

**NOTES FROM THE GREATER LONDON REGION COMMITTEE MEETING
HELD AT 1 BIRDCAGE WALK ON 10th March 2016**

Present: C. Ingram (CI) A. Perera (AP)
E. Robinson (ER) S. Paish (SP)
K. Jones (KJ) M. Saunders (MS)
T. White (TW) G. Hayes (GWH)
E. Khaleghi(EK) M. Osborn (MO)
C. Clarke (CC) B. Takala (BT)
J. Tomlinson (JT) D. Booker (DB)
Joanna Li-Mayer(JL)

1. INTRODUCTION

1.1 V. Chairman, C. Ingram, welcomed all present. AP confirmed the apologies received.

2. APOLOGIES

G. Hartill (GH)	V. Liu (VL)
Y. Yan (YY)	J. Blake (JB)
C. Lowther (CL)	C. Maycock (CM)
A. Du (AD)	N. Asselin-Miller (NAM)
S. Haslam (SH)	N. Cartlidge (NC)
P. Kapadia (PKa)	T. Poole (TP)
C. Brown (CB)	I. Berry (IB)
K. Hanson (KH)	R. Shah (RS)

Absentees	K. Huntington (KH)	S. Subramanyan (SS)
	F. Khoshnoud (FK)	G. DeNadai (GD)
	D. Thielens (DT)	

3. AGREEMENT ON AGENDA

3.1 Agreed as presented.

4. MINUTES OF LAST MEETING

4.1 Agreed. AP confirmed that the correction suggested by MS was already incorporated to the latest version of minutes.

5. MATTERS ARISING AND ACTIONS FROM THE LAST MEETING

- 5.1 All area/YMP AGM's planned with possible successors identified. **Closed**
- 5.2 Submit Event Plans. Some areas have submitted event plans. Others are outstanding due to impending AGM's in near future. **Open (Action AP)**
- 5.3 Create NEA PR/Media Role. None of the stakeholders were present (**GH/PK/RS**). **Open (Action AP)** to send a reminder
- 5.4 AD to liaise with CL to evaluate Education Feedback Tool. Both AD and CL were absent. **Open (Action AD/CL)**.
- 5.5 Budget re-planning exercise by VL. VL has already contacted all areas/YMP to request re-evaluation of budget requests. **Closed**
- 5.6 YMP to submit STEM event plans by end of March. As AD was absent, Esf will action on this. **Open (Action Esf)**
- 5.7 BT to contact Lesley Lensen to get further information on Social Media aspects of HQ. **Open (Action BT)**
- 5.8 Feedback on IET Christmas Lecture to GWH. No feedback received. **Closed**
- 5.9 AP to pass RG's email address to KH. **Closed**
- 5.10 FK to advertise all GLR vacancies. **Closed**
- 5.11 AP/YY to coordinate GLR events calendar. YY with help from Kevin Manning has created a first version of the calendar. All GLR events have been transferred to calendar. Chair/V. Chair/CEC Chair/Publicity Officer/Secretary/Asst. Secretary has editing rights. All must check the calendar and editing rights. (**Action GH/CI/SP/AP/YY/FK**)
- 5.12 Email reminder to complete QPR's. **Closed**

6. COUNCIL/RSB UPDATE

- 6.1 Next Council meeting is planned for 10th April in Sheffield.
- 6.2 As GH was absent, no other updates were available.
- 6.3 CI asked committee to suggest possible discussion items for next RSB meeting. CC suggested that IMechE web site is not slick and could be improved.

7. HON. TREASURER'S REPORT

- 7.1 VL was absent and CC has presented a brief summary in VL's absent.

