

**NOTES FROM THE GREATER LONDON REGION COMMITTEE MEETING
HELD AT 1 BIRDCAGE WALK ON 2nd December 2015**

Present:	G. Hartill (GH)	V. Liu (VL)
	C. Ingram (CI)	I. Berry (IB)
	A. Perera (AP)	J. Blake (JB)
	S. Paish (SP)	M. Saunders (MS)
	E. Robinson (ER)	A. Du (AD)
	Y. Yan (YY)	N. Asselin-Miller (NAM)
	T. White (TW)	P. Kapadia (PKa)
	C. Lowther (CL)	C. Clarke (CC)
	Esfandiar Khaleghi(Esf)	Raza Shah
	George Vitchev	Kyriakos Ioanna

1. INTRODUCTION

- 1.1 Chairman, Giles Hartill, welcomed all present. AP confirmed the apologies received.

2. APOLOGIES

	C. Brown (CB)	C. Maycock (CM)
	K. Jones (KJ)	B. Takala (BT)
	S. Haslam (SH)	G. Hayes (GWH)
Absentees	K. Huntington (KH)	S. Subramanyan (SS)
	F. Khoshnoud (FK)	G. DeNadai (GD)
	J. Tomlinson (JT)	N. Cartlidge (NC)
	M. Osborn (MO)	D. Thielens (DT)
	T. Poole (TP)	A. Mason (AM)
	C. Price (CP)	K. Hanson (KH)

3. AGREEMENT ON AGENDA

- 3.1 Agreed with minor change to move two special items to the beginning of the meeting (IMechE/IET Christmas lecture and Presidential Visit).

4. MINUTES OF LAST MEETING

- 4.1 Agreed with minor amendments.
- 4.1.1 Item 8.3.1.2-c corrected (remove reference to GLR/TSB and RSB)
- 4.1.2 Item 8.5.1.1 removed
- 4.1.3 Item 8.5.1.3: Er to promote event. Action ER

5. MATTERS ARISING AND ACTIONS FROM THE LAST MEETING

- 5.1 Email sent to YMP/Areas to remind succession planning. **Open**
- 5.2 Budget status confirmed/submitted. Closed
- 5.3 Ticket allocations for IET joint event complete. Closed
- 5.4 Advertise ICE liaison. SP said he has a contact in mind. GH said there were historical issues but recently they were improved. AD said YMP is keeping ongoing collaboration. Action SP to report back. **Open**
- 5.5 Advertise for D&G liaison officer. SP has co-opted NAM for the post. NAM agreed to volunteer. GH said the D&G is comprised of auto/aero/railway divisions, etc. Dedicated IMechE staff is also allocated from HQ. Closed
- 5.6 Clarify actual budget difference between 2014 and 2015, if any. GH and VL have clarified the status with HQ (Richard Guy). Closed
- 5.7 Organise an informal meeting to discuss budget for joint events. GWH, GH and SP discussed. 2015 Jan/Dec £2500 for CEC events. In 2016, £3500 allocated (£1000 already spent for prices for RAeS and Welding Institution). Closed
- 5.8 NW Area panel volunteers. CI reported on progress. Closed
- 5.9 YMP to liaise with GH to organise PV evening event. An Agenda item inserted for further discussion. Closed
- 5.10 MS to contact Kevin Manning (KM) to discuss selective emailing for SE Area. MS is yet to contact KM. **Open**
- 5.11 Email reminder to submit all Area/YMP plans. Reminder sent but need further updates. **Open**
- 5.12 GH to send Process and Power Division contact to KH. Closed
- 5.13 YMP to prepare a plan for the PV evening event. AD reported back. Further Agenda item to discuss later. Closed
- 5.14 Advertise/promote PV event once YMP event plan is ready. Discuss further. Closed
- 5.15 Minute vote of thanks to TW. Complete. Closed
- 5.16 Arrange YMP volunteers to support TW. TW had a meeting with 6 volunteers prior to committee meeting. Closed
- 5.17 GH to provide a web link to YMP (related to IMechE certificates). Completed. Closed
- 5.18 Agree on a suitable date for IET/GLR Christmas social. Complete. Closed.
- 5.19 Minute vote of thanks to JT and other volunteers. Complete. Closed

5.20 YMP volunteers to support IET Christmas lecture. Volunteers Identified. Closed

5.21 Update future committee meeting dates liaising with GH. Dates proposed (liaised with GH/Richard Guy). Closed

6. COUNCIL/RSB UPDATE

6.1 GH said the council report is available electronically (already distributed).

6.2 International growth, communication and member engagement (GH is mainly focusing on this area) are the focus areas. A new PE app is available and feedback is welcomed. Improving the commercial angle of the institution (recent opening of a training centre in Sheffield, £22 million made by selling assets and £7 million re-invested).

6.3 CL mainly focuses on the education. New education strategy board (CL is a member) established. A detailed report is available (member contributions, school governor).

7. HON. TREASURER'S REPORT

7.1 VL presented the treasurers report.

7.2 Bank balance reduced from £10600 in Oct to £5934.

7.3 Current GLR budget proposal has not been granted yet (compared to 2014/15, only an additional £1800 was requested for 2015/16 which is mainly due to funding for University Design Challenge).

