in the accounts, actual spend is not available immediately.
7. Referring to a cost item in the budget sheet (£928.50), HJ asked what was the reason for expenditure? SP said it was for canapés etc. for 20 people. The costs appeared too expensive for such a small number. SP further added that venue costs are "non-budgeted" expenditure.
8. CI suggested that CEC request Richard Guy to maintain/provide a separate budget for rooms/catering etc. **Action SP**
9. SP offered to hold CEC events in four sub-Areas. Area Chairs to respond to this request, if they can host joint events with CEC. **Action Area Chairs**
10. JT proposed an interesting possibility of using nearby St. James Church Hall for some events as it is cheap to hire. Usual cost is £50 per hour before 6pm and £150 from 6pm to 9pm. Can hold upto 60 people (can fit in 100 if needed). Allowed to bring in own catering. Short walk away from Piccadilly Circus Tube Station.
11. CEC meeting adjourned.