

**NOTES FROM THE GREATER LONDON REGION COMMITTEE MEETING  
HELD AT 1 BIRDCAGE WALK ON 28<sup>th</sup> July 2015**

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Present: G. Hartill (GH) E. Robinson (ER)  
C. Ingram (CI) I. Berry (IB)  
V. Liu (VL) J. Blake (JB)  
C. Lowther (CL) M. Saunders (MS)  
G. Hayes (GHa) C. Price (CP)  
B. Money Coomes (BMC) J. Li (JL)

**1. INTRODUCTION**

- 1.1 The Chairman Giles Hartill welcomed everyone and thanked them all for coming.

**2. APOLOGIES**

A. Perera (AP)	Y. Yan (YY)
C. Brown (CB)	C. Clarke (CC)
S. Paish (SP)	A. Du (AD)
K. Jones (KJ)	S. Haslam (SH)
Saviyen Subramanyan (SS)	P.Kapadia (PKa)
B. Takala (BT)	C. Maycock (CM)
M.Osborn (MO)	N. Cartlidge
T. Poole (TP)	

Absentees	K. Huntington (KH)	J. Tomlinson (JT)
	F. Khoshnoud (FK)	G. DeNadia (GD)
Initialisms	R. Guy (RG)	K. Manning (KM)

**3. AGREEMENT ON AGENDA**

- 3.1 Agreed.

**4. MINUTES OF LAST MEETING**

- 4.1 Agreed

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

- 5.1 GH discussed the open action of each area nominating a volunteer to have access to the informer database. Nominee's have come forward and Kevin manning is organising access and training. **Closed**
- 5.2 It is yet to be confirmed if BT has added web administrators. **Open**
- 5.3 GH reminded the committee to utilise PKa, the media officer, to the benefit of the Region. **Closed**
- 5.4 A link has been provided on near you to the educational ideas floated in the last meeting as requested. **Closed**
- 5.5 ER has advertised for volunteers for the University Design Challenge on near you. **Closed**
- 5.6 A key note speaker was found for the SOFE event. **Closed**

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

- 6.1 GH reported back from the recent RSB meeting
- 6.2 The IT working group is continuing its phased improvement of the events booking system, and is now at the final user testing phase. This will be implemented before the next phase starts.
- 6.3 There is great confidence in the new system. It is expected to be very versatile with the organiser of the event adding as many or as few attributes to the booking of an event as they require.
- 6.4 VAT on refunded tickets will have to be written off because of the inability to reclaim VAT, however, over the year this is expected to be nominal figure, as most events are free and few people claim refunds.
- 6.5 The budgeting calendar change has been reversed with the new system creating more complications that it attempted to resolve. The Financial year will run from January to December and regions will have to adjust their budgets as required with an interim August to December Budget this year.

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

- 7.1 The deadline for next year's budget (Jan – December) is due by the 1<sup>st</sup> of September
- 7.2 For the new financial year there will be no separate budget for educational events. This budget will now be added to the new budget.
- 7.3 The bank balance is currently ~£4000 and a second tranche of ~£8000 is available to the GLR in September. Furthermore the GLR has ~£4500 of educational budget that it is yet to call upon.

- 7.4 Whilst initially it was thought that the region would not require the extra tranche in September, the YMP have a preliminary budget of ~£7000 for next year and a request of ~£2000 for between September and December.
- 7.5 The IET have paid their outstanding invoice.
- 7.6 Input is required from SP, (for the CEC) the YMP and the regions to complete the budget.
- 7.7 **VL, GH will contact SP (CEC), YMP and the area committee to confirm their final input to next year's budget, by the beginning of the WC 3<sup>rd</sup> August.**

## **8. REGIONAL PLAN**

### **8.1 ENGAGEMENT**

- 8.1.1 Sitefinity reporting – SP is now the new focal point of this reporting.
- 8.1.2 Succession planning – **All committee members are to send their expected succession plans to GH.**
- 8.1.3 Informer database – Nominees must contact KM to confirm training and access to the system.
- 8.1.4 East London Area and GLR re-organisation – CI has compiled a report on the re-engagement of the eastern part of the region. **CI is to send this report to the committee for comment and contact RG to confirm how the initial stages of the project are progressing. GH to assist with Queen Mary University liaison.**
- 8.1.5 Social Media – BT is still working on this and an action is still open

### **8.2 DEVELOPMENT**

- 8.2.1 Get Registered events – Planned for the 14<sup>th</sup> of October and Q1 next year
- 8.2.2 Member to Fellow event – This is to be removed from the plan, with concentration on Chartered, Incorporated and Technician registration events.
- 8.2.3 Presidential Visit (2016) – this is confirmed to be on the 29<sup>th</sup> of January 2016 and is to be hosted at Eurostar in Temple Mill. It is proposed to have an SOFE event and Queen Mary University are to be involved. **SP is to liaise with CM**

