

**NOTES FROM THE GREATER LONDON REGION COMMITTEE MEETING
HELD AT 1 BIRDCAGE WALK ON 13th July 2017**

Present:

C. Ingram (CI)	A. Perera (AP)
V. Liu (VL)	C. Clarke (CC)
R. Rayner (RR)	E. Khaleghi (EK)
T. Moros (TM)	J. Tomlinson (JT)
M. Greenberg (MG)	M. Saunders (MS)
Christine Iones (CHI)	M. Robinson (MR)
E. Adefehinti (EA)	M.S. Waked (MW)
E. Robinson (ER)	H. Dave (HD)
J. Blake (JB)	M. Pozzi (MP)
Ahmed	S. Paish (SP) - Phone

1. INTRODUCTION

- 1.1 GLR Committee Chairman, C. Ingram, welcomed all present. AP confirmed the apologies received. To the benefit of new volunteers, a round of self-introductions followed.

2. APOLOGIES

A. Du (AD) Shaziya Patel (SHP)

Absentees

C. Maycock (CM)	G. Hartill (GH)
R. Shah (RS)	D. Brookes (DB)
T. Baker (TB)	Zuhair Hanna (ZH)
H. Jouhara (HJ)	G. Hayes (GWH)
T. White (TW)	

3. AGREEMENT ON AGENDA

- 3.1 Agreed as presented.

4. MINUTES OF LAST MEETING

- 4.1 EK proposed a correction to the minutes (8.5.1.5). EK is now the Chair elect: Young Members Board.
- 4.2 No further corrections were proposed by the attendees. Minutes were accepted by the committee as true and accurate.

5. CEC UPDATE VIA PHONE

- 5.1 SP has participated from India via telephone to update on the CEC budget status and events planned.
- 5.2 SP answered queries raised by the committee members.

6. MATTERS ARISING AND ACTIONS FROM THE LAST MEETING

- 6.1 Progress in NE Bank Account: Account setup is now complete. **Closed.**
- 6.2 Action item 5.5: EK will contact HJ. **Closed**
- 6.3 Action item 7.3: VL to send treasurer report before meeting. **Closed**
- 6.4 Action item 7.4: Simple approach to prepare budget report. CI suggested how the budget request will be prepared based on past experience. **Closed**
- 6.5 Action item 7.7: Area/YMP to submit cash sheets to VL. Most areas/YMP submitted their cash sheets. **Closed**
- 6.6 Action item 8.2.1.3. Contact Joanna (YMP) to find a tinkering speaker from IC. CC has found another contact hence no need to contact Joanna. **Closed**
- 6.7 Action item 8.4.1.1-d: MR provided an update on his understanding of the ICE requirements through his role. **Closed**
- 6.8 Action item 8.4.1.3-b: Planning joint IChemE events. TM confirmed this action has been completed. **Closed**
- 6.9 Action item 8.5.1.8: YMP social media officer to attend GLR meeting. EK suggested that it may not happen due to various reasons. **Closed**

7. COUNCIL/RSB UPDATE

- 7.1 No update for this quarter.
- 7.2 CI prompted GLR committee members to raise any further issues which he can take to the next RSB meeting.

8. HON. TREASURER'S REPORT

- 8.1 Simplified budget request will be submitted for next year, which CI and VL will finalise.
- 8.2 Further details of the GLR bank account status and cash flow may be found in the treasurer's report.

9. REGIONAL PLAN

9.1 ADMINISTRATION

9.1.1 Volunteers

9.1.1.1 CI welcomed all new volunteers who were recently appointed.

9.1.1.2 Following roles remain vacant currently:

Role	Nominee
Social Media Officer	YMP Support
Social Secretary	Vacant

9.1.1.3 AP to publicise social media officer role. **Action AP**

9.1.2 Regional and Administration Points of Interest

9.1.2.1 No POI's were raised by committee members.

9.1.3 Media/Publicity/Website

9.1.3.1 Media and Social Media

a) MW has yet to initiate media related activities. Some ideas on the possible activities are in the pipeline.

b) MW will coordinate social media aspects for the committee. AP to provide twitter and FB account details. **Action AP**

9.1.3.2 Publicity

a) AP will work on the GLR publicity flyer. Google calendar will be another area to consolidate.

