

**NOTES FROM THE GREATER LONDON REGION COMMITTEE ANNUAL
GENERAL MEETING
HELD AT 1 BIRDCAGE WALK ON 20th April 2016**

Present

Committee

G. Hartill (GH)	C. Ingram (CI)
A. Perera (AP)	S. Paish (SP)
V. Liu (VL)	C. Clarke (CC)
A. Du (AD)	E. Khaleghi(EK)
P. Kapadia (PKa)	G. Hayes (GWH)
I. Berry (IB)	J. Blake (JB)
J. Tomlinson (JT)	

Non-Committee

F. Schubert (FS)	S. Mohammad (SM)
S. Brennan (SB)	P. Charalambous (PC)
S. Engwell (SE)	M. Greenberg (MG)
M. Bittell (MB)	B. Langham (BL)
Z. Hanna (ZH)	

1. INTRODUCTION

- 1.1 The Chairman, G. Hartill welcomed everyone and thanked them all for joining the 2016 AGM. AP confirmed the apologies received.

2. APOLOGIES AND ABSENTEES

Apologies

C. Lowther (CL)	Y. Yan (YY)
E. Robinson (ER)	K. Jones (KJ)
M. Saunders (MS)	T. White (TW)
C. Maycock (CM)	R. Shah (RS)
M. Osborn (MO)	N. Asselin-Miller (NAM)
K. Hanson (KH)	

Absentees

B. Takala (BT)	S. Haslam (SH)
F. Khoshnoud (FK)	S. Subramanyan (SS)
K. Huntington (KH)	N. Cartlidge (NC)
T. Poole (TP)	G. DeNadai (GD)
D. Thielens (DT)	

3. AGREEMENT ON AGENDA

3.1 Agreed as tabled.

4. MINUTES OF THE 2015 AGM

4.1 All agreed with the minutes of 2015 AGM.

5. CHAIRMAN'S REPORT 2015/16

5.1 Giles Hartill presented the Chairman's report. The report discussed the regional strategic objectives (RSO) in detail. These objectives were categorised under four main topics; engagement, development, outreach and education. Giles detailed how GLR had participated and contributed to meeting those four objectives during 2015/16.

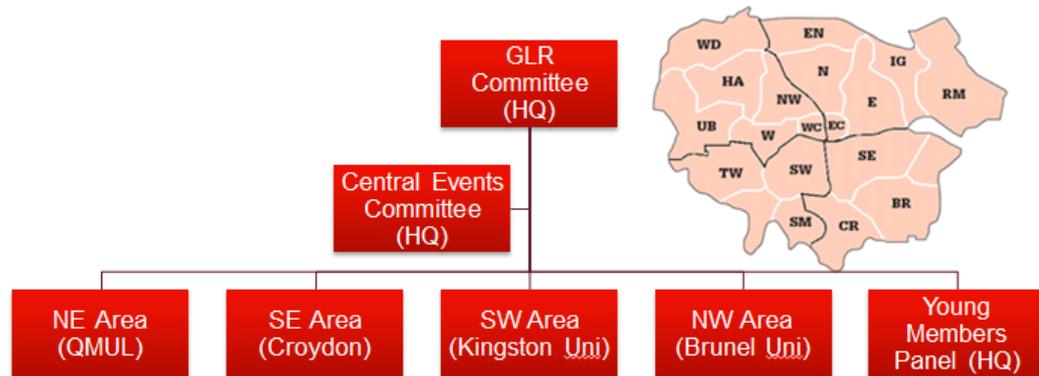
5.2 RSO Highlights for 2015/16: Review and reorganisation of the GLR local area network was one of the main highlights for the engagement aspect. In the development agenda, 2016 Presidential visit and the inauguration of the new NE area was an event of high impact. In 2015/16 GLR organised 74 events, a packed new members evening and two get registered events run by YMP. In terms of outreach, strong collaboration between IMechE, IET, IChemE and RAeS were formed. 3rd joint IMechE/IET Christmas lecture at newly refurbished Savoy Place and major joint events with Rail, Auto and Power Divisions were highlights. In education, 6 STEM events were held and University Design Challenge 2015 finals and 2016 heats were held in GLR. A new 2nd year challenge was introduced.