### **8.3 OUTREACH**

- 8.3.1 Professional Engineering Institution Liaison

#### 8.3.1.1 IET

- a) The IET will be leaving 1 Birdcage Walk in September and returning to Savoy Place.
- b) It was reported that the members' space has been excellent and GH will contact HQ to see if this can continue.
- c) Davy Theilens stands down as IET GLR chairman in September and GHa is to establish a working relationship with the new chairs such that our close relationship continues.
- d) GH is to send GHa a list of proposed events that were initiated with the IET but have lacked drive recently and should look to be re-established. GHa should work with the YMP volunteers reinvigorate the initiative .**
- e) GHa should also make sure that the joint New Years and Christmas events with the IET continue, despite their leaving IMechE HQ.**

#### 8.3.1.2 IMarEST

- a) The Institute of Marine Engineering, Science and Technology is currently struggling to grow but does have a nationwide 15,000 strong membership.
- b) It is proposed that the IMechE GLR assist with a Joint event to encourage closer ties between the two institutions, with the IMechE assisting financially. **CL is to pursue this.**

#### 8.3.1.3 ICE

- a) There is a new London Director at the ICE and it is hoped that a new, mutually beneficial collaboration can be established
- b) ER, FK to advertise for an ICE Liaison**

#### 8.3.2 D&G Liaison

8.3.2.1 There are three events happening in very close succession to one another on the 5<sup>th</sup>, 7<sup>th</sup> and 15<sup>th</sup> of October. This is not ideal and should be avoided in the future.

**8.3.2.2 CP is organising the Sustainability lecture on the 5<sup>th</sup> of October and should contact VL to confirm the budget for the vent and sort with RG about booking the main lecture hall or not and also assistance with fliers and advertising the event.**

8.3.3 PR / Media – Pka has worked well with his article in the local Harrow news and with a new team at HQ there should be much better coordination with the media in the future.

## 8.4 EDUCATION

- 8.4.1 The University Design Challenge final is planned in the next couple of months. Next year the scheme will expand to include 1<sup>st</sup> and 2<sup>nd</sup> year students.
- 8.4.2 The YMP gave a presentation outlining the events that they have organised since June and those they intend to organise in the future. These included updates on SOFE, National Women in Engineering Day, OWI2050, the Young trophy 2015, Get registered, Inter-professional networking event and SET for Sport.
- 8.4.3 The committee spoke about STEM, but conversation was limited by AD absence.
- 8.4.4 CL spoke about potential developments on the idea of forming a committee for rewarding grants for educational and skills based activities in Engineering.
- 8.4.5 CL also spoke about some of the successes of recent events that allowed teachers to experience industry first hand allowing them to give a more rounded view of the industry when they educate their pupils. The pilot scheme this year had 4 teachers but the plan for the scheme expects to see around 100 teachers take part in the next couple of years.
- 8.4.6 BMC spoke to the group about Makerspaces and his passion for creating an event, potentially in collaboration with the IET, where the IMechE would set a design challenge and the members of any age could use Makerspaces to design a solution.
- 8.4.7 The Committee were impressed and encouraging about his idea but stressed that he should make a robust business plan before presenting to HQ and applying for funding. CL and GH offered any assistance to BMC as required.

## 9. AOB

- 9.1 IB expressed an interest to be part of the CEC group, in an assistance role. This is something he has done before and is keen to continue.  
**IB is to contact SP.**
- 9.2 Next meeting is on the 3<sup>rd</sup> of September.

## 10. CLOSE.

## **11. ACTIONS ARISING**

<b>Minute Reference Number</b>	<b>Owner</b>
<b>5.2,</b>	<b>BT</b>
<b>7.7,</b>	<b>VL, GH</b>
<b>8.1.2,</b>	<b>All committee</b>
<b>8.1.4,</b>	<b>CI</b>
<b>8.2.3,</b>	<b>SP</b>
<b>8.3.1.1.d),</b>	<b>GHa</b>
<b>8.3.1.1.e),</b>	<b>GHa</b>
<b>8.3.1.2.b),</b>	<b>CL</b>
<b>8.3.1.3.b),</b>	<b>ER, FK</b>
<b>8.3.2.2</b>	<b>CP</b>
<b>9.1</b>	<b>IB</b>

### **Charles Ingram**

Vice Chairman  
GLR Committee

1<sup>st</sup> August 2015