7.4 YMP/Areas may have to revise planned events if requested budget is not granted.

7.5 When submitting invoices to the GLR, they can be a scanned copy. It is advised to retain the original in the event it was requested.

8. SPECIAL EVENTS

8.1 Christmas Lecture.

8.1.1 GH said the attendance is limited to 300 (280 already booked, ~120 from IET). Another reminder to be sent within the week.

8.1.2 Venue is Savoy Place.

8.2 Presidential Visit

8.2.1 GH summarised the event plan and confirmed the date 29th January 2016.

- 8.2.2 President will be chaperoned by GH/CI/AD and another volunteer from new NE Area (CI and Raza to coordinate to identify a volunteer from NE). **Action CI**
- 8.2.3 A late afternoon tour of QMUL is planned with President.
- 8.2.4 Esfandiar will coordinate the SOFE event. He will liaise with CM to arrange the event. Venue at QMUL is not finalised. **Action Esf/YMP**
- 8.2.5 Publicity: Prepare a single advert off-line and await venue booking. SP said a place holder is reserved for the advert. **Action AD/ER**
- 8.2.6 Aim to get as many members as possible to attend the event.
- 8.2.7 Organise a mass email to the NE Area members. **Action CI/Raza**
- 8.2.8 GH said a vote of thanks is due to Raza for helping to get NE move forward.
- 8.2.9 CL suggested that a CEO of a local company (NE Area) may be invited to the event. Raza said he will check with “Elaine” to search and prepare an invitation. CI can liaise with Raza to confirm. **Action CI/Raza**
- 8.2.10 Esf raised a question on the Judges for the SOFE event. GH said the President, GH and a staff member from QMUL can be the panel. A QMUL staff member to be contacted. **Action Esf**
- 8.2.11 Price money would be £500, £300, etc.
- 8.2.12 Raza suggested that a target group of student must be recruited. AD will forward a flyer used for the SOFE heats. **Action AD**

9. REGIONAL PLAN

9.1 ENGAGEMENT

- 9.1.1 New NE Area: CI reported on the progress so far. He met a group of volunteers and most of them confirmed their availability to take part in the NE Area panel.
- 9.1.2 They will participate in the Presidential visit (first NEA event) and will have the first official panel meeting in February 2016.
- 9.1.3 CL suggested promoting an Education liaison role within NEA. CI will have to pass this request to NEA. **Action CI**
- 9.1.4 Social Media: GH requested all members to pass any new ideas on how to improve social media content to BT.

9.2 **DEVELOPMENT**

- 9.2.1 GH/SP requested that all events planned by YMP/Areas to be passed to AP and SP. AP to send an email reminder. **Action AP**
- 9.2.2 CL said that from 2016, random CPD records check may be undertaken by IMechE. It is advised to keep CPD upto date.

9.3 **OUTREACH**

9.3.1 Professional Engineering Institution (PEI) liaison

9.3.1.1 IMarEST

- a) CL said IMarEST will move to IMechE HQ. AD asked if it is a permanent move but CL wasn't sure of that.
- b) SP spoke about the plans to organise the technical talk on Aircraft Carriers.

9.3.1.2 IET

- a) GWH wasn't present as he was attending the IET meeting.

9.3.1.3 IChemE

- a) KH was absent.

9.3.1.4 Royal Aeronautical Society (RAeS)

- a) CC briefed about the recent conference. About 80 attended. He did not have statistics on how many IMechE members attended but a guess was about 7 ~ 8. According to CC, it was a very good well attended event.

9.3.1.5 Off-Shore Engineering Society

- a) AD said they are interested in organising a joint event in 2016 with YMP.

9.3.2 Divisions and Groups (D&G) Liaison

9.3.2.1 Nothing to report at present.

9.4 **PR/MEDIA**

- 9.4.1 PK reported that Harrow Times has published his article on local Engineering Heritage in NW area. PK said he is currently working on a list of items and contacting other newspapers. GH said it is a very good idea and should consider extending to NE area. **Action GH/PK**
- 9.4.2 IB said he also has few articles. IB to pass these to PK. **Action IB**

9.5 EDUCATION

9.5.1 University Design Challenge

- 9.5.1.1 TW reported that he managed to recruit 6 more volunteers.
- 9.5.1.2 Currently preparing a bid for prize money for the second year challenge (or Industrial Placement).
- 9.5.1.3 Both first and second year challenges to take in March 2016 at University College.

9.5.2 YMP/STEM

- 9.5.2.1 AD presented a detailed overview of the planned activities. YMP has organised 20+ events form March 2015.
- 9.5.2.2 SOFE heats will take place on 6th January at IMechE HQ. Finals will on 29th January (at QMUL to coincide with PV).
- 9.5.2.3 Current panel vacancies advertised in NearYou. A liaison officer for Primary Engineer is sought.
- 9.5.2.4 CL said they were successful in North and will start in the South soon. Susan Harriet has further details on how IMechE can help.