9.1.3.3 Website

a) ER was absent. Nothing outstanding at present.

9.2 ENGAGEMENT

9.2.1 Central Events Points of Interest:

9.2.1.1 Telephone update provided by SP earlier under section 5.

9.2.1.2 CC explained the importance of the Christmas event he is working on, in particular, as younger participants and families are invited. He insisted that engineers should be encouraged so as to get involved in other areas of engineering without a limitation to mechanical engineering alone.

9.3 **DEVELOPMENT**

9.3.1 Area and YMP Events Points of Interest.

9.3.1.1 NEA: RS was absent. MP briefed activities.

- a) MP explained the probable activities to take into consideration regarding Crossrail at Canary Wharf; some questions were raised on the visit planned to engineer's museum in Gillingham.

9.3.1.2 SEA: MS briefed.

- a) Events planned for new quarter was presented.

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

- a) No specific issues to report.
- b) MG was unhappy about the manner in which Kew Gardens event was planned. AP apologised on behalf of SWA and agreed to convey the criticism back to SWA Chair.

9.3.1.4 NWA: HJ was absent. CC briefed

- a) NWA are keen to continue with the Freshers Fayre activity and requested review of funds so that they can pay the required monies.

9.3.1.5 YMP: To provide a brief under Education.

9.3.2 Get Registered/New Member/Member to Fellow

9.3.2.1 YMP brief to follow.

9.4 **OUTREACH**

9.4.1 Professional Engineering Institution (PEI) liaison

9.4.1.1 ICE (MR report)

- a) MR has provided an update on how he has progressed so far in understanding what ICE needs are in relation to GLR corporation.
- b) MR further explained the reasons for involving other engineering institutions to work together for future engineering development. The task looks arduous however MR is convinced that it is not impossible to overcome.

9.4.1.2 IMarEST (DB Report)

- a) DB was absent but presentation stated that there was nothing to report.

9.4.1.3 IChemE (TM report)

- a) TM and DB have progressed the activity on organising IMechE joint event.

b) TM highlighted the involvement of engineers in process safety in water industry.

9.4.1.4 Royal Aeronautical Society: RAeS (CC report)

a) Light aircraft design lecture is planned for November

b) RAeS will hold its January event at IMechE HQ.

9.4.1.5 IET (GWH report)

a) GWH was absent.

9.4.1.6 Off-Shore Engineering Society (AD Report)

a) Nothing to report.

9.4.2 Divisions and Groups (D&G) Liaison (JT Report)

9.4.2.1 JT presented a lengthy memo on a water project in Nigeria. Due to time limitation on Agenda, he was asked to send the report to all, which may be an instrument for a future debate. **Action JT**

9.4.2.2 Railway Division

a) No representative was available.

9.5 **EDUCATION**

9.5.1 YMP Activities (EK Report)

9.5.1.1 EK provided a summary of YMP activities, both completed and planned for the near future.

9.5.2 University Design Challenge (TB report)

9.5.2.1 TB was absent.

9.5.3 STEM Events: (RR report)

9.5.3.1 RR provided an update on the STEM activities and a workshop he has participated in, on behalf of the STEM committee.

10. AOB

10.1 AP was asked to send the list of contacts for the GLR committee. AP said that the list of updated contacts list is already with Shaziya (Hon. Secretary) and its usual practice to contact others through the Secretary.

10.2 AP requested CI to raise an issue of delayed response by HQ about changing treasurer name/access to SWA bank account.

11. FUTURE MEETING DATE(S)

Tuesday 29th August 2017

Thursday 5th October 2017

Monday 4th December 2017

12. CLOSE.

Emmanuel Adefehinty

Assistant Hon. Secretary
GLR Committee

28th August 2017

ACTIONS ARISING

Minute Reference Number and Summary	Owner
9.1.1.3 Publicise social media officer role	AP
9.1.3.1-b Provide twitter and FB account details to MW	AP
9.4.2.1 Send report to all GLR committee members	JT
CEC Actions	
N/A	

CEC Minutes (17:30 to 18:00)

Attendees: N/A

Introduction: N/A.

1. No CEC meeting held on 13th July.