- 7.2 CC reiterated on the modest budget allocation for 2016 (<£12000 out of requested £20000). End 2015 balance was £7000 but usually these balances are unpredictable.
- 7.3 Finding extra funding through other means is important. President's fund may be a source and should be tapped where possible. CC said savings from YPM/Area panels should be welcomed but life should be made easy for volunteers, hence asking to work with tight budgets is not the way forward.
- 7.4 Jan 2016 balance was £2800, which was the lowest so far.
- 7.5 CC suggested that YMP (Esf) should fill the necessary forms to claim £500 from HQ for the SOFE event. **Action Esf**
- 7.6 There is no budget allocated for the 2nd Year University Design Challenge (GLR to fund). Due to current budget restrictions, it may be prudent to approach HQ again for separate funding request for 2nd Year Challenge.
- 7.7 VL's prediction for 2016 shortfall to be between £1300 or £8000 by end of 2016.
- 7.8 CC suggested that certain specific events can approach HQ for funding. KJ asked for HQ's justification for the budget cut. CC said that certain regions underspend and HQ cannot recall those money back.
- 7.9 GLR Bank Balance as of 10th March 2016 is £2093.78.
- 7.10 SP said HQ catering is very slow to invoice. He asked if it is possible to push catering to produce invoices within a shorter period than they take currently.
- 7.11 CC raised the issue of mystery deposits made to the GLR account. These are un-identified payments (although welcomed!) due for various events, etc.

8. GLR COMMITTEE NOMINATIONS 2016/17

- 8.1 CI suggested, to all members, that they should express their willingness to continue volunteering for the respective roles and other to nominate if anyone is interested in any of the roles.
- 8.1.1 A list of current roles and nominees for 2016/17 are presented in the table below.
- 8.1.2 CC said that 2016/17 will be his final year as the assistant treasurer and if another member volunteers, he is willing to step down this year.
- 8.1.3 TW said he is stepping down from his role. A suitable nominee should be found before the AGM (contact William Latham). **Action TW**

- 8.1.4 CI suggested emailing the official nominee list to GH/CI/FK to advertise for vacancies. **Action AP**
- 8.1.5 CC suggested that YMP is aware of all available vacancies. AP to email YMP Chair. **Action AP**
- 8.1.6 CC suggested is there is any way IMechE can recognise the individual contributions by volunteers.

Panel Position	Current 2015/16	Nominee 2016/17
Chair	G. Hartill	C. Ingram
Vice Chair	C. Ingram	Vacant
Hon. Secretary	A.Perera	A.Perera
Assistant Hon. Secretary	Y. Yan	Y. Yan
Hon. Treasurer	V. Liu	V. Liu
Assistant Hon. Treasurer	C.Clarke	C.Clarke*
Chair: Central Events Committee	S. Paish	S. Paish
STEM Projects Coordinator (Education Liaison Officer)	S. Haslam	--
Publicity Officer	F. Khoshnoud	--
Assistant Publicity Officer	S. Subramanyan	--
Website Officer	E. Robinson	E. Robinson
Media Officer	P. Kapadia	P. Kapadia
Social Media Officer	B.Takala	B.Takala
IMechE D&G Liaison Officer	N. Asselin-Miller	N. Asselin-Miller
IMechE D&G Liaison Officer Assistant	G. de Nadai	--
ICE Liaison	None	J. Tomlinson
ICChemE Liaison	K. Hanson	K. Hanson
IET Liaison	G. Hayes	G. Hayes
RAeS Liaison	C.Clarke	C.Clarke
IMRst	C.Lowther	C.Lowther
University Design Challenge Lead	T. White	Vacant
Uni. Design Challenge 1 st Year Asst.	Vacant	Vacant
Uni. Design Challenge 2 nd Year Asst.	Vacant	Vacant
Member	I.Berry J. Blake	-- J. Blake

9. REGIONAL PLAN

9.1 ENGAGEMENT

9.1.1 Social Media:

9.1.1.1 BT still has an outstanding action item from previous meeting to contact Lesley Lensen. **Action BT**

9.1.1.2 BT said the twitter usage is not high and suggested at least one topic per week is posted. CI suggested that YMP (Esf) successfully used twitter during SOFE event organisation. They had about 3000 followers. BT should contact and collaborate with YMP (Esf) and find out how to improve Twitter usage. BT should also actively encourage members to use Twitter. **Action BT/Esf**

9.1.1.3 CI suggested that it is time to re-evaluate the "Engagement" section of the regional plan to improve efficient action. Storing all documentation in a central location was suggested. Google Docs may be the preferred option. How to access public documents using Google Docs must be evaluated. All committee members must try to familiarise with Google Docs. **Action All**

9.2 DEVELOPMENT

9.2.1 Area Updates

9.2.1.1 All areas have partly updated their event plans as requested. However, more needs to be done to complete the events calendar. Current list is shown in Appendix A-1. **Action All Area/YMP Reps**

9.2.1.2 SWA: AP briefed SW area update on behalf of SW Chair. The AGM was held on 2nd March and a number of new faces have been added to the panel. The list is given as Appendix A-2.