Special votes of thanks are due to Kevin Manning and Charles Ingram for their efforts in creating the new area structure and Tony White for his significant contributions to the University Design Challenge.

5.3 Engagement: Use of Sitefinity software to record and capture event attendance data had persistent difficulties. Review by RSB is needed to improve these. GH reported that understanding regional demographics and adapting events accordingly is an important requirement. He said that Informer database is not widely utilised effectively. Awareness and usage training will be developed across region. Giles also stressed the importance of making succession planning for all major committee roles. Committee must make every effort to fill all roles. All elected GLR roles have a nominated deputy. Existing GLR structure has been reviewed and restructured. The new NE London area committee has been created. Southern area was renamed as SE. GLR member database has been updated to reflect on the new structure.

Currently, all GLR events are advertised on NearYou for event promotion. Monthly regional newsletter continues with targeted event

reminders. Updated event booking system sponsored by RSB IT working group is now easier to use and sends automated reminders to registered attendees. Presence of GLR has been expanded to all major social media websites including Facebook, Instagram and Twitter. Members are encouraged to make full use of these social media options to promote events and attract new members.



5.4 **Development:** Presidential visit held in January 2016 was a high impact occasion where a large number of attendees have participated in various activities during the day through to the evening. The day started with a very successful visit to Ford apprentice training center and Eurostar maintenance depot, followed by QMUL tour of new facilities and Speak Out for Engineering public speaking competition.

Another very successful New Members Evening held in February 2016 and 74 diverse technical lectures, visits and social/networking events took place in GLR since last AGM, including Drones, Subsea, Aircraft Carriers, Mini, Thameslink, Flooding, Crossrail, Space, F1, Nuclear, Driverless Vehicles, CFD, Satellites, Electric motorbikes, and Acoustics. In addition, YMP has run 2 get registered events held in May & Oct 2015 helping members to become professionally registered.

Outreach: Although the target was to organise at least one event with other major PEI's, GLR has exceeded the target by a margin and greatly increased collaboration with IET. In addition, good collaboration with IChemE, RAeS and Welding Institute continues. Chairman from London PEI committees was invited to attend GLR meetings to further improve these efforts.

Greater collaboration with Railway, Auto and Power Divisions continues.

In order to promote non-member attendance at GLR events a number of initiatives have been put forward. Families are encouraged to attend IMechE/IET New Year's lecture, IMechE/IET Bloodhound lecture and an IMechE/IET Summer Fair for families is in planning for summer 2016.

5.5 Education: The education aspects of the RSO's were mainly delivered through two major activities; STEM events and University Design Challenge.

YMP has organised the following under STEM category: 1 x Engineering Your Future (Mar 16), 3 x Our World In 2050 (Apr/May/Jul 15), 1 x Bloodhound lecture (Feb 16), 1 x SET for Sport (Feb 16), Primary Engineer collaboration to bring it to GLR. Big Balloon Debate event, in collaboration with IET, is in planning.

University Design Challenge second National Final held in GLR with NW and NE Regions (Oct 15). Third London regional heats held in Mar 16 – Middlesex won both 1st and 2nd year prizes.

6. REGIONAL BUSINESS DEVELOPMENT MANAGER'S REPORT

6.1 In the absence of Claire Maycock, Giles Hartill presented the report.

6.2 Within 2015/16, 47 industrial visits took place (up 30%) in the GLR of which 50% were new clients. In addition 7 visits were made to academia, for the most part to present to new graduates and encourage Affiliate membership. Significant collaborations with UCL.

6.3 Training days have been a great success again during the past year and provided the opportunity to encourage individuals to achieve Professional Registration, but could never find the time to complete the application form. 5 took place in 2015 with 41 attendees, with 3 more in 2016 planned. Current GLR membership profile is given in the table below (left) and the Top 10 GLR companies are shown in the table below (right).

