

## **MINUTES FROM THE GREATER LONDON REGION COMMITTEE MEETING HELD AT 1 BIRDCAGE WALK ON 11<sup>th</sup> July 2018**

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### **Meeting Minutes**

Venue: Energy Room, 1 Birdcage Walk, IMechE  
Date: Thursday, 11<sup>th</sup> July 2019  
Time: 18:00 – 20:00 hrs.

Present:

Simon Paish (SP)  
Esfandiar Khaleghi (EK)  
Christine Jones (CJ)  
Tim Baker (TB)  
John Buckler (JB)  
Charles Clarke (CC)  
Drew Cordin (DC)  
Phil Gould (PG)

Charles Ingram (CI)  
Kristina Kerwin (KK)  
Marsha Maraj (MM)  
Thanos Moros (TM)  
Melissa Poon (MP)  
Robert Rayner (RR)  
Martin Robinson (MR)  
Tony White (TW)

### **1. INTRODUCTION**

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

### **2. APOLOGIES**

David Brookes (DB)  
Jack Burrows (JB)  
Daniel Greenwell (DG)  
Chrisma Jain (CJ)  
Verina Liu (VL)  
Claire Maycock (CM)  
Tim Poole (TP)

Malcolm Saunders (MS)  
Rasa Shah (RS)  
William Silverthorne (WS)  
Jasper Tomlinson (JT)  
Mo Waked (MW)  
Roshni Wijesekara (RW)

### **3. AGREEMENT ON AGENDA**

- 3.1. Agreed as presented.

#### **4. MINUTES OF LAST MEETING**

4.1 There were no comments to the minutes of the last meeting

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

5.1 All actions from the previous meeting have been closed.

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

6.1 SP explained the role of RSB and responsibilities. SP reported the last RSB meeting/workshop in Sheffield, the RSB terms of reference and outcome.

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

7.1 JB reported the current state of the GLRC account. You can find out the treasurer report on [Google Drive](#). *[You need to have an "IMechENearYou" account to be able to access the file].*

7.2 JB reported that grants to be released in three phases – March, August, October – subject to receipt of HQ Grant.

7.3 JB requested to all Area/YMP treasurers to send the up to date cash sheets by end of July 2019. **Action Area/YMP treasurers**

7.4 JB reported about that HQ charged the GLR account recently for around £9,000 which the reason and relevant invoices need to be investigated. **Action JB**

7.5 JB suggested that if the 9k charge by HQ will be valid, GLR bank balance will be 2k and JB needs to request the last trench for the remained 11k tranche.

**Action JB**

7.6 JB reported that GLR South West tranche request has been transferred.

7.7 SP suggested to allocate £2,000 for potential cost of the volunteering conference 2019/2020, organised by RSB, which each region needs to contribute. **Action JB**

#### **8. REGIONAL PLAN**

##### **8.1 ADMINISTRATION**

###### **8.1.1 Volunteers**

8.1.1.1 SP summarised the currently vacant committee vacancies and welcomed all new volunteers. SP to contact the volunteers interested in the vacant roles.

**Action SP**

8.1.1.2 DG who was previously elected as the assistant secretary have been elected as the Website Officer.

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

8.1.2.1 PG presented the "Member Participation at SEA" and his analysis on the current regional membership activities and how to increase member attendance and participation. You can access the PG presentation on [Google Drive](#).

## **8.2 ENGAGEMENT**

- 8.2.1.1.1 Central Events Points of Interest:
- 8.2.1.2 SP/TM is looking to planning a joint IMechE/IChemE technical lecture about "Recycling Technologies" at One Birdcage Walk in November 2019. Currently looking for Speaker.
- 8.2.1.3 TM is looking to planning a "UV and Humanitarian Aid" technical lecture at One Birdcage Walk on 19<sup>th</sup> of October 2019.
- 8.2.1.4 JT has arranged an event about "Environmental Engineering" around September 2019 and discuss it with HQ to organise this event.
- 8.2.1.5 TM suggested to plan an event about "Environmental Engineering" or something similar, jointly with other PEIs such as IChemE in Q1.
- 8.2.1.6 SP suggested to organise a tour of the "Purdey". **Action SP**
- 8.2.1.7 SP suggested to organise some professional talks and seminars such as a talk about IP. **Action SP**
- 8.2.1.8 KK is looking to plan a Wine Tasting event in near future and is looking for a suitable venue. **Action KK**
- 8.2.1.9 Possibility of organising a dinner rather than Christmas lecture have been discussed and SP, TM and EK needs to pursue this further. **Action SP, TM and EK**