(a) On 10th February, a tour to BMW Mini Car factory was arranged. 30 fully paid (including coach travel) have participated. Kingston University students have formed part of the group.

(b) On 17th February, a technical talk on UAV/Drones was organised at Kingston University premises. The talk was well received (two speakers: Adam Bailey and Dr. Sue Wolf) by 26 strong audience.

(c) On 5th March, a tour to Whitechapel Bell Foundry was organised. 23 fully paid members and their guests joined the tour.

(d) Based on the success of fully paid tours, CI suggested that GLR should consider charging a minimum amount to attend technical talk (as a way of recovering expenses, e.g. Tea/Coffee).

- (e) Esf has a contact at Mini Factory and suggested that the tour can be organised free of charge. KJ (NWA) has shown an interest and requested Esf for contact details. **Action Esf**

9.2.1.3 NWA: KJ briefed.

- (a) Liaison with Hammersmith IET is progressing well. They are considering a joint event and to hold it in HQ.
- (b) Recently held a technical talk on Sub-Sea engineering. 25 to 30 attended. KJ will pass the contact details of the speaker to YMP (Esf) as the speaker was a good motivator for get Chartered subject. **Action KJ/Esf**
- (c) TWI lecture is planned and organisational activities in full progress.
- (d) AGM is planned for 7th April.

9.2.1.4 SEA: MS briefed.

- (a) Flood risk management, event was well attended (40+).
- (b) Luncheon meeting on 8th April and UAV/Drones talk planned for 19th April.
- (c) Talk on Fracking planned for 19th May.
- (d) Lecture on Adhesives planned for June.
- (e) Further talks include Liquid Air Engines (Dearman Engines) at a future date.

9.2.1.5 NEA: CI reported that the first meeting was held on 16th February. Looking for topics on talk and planning to organise visits in near future.

9.2.1.6 YMP: Esf Briefed.

- (a) 18th March- Engineering Your Future event.
- (b) AGM to be held on 22nd March.
- (c) Global Engineering Debate on 29th March with IMechE HQ support.
- (d) 23rd June. "Women in Engineering" event. 60/100 attendees expected. No large room available at HQ. CC suggested that RAeS lecture theatre may be used but since this is an IMechE event, possibly it is not a good idea.
- (e) Esf said he is looking to get a license to use TED (TED Talks).

9.3 **OUTREACH**

9.3.1 Professional Engineering Institution (PEI) liaison

9.3.1.1 Royal Aeronautical Society: RAeS (CC report)

- a) A meeting of the General Aviation Group (GAG) was held recently. A member with CEng of MRAeS can sign off a test flight of an experimental aircraft.
- b) A lecture on Hot Air Balloons was held.
- c) Due to the rise in light aircraft accidents, fees are going up tenfold (regulator's charges). It's about time to get all professional engineering bodies to lobby to minimize RED tape.
- d) Erik Brown lecture is planned for next week.

9.3.1.2 IET (GWH report)

- a) Summer fair, a joint IET/IMechE event is planned for 2nd July. Will include the Big Balloon Debate.
- b) Social event planned towards the end of the year.
- c) GWH suggested that he can help make rooms at IET available free of charge for any events planned, if required.

9.3.1.3 IMarEST (CL report)

- a) CL was absent.

9.3.1.4 IChemE (KH report)

- a) KH was absent.

9.3.1.5 Off-Shore Engineering Society

- a) Nothing to report.

9.3.1.6 Vacancies for Liaison Officers: FK has already advertised. JT has volunteered for ICE liaison.

9.3.1.7 JT briefed on his work on Nuclear Innovations. He said Jennifer Baxter was very supportive and will produce an energy policy document very soon. The policy will recognise that innovative nuclear technology is needed. £252 million to be spent on innovative technology. JT created a company (Moltex) to investigate. JT can provide a copy of the policy document to anyone who is interested. JT also said that a VIDEO of air crash is available.