9.5.3 Other

- 9.5.3.1 CC briefed about the recent Cake Max event at Brunel University. A good attendance noted. Facebook notifications used.
- 9.5.3.2 CL briefed about a standard tool developed (for Education) which IMechE will use to assess feedback. The same tool may be extended in future to other RSB areas. AD to follow-up on how to evaluate.
Action AD

10. AOB

- 10.1 SP requested that a discussion on IMechE HQ room bookings to be added to the next meeting Agenda. Email GH if there are any concerns/issues in the meantime. **Action AP**
- 10.2 CL briefed about further STEM activity and the formation of STEM strategy group. South Yorkshire local strategy group will coordinate all activities. There is a copy of a document with regard to this with CL. This discussion to be extended to next meeting (Agenda Item). **Action AP**. CL to send an e-copy to AD/GH/SH. **Action CL**
- 10.3 SP made an open invitation to all committee members to attend ICE carol service.

11. FUTURE MEETING DATES

27th January 2016

10th March 2016 – GLR Nominations for 2016/17

20th April 2016 – GLR AGM

2nd June 2016

13th July 2016 – Final meeting before summer break

12. CLOSE.

13. ACTIONS ARISING

Minute Reference Number	Owner
5.1 Email reminder for succession planning (Area/YMP)	AP
5.4 ICE Liaison (SP's contact)	SP
5.10 MS to contact Kevin Manning to obtain selective email contacts	MS
5.11/9.2.1 Email reminder to YMP/Areas to submit event plans to AP/SP	AP
8.2.2 Suggest NEA volunteer to chaperone President. CI to liaise with Raza	CI
8.2.4 PV/SOFE event venue booking at QMUL	Esf/YMP
8.2.5 Publicity for PV/SOFE event	AD/ER
8.2.7 Email to NEA members reminding PV and Area inauguration	CI/Raza
8.2.9 Invite NEA local company CEO to the PV event	CI/Raza
8.2.10 Invite a QMUL staff member to be a Judge for the SOFE	Esf
8.2.12 AD to send SOFE heats flyer to Raza (recruit students)	AD
9.1.3 Create NEA Education Liaison role. CI to coordinate.	CI
9.4.1 PR/Media role to extend to NEA.	GH/PK
9.4.2 IB to pass Engineering articles to PK	IB
9.5.3.2. AD to evaluate Education feedback tool as described by CL	AD
10.1 Agenda item to next meeting: IMechE HQ room booking	AP
10.2 Agenda item to discuss STEM strategy group	AP
10.2 CL to send an e-copy of STEM strategy to AD/GH/SH	CL

14. SPECIAL VOTE OF THANKS

14.1 A special thank you to Clive Price for his contributions over the years.

Anura Perera

Hon. Secretary
GLR Committee

7th January 2016

CEC Minutes (17:30 to 18:00)

Attendees: SP, MS, AP, GH, Area Reps, Other Committee members

Introduction: SP welcomed all present and declared the Agenda for the meeting.

CEC 1. Upgrade Membership: SP said there is no response so far. CM's involvement is required but it appears the priority is not that high at present. GH suggested that a possible reason is that there is a big push to promote apprenticeships at present.

CEC 2. IB gave a brief about the proposed talk on "Electricity Grid". Contact with National Grid has been initiated. March/April 2016 suggested. The talk would cover electricity demand, ways of generation, and plans for the future, etc. A more captive headline like "Keeping the Lights On" in a Green Environment was also suggested. Further information will be due within few weeks.

CEC 3. IMechE/IET Christmas lecture: Will go ahead as planned (GH). Maximum attendance is 300.

CEC 4. Presidential Visit: Morning gathering at Eurostar/CEME and then move to QMUL in the evening.

CEC 5. QE class aircraft carrier: Welding of the structure. 18th February

CEC 6. Bloodhound Lecture: To be held in Brunel University and target younger engineers. CC to support. GH clarified the emphasis required on attracting school children (schools were the usual target).

CEC 7. CC/NAM suggested a technical talk on Graphene (CC elaborated that it is an important material and industrial scale use and experience can be the subject). NAM discussed the difficulty of booking manufacturing room for March/April 2016 for "free" in advance. GH again reiterated the existing procedure for "free" room booking and cancellation policy. GH suggested that plan the event calendar and wait till the opportunity for a "free" booking is available.

CEC 8. Quarterly Reporting: SP requested that YMP and all Areas to complete the progress as required. An email reminder to YMP/Areas to be sent (Action AP).

CEC 9. Ticketed Events: When making a payment, some reference to the specific event will make it easier to verify, however the system is still a bit messy.

CEC 10. Luncheon Clubs: SE and NW areas traditionally organise these events.

CEC 11. Update all upcoming events (NearYou) and make SP aware to avoid clashes.

CEC 12. Splitting the Costs of Joint Events: GH said a rough guide would be to pay half the costs for large events and pay less for Refreshments if the event is held at IMechE HQ.

Action Items

A1. IB to update on the "Electricity Grid" talk progress.

A2. AP to send an email reminder to YMP and Areas to complete quarterly progress report.