## **8.3 DEVELOPMENT**

### 8.3.1 Area and YMP Events Points of Interest.

- 8.3.1.1 NWA: CC provided a brief.
  - a) Freshers Week at Brunel University is planned for 17 September 2019.
  - b) Planning a technical lecture on 23 September 2019.
  - c) Planning a technical lecture on 23 October 2019
- 8.3.1.2 SEA: PG briefed.
  - a) No issues to report.
  - b) Planning a joint IMechE/IChemE technical lecture about "Recycling Technologies" at One Birdcage Walk.
- 8.3.1.3 SWA: RR and EK briefed.
  - a) No issues to report.
  - b) Planning a local event in September 2019
- 8.3.1.4 NEA: No report.
- 8.3.1.5 YMP: No report.

## **8.4 OUTREACH**

- 8.4.1 No update to report.

## **8.5 EDUCATION**

- 8.5.1 YMP Activities : No report.
- 8.5.2 Education Officer

8.5.2.1.1 RR provided an update about the "Tinkering 2019" event in April 2019 at Kingston University London, which was a massive success.

- a) Over 400 tickets sold, 120 people were on waiting list and 250 attended the event.
- b) Cost of event was around £500 including catering for 250 people.
- c) Companies who were involved: Kingston University, GT Railways, McLaren, Martin Baker.
- d) Exhibits were outstanding and engaging and outstanding feedback from attendees.
- e) RR reported that not all exhibitors delivered on promises to support event.
- f) Kingston University London provided venue, equipment, staff and volunteering ambassadors. It's recommended to increase the level of collaboration by providing marketing support as well.
- g) Primary Engineers only sent material for stand but did not send people. Primary Engineer hardware to present at stand.
- h) IMechE HQ did not provide any support despite numerous contacts for support without any response. IMechE HQ provided some materials including banner for stand but did not send people. It's recommended to inform them in advance for a better collaboration.

8.5.2.1.2 RR reported about the last National REO Meeting on 12-13 April 2019 at Marriott Bristol City Centre.

- a) RR reported the REO networking, sharing of best practice and ideas
- b) Changes at IMechE personnel. Peter Finegold is leaving IMechE.
- c) The new IMechE STEM Toolkit
  - a. RR reported the new changes about the Primary/Secondary Engineers, including the forming of new primary institutions.

8.5.2.1.3 RR discussed the GLR Education Strategy and need to setup a new Education Working Group to centralise running of events. **Action RR, All Areas and YMP**

8.5.3. RR requested to find out about the IMechE banners at 1BW which CI is looking to pursue it. **Action CI**

## **9. AOB**

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

September 2019 (To be confirmed)

## **11. CLOSE.**

**Esfandiar Khaleghi**

Acting Hon. Vice Chair GLR Committee

14<sup>th</sup> July 2019

## ACTIONS ARISING

Minute Reference Number and Summary	Owner
7.8 Area treasurers to send up-to-date cash sheets by end of July.	<b>Area/YMP treasurers</b>
7.9 JB to find out the invoices for the £9000 charge by HQ	<b>JB</b>
7.5 JB to Request the 11k last tranche from HQ (if £9k charge is valid)	<b>JB</b>
7.7 JB to allocate £2k for the Volunteering Conference (RSB)	<b>JB</b>
8.1.1.1 SP to contact the volunteers interested in the vacant roles.	<b>SP</b>
8.2.1.6 SP to organise a tour of the "Purdey".	<b>SP</b>
8.2.1.7 SP to organise some professional talks and seminars	<b>SP</b>
8.2.1.8 KK to find a suitable venue for a Wine Tasting event	<b>KK</b>
8.2.1.9 To discuss the options for Christmas Event (Dinner vs Lecture)	<b>SP, TM and EK</b>
8.5.2.1.3 Setup a new Education Working Group and invite all areas.	<b>RR (All Areas/YMP)</b>
8.5.3 To find out about the IMechE banners at 1BW	<b>CI</b>