9.3.2 Divisions and Groups (D&G) Liaison

9.3.2.1 Railway Division (TP report): No report.

9.4 **PR/MEDIA**

9.4.1 PK was absent.

9.5 **EDUCATION**

- 9.5.1 University Design Challenge (TW report)
 - 9.5.1.1 2nd Year challenge competition will be held on 21st March.
 - 9.5.1.2 1st Year challenge competition will be held on 24th March.
 - 9.5.1.3 TW said that he hopes a University from London region will win this year's National competition. Invited all members to attend and support to achieve success this year.
 - 9.5.1.4 TW will be stepping down from his role this year. He said "design challenge" is a project with no control. Need an energetic person to take over. Idea is to improve capability to design. Prize money was put to encourage students. 2nd year winner's prize will be an engineering placement and will be a good reward for the winning participant.
 - 9.5.1.5 CC suggested contacting David Ball (National Organiser) to source funding for the events.
 - 9.5.1.6 A special thank you to TW for his dedication to the success of the University Design Challenge over the years.
- 9.5.2 YMP/STEM: No further report.
- 9.5.3 STEM Events:
 - 9.5.3.1 CC attended an event yesterday, at a school (5 classes of 11 year olds). A 15 minute talk expected but the talk went on for an hour. Organisation was chaotic.

10. **AOB**

- 10.1 TW invited all to attend a "Debate with Mayoral Candidates" on 4th April.

11. **FUTURE MEETING DATES**

- 20th April 2016 – GLR AGM (No CEC meeting)
- 2nd June 2016
- 13th July 2016 – Final meeting before summer break

12. **CLOSE.**

13. ACTIONS ARISING

Minute Reference Number	Owner
5.2 Email reminder to YMP/Areas submit event plans to AP/SP	AP
5.3 Email reminder: Create NEA PR/Media Role (GH/RS/FK)	AP
5.4 AD liaise with CL to evaluate education feedback tool	AD/CL
5.6 YMP to submit STEM event plans by end of March	Esf
5.7 BT to contact Lesley Lensen	BT
5.11 Check functionality of GLR events calendar (GH/CI/SP/FK)	AP/YY
7.5 YMP to claim £500 from HQ for the SOFE event	Esf
8.1.3 A suitable nominee to take over from TW	TW
8.1.4/8.1.5 Email GLR vacancies list to GH/CI/FK/YMP Chair	AP
9.1.1.2 BT to actively encourage members to use Twitter	BT/Esf
9.1.1.3 Committee to familiarise with Google Docs	All
9.2.1.1 All areas/YMP to update event calendar	Area/YMP
9.2.1.2-e Esf to provide contact at Mini Car Factory to KJ	Esf/KJ
9.2.1.3-b KJ to provide Sub-Sea Engineering speaker contact to YMP	KJ/Esf
CEC-A1: CI to contact CM to obtain info on member certification events.	CI

Anura Perera

Hon. Secretary
GLR Committee

16th March 2016

CEC Minutes (17:30 to 18:00)

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

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

CEC 1. Upgrade Membership: No progress.

CEC 2. "Electricity Grid" Talk: There was an email response from IB to SP. No positive progress. CI suggested contacting RG in the event that there is no progress in this event (to cancel room booking).

CEC 3. Presidential Visit: CI reported on the positive experience of PV visit and the associated SOFE event. Visits to Ford/Eurostar were interesting. SOFE event at QMUL had a good audience.

CEC 4. QEA (Queen Elisabeth class aircraft carrier): Attendance was 65 out of 95 booked. Welding Institute members were pleased about the positive outcome of the joint event. The lecture was interesting. Cost to GLR was £200.

CEC 5. Bloodhound Lecture: Nothing to report.

CEC 6. YY collaborated with Kevin Manning to organise the new event calendar for GLR. Kevin has added existing NearYou events to the calendar. AP has already accessed and edited. GH/SP/CI has editing rights. Others should be able to view the calendar. Need further tests to confirm intended functionality.

CEC 7. Graphene Lecture: The event is planned for 12th May 2016. Speaker is "Rob" from Cambridge University, and will be confirmed within next week. The title for talk is not finalised as yet.

CEC 8. Quarterly Progress Reporting (QPR): All areas and YMP have now completed the QPR for Q4/2015.