Grade	2015	2016	Change
Affiliates	3847	3869	22
Associates	1674	1747	73
CEng Member	1899	1944	45
IEng Member	40	41	1
Eng Tech Member	44	69	25
Fellow (all grades)	387	386	-1

Employer	Number of Members
Brunel University	101
Imperial College	79
Arup	77
London Underground	76
Ove Arup & Partners	75
Bechtel	54
Worleyparsons	52
CB&I Ltd	51
Lloyds Register	51
Network Rail	51

6.4 Giles proposed a vote of thanks to Claire Maycock.

7. HON. TREASURER'S REPORT

7.1 The Hon. Treasurer Verina Liu has presented the 2015/16 report.

7.2 Current GLR Bank Balance stands at £3107 with 2016 GLR budget confirmed just over 12K at £12, 083. Two-thirds of the 2016 grants

have not been called as yet (£7833). In addition, there is additional funding available through the Chairman's fund for education which totals to £4250. Verina reported that although there was a large shortfall between the proposed budget for 2015/16 and the approved budget, whether GLR will run into deficit at the end of 2016 depends on the fulfilment of the proposed/revised events programme for 2016.

- 7.3 The event expenditure/budget for four area panels is largely similar at £1200 level, whereas YMP, due to the large number of events and education activities budgeted for £4280. Region organised event (CEC) budget totals to £16,700 hence taking the GLR full budget request for 2015/16 to £25,670.
- 7.4 Verina reported that with revision of the planned activities for 2016, and calling upon all possible other funding resources (e.g. University Design Challenge funds, Chairman's funds, etc.), the anticipated budget deficit of £1223 can be turned to a surplus of £2277 by year end.
- 7.5 Previously established £36/day spending rule appears to have crept up to £49/day according to current analysis.
- 7.6 In summary, Verina suggested that although GLR budget request was not granted for 2015/16, as a large group there is sufficient flexibility to pool all resources and distribute funds across different areas of GLR as and when required. All GLR sub committees were advised to organise additional events/activities if needed and beyond those budgeted and Treasurer will call upon IMechE HQ for additional funding. However, Verina strongly requested all area committees to review and advice GLR on what the anticipated spend for 2016 would be.

8. CENTRAL EVENTS COMMITTEE (CEC) REPORT

- 8.1 Simon Paish, Chair of the CEC, presented the report for 2015/16.
- 8.2 The total number of event attendees was as follows: 1394 in Q4 2015 (Members 604, Non-Members 371, Young People 419) and 640 in Q1 2016 (Members 372, Non-Members 168, Young People 100). The reporting system is broken and must be fixed. **Action SP**
- 8.3 CEC budget is approximately £5000, with £1000 committed so far. Events in last part of 2016 will use the balance of budget and hence the intentional underspend in early 2016. High cost of catering in QH is a major expense for the CEC.
- 8.4 Simon then went on to discuss the issues and resolutions of those experienced during 2015/16. HQ room bookings, cancellations and fines associated have been resolved. Simon thanked Richard Guy for

his support throughout to resolve these issues. Standardisation of the event organisation (NearYou detail form, event booking form, 3-month deadline for booking large events) helped streamline the process. There is still room for improvement in avoiding event clashes. A google calendar has been created with the help from Youyou Yan and Kevin Manning and is work in progress at present. Efficient use of this facility will help clashes. GWH asked who has the editing rights for the calendar. AP responded that GLR Chair, V. Chair, CEC Chair, Hon. Secretary and his assistant has the editing rights at present. CC suggested to provide read only access to all. GH said that calendar is still in its trial period. This will be further considered at a future meeting.

8.5 Event calendar for 2016 includes the following:

- May – Graphene Lecture
- July 2nd – Joint IMechE/IET Summer Fair
- Sept. 28th – [Gresley P2](#) Lecture
- Oct Nov – Bonding Structures
- Nov Dec – TBA major lecture
- Dec – Joint Christmas Lecture
- Dec – Christmas Social
- Feb '17 – Joint Lecture with TWI

8.6 Aims for 2016/17: Efficient quarterly reporting (ensure each area has a designated person responsible for NearYou and QPR in Sitefinity), implement Google calendar for event planning and issue GLR events calendar to GLR membership, support each area to hold an event at BCW (HQ), improve collaboration with divisions and groups (getting more volunteers), endeavour to plan events 12 months in advance, hold more social events, and produce a clear budget. GH said the reasons for QPR should be well understood and who uses these data.