CEC 9. Lecture on Welding Failure (12th April): SP said the details will go online tomorrow. This will be a joint event with TWI/Brunel University. GLR will share half of speaker's travel costs. SP said Brunel will provide biscuits/Tea.

CEC 10. Gresley P2 Lecture (20th September): SP reported on the progress. The event is about Steam Engines and is supported by Dave Thielen. HQ's main lecture theatre booked. Costs may be higher for GLR.

CEC 11. Brewery Visit or similar event to be planned (TBC).

CEC 12. Other:

- (a) Expect to plan at least one joint event with the Welding Institute.
- (b) MS reported that IMechE homepage doesn't show the NearYou section anymore. CI said that Kevin Manning has been contacted on this matter.
- (c) CI suggested that it may be a good idea to obtain a breakdown for "member certification" events. Clair Maycock (CM) to be contacted.

Action CI.

Action Items

A1. (CEC 12-c): CI to contact CM to obtain information on member certification events.

Events List

Date	Event Title
March/April	Electricity Grid
12 th April	Weld Failure
12 th May	Graphene Lecture
20 th Sept	Gresley P2 Lecture
TBC	Upgrade Your Membership
TBC	Brewery Visit

Appendix A

Table 1

Area	QPR	March	April	May	June	July	Sept	Oct	Nov	Dec
SWA	Y	(2) AGM (5) Bell Foundry	(16) Biomed. Eng.	(18) Shape of Future Foods	(17) Insider Tour of Kew	(?) Energy Storage				
NWA	Y	(9) Richard Folkson Lecture	(7) AGM (12) TWI Lecture				(20) Gresley P2 Project			
SEA	Y	(17) AGM	(8) Luncheon Club (19) UAV/Drones	(19) Shale Gas: Pros and Cons						
NEA	Y									
YMP	Y	(20) AGM								
CEC	Y			(12) Graphene Lecture						
GLRC	NA	(10) Meeting	(20) AGM		(2) Meeting	(13) Meeting				

Table 2 GLR South West Area Committee Members (AGM 2nd March 2016)

Committee Position	2015-16	Elected Volunteers 2016-17	Membership Status
Chair	Dr. Anura Perera	Aidan Peck	CEng
Vice Chair	Valerie Morris	Valerie Morris	CEng
Secretary	Aidan Peck	Venkata (Rami) Telikapalli	CEng
Asst. Secretary	Dr. Omid Razmkhah	Dr. Omid Razmkhah	CEng
Treasurer	Mingzi Shi	Mingzi Shi	Associate Member
Asst. Treasurer	---	Roberta Wellington	Student Member
Event Coordinator 1	Bijan Bahari	Eric Chu	Associate Member
Event Coordinator 2	---	Trishia Ani	Associate Member
Event Coordinator Assistant	---	Olavo Piancastelli	Associate Member
Media Officer	---	Dr. Richard Twycross- Lewis	Associate Member
Student Liaison Officer 1	---	Eric Chu	Associate Member
Student Liaison Officer 2	---	Roberta Wellington	Student Member
STEM Outreach Coordinator	---	Clive Price	CEng
Committee Members	Rhys Owen	Rhys Owen	CEng
	Tim Miller	Dr. Anura Perera	CEng
	---	Elena Lyuckanova	---
	---	Mahmoud Moukhtar	In Process - IEng

Table 3 Area/YMP Succession Planning

Area	Chair	Hon. Secretary	Hon. Treasurer	Event Coordinator
South West AGM-2 nd Mar	Aidan Peck	Venkata Telikapalli	Mingzi Shi	Eric Chu Trishia Ani
North West AGM 7 th Apr	Ken Jones ⁺⁺	Stuart ⁺⁺	TBA	TBA
South East AGM- 17 th Mar	Ken Huntington ⁺⁺	Malcolm Saunders ⁺⁺	Kiriakos Ioannou ⁺⁺	Derek Adams ⁺⁺
North East AGM Feb/16	Raza Shah	Sean Brennan	Harish Dave	Mike Pozzi
YMP AGM-20 th Mar	Esfandiar Khaleghi*	Tomas Quintanilha*	Daniel Booker*	TBA

* Proposed, ++ To be confirmed