9. YOUNG MEMBER PANEL REPORT

9.1 Esfandiar Khaleghi, Chair of the YMP, presented the report for 2015/16.

9.2 Reporting year has been another successful year for YMP. In total 37 events have been completed. These included 14 STEM events, 9 panel meetings, 4 social events, 3 technical visits, 2 technical lectures, 2 career events, 2 membership events, and 1 maker's workshop.

9.3 The highlights on the year include SOFE event, Our World in 2050, Surrey Satellite Technology Ltd Tour, International Women's day Career event, EYF day, etc.

- 9.4 An enthusiastic YMP panel membership is again ready to volunteer for 2016/17. The new committee comprising over 40 roles was recently elected or nominated.
- 9.5 A large number of events are in the pipeline for 2016/17. In response to a query from SP, EK said that there will be more technical events in the coming year. CI asked what will be the plan to increase inter-institution activities. AD responded suggesting that last year, they have started new collaborations, including ICE, etc. EK said they will continue to improve. AP suggested that YMP collaborate with four area panels when YMP events are held in those respective areas.
- 9.6 EK said YMP is to support IMechE to commence an International Engineering competition. This will be showcased in the Science Museum. A budget of £2000 was already agreed.

10. GLR COMMITTEE ELECTIONS 2016/17

- 10.1 The following committee positions were elected.

Panel Position	Name
Chair	Charles Ingram
Vice Chair	Aaron Du
Hon. Secretary	Anura Perera
Hon. Treasurer	Verina Liu

*Vice Chair position has been contested by both A. Du and M. Osborn, and A. Du was elected by show of hands as per IMechE election regulations. All other positions were elected uncontested.

- 10.2 The following committee positions were nominated and approved.

Panel Position	Name
Assistant Hon. Secretary	Youyou Yan
Assistant Hon. Treasurer	Charles Clarke
Central Events Committee Chair	Simon Paish
STEM Projects Coordinator (Education Liaison Officer)	Vacant
Publicity Officer	Vacant
Assistant Publicity Officer	Vacant
Website Officer	Ed Robinson
Media Officer	Pareen Kapadia
Social Media Officer	Bernard Takala

IMechE D&G Liaison Officer	N. Asselin-Miller
IMechE D&G Liaison Officer Assistant	Vacant
ICE Liaison	Jasper Tomlinson
IChemE Liaison	Keith Hanson
IET Liaison	Gary W. Hayes
RAeS Liaison	Charles Clarke
IMRst	Chris Lowther
University Design Challenge Lead	Vacant
Uni. Design Challenge 1 st Year Asst.	Vacant
Uni. Design Challenge 2 nd Year Asst.	Vacant
Member	John Blake --

10.3 Ian Berry, a long-term volunteer has decided to step down from his role. Giles proposed a special vote of thanks to Ian. Simon also suggested that Clive Price should be included in this special vote of thanks for his long-term contributions to GLR. Charles Ingram proposed a vote of thanks to outgoing Chair, Giles Hartill with the attendees unanimously seconding followed by an applause.

10.4 All open positions/vacancies will be advertised in due course. Giles thanked all for attending and expressed his wish to see more volunteers forthcoming

11. AOB

11.1 IB said that for Heritage Awards, Abbey Mills is not included. May be NE area can be interested in nominating a suitable candidate. GH suggested Whitechapel Bell Foundry can be a contender.

12. FUTURE MEETING DATES

2nd June 2016

13th July 2016 – Final meeting before summer break

13. CLOSE.

Anura Perera

Hon. Secretary
GLR Committee

26th April 2016

CEC Minutes (17:30 to 18:00)

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

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

CEC 1.

Appendix A

Table 1 Area and YMP Committee Members for 2016/17

Area	Chair	Hon. Secretary	Hon. Treasurer	Event Coordinator
South West AGM-2 nd Mar	Aidan Peck	Venkata Telikapalli	Mingzi Shi	1. Eric Chu 2. Trishia Ani
North West AGM 7 th Apr	Ken Jones	Stuart Gabrielson	Charles Clarke	1. Nasir 2. Nathan
South East AGM- 17 th Mar	Ken Huntington	Malcolm Saunders	Kyriakos 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	Joanna Li- Mayer