

**NOTES FROM THE GREATER LONDON REGION COMMITTEE ANNUAL  
GENERAL MEETING  
HELD AT 1 BIRDCAGE WALK ON 19<sup>th</sup> April 2017**

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**Present**

Committee	C. Ingram (CI) A. Perera (AP) V. Liu (VL) E. Robinson (ER) T. White (TW) T. Moros (TM) H. Lee (HL) J. Tomlinson (JT)	A. Du (AD) S. Paish (SP) C. Clarke (CC) G. Hayes (GWH) J. Blake (JB) G. Hartill (GH) R. Rayner (RR)
Non-Committee	M. Bittell (MB) Z. Hanna (ZH) Martin Robinson (MR)	G. Greenan (GG) Eric Chu (EC) G. Vitchev (GV)

**1. INTRODUCTION**

- 1.1 The Chairman, C. Ingram welcomed everyone and thanked them all for joining the 2017 AGM. AP confirmed the apologies received. Attendees were given an opportunity to introduce themselves.

**2. APOLOGIES AND ABSENTEES**

Apologies	E. Khaleghi(EK) M. Saunders (MS) C. Maycock (CM)	T. Baker (TB) H. Jouhara (HJ)
Absentees	N. Asselin-Miller (NAM) R. Shah (RS) M. Moktan (MM) N. Sivanathan (NS) K. Evoy (KE)	N. Cartlidge (NC) R. Shah (RS) K. Jones (KJ) D. Brookes (DB)

**3. AGREEMENT ON AGENDA**

- 3.1 Agreed as tabled.

**4. MINUTES OF THE 2016 AGM**

- 4.1 All present agreed with the minutes of 2016 AGM.

## **5. CHAIRMAN'S REPORT 2016/17**

- 5.1 Charles Ingram, Chair of the GLR committee, started by thanking all committee members of GLR, including Area and YMP, for their dedication and support throughout 2016/17.
- 5.2 Charles then 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. Charles detailed how GLR had participated and contributed to meeting those four objectives during 2016/17.
- 5.3 RSO Highlights for 2016/17: Creation of the future events calendar, and providing clear direction of volunteer expectation through role description were major achievements to improve engagement. Staging 74 events including three get registered events and an inaugural member evening were highlights of development. Strengthening collaboration between PEI's and D&G, with a number of joint events and lectures were the highlights of the outreach effort. Eight STEM events, successful completion of University Design Challenge (UDC) for another year and staging an event for Engineers without Borders were major achievements for GLR educational activities. Charles went on to add that although UDC is now directly under IMechE HQ's patronage, GLR committee contribution to the UDC continues.
- 5.4 Engagement:
  - 5.4.1 Use of Sitefinity software to record and capture event attendance data had persistent difficulties, which were highlighted throughout the year. Software improvements continue in collaboration with the RSB in which GLR past Chair, Giles is a member.
  - 5.4.2 Charles went on to stress the need to have all committee roles to be filled by nominated active volunteers and for all elected roles to have nominated deputies and succession planning. The same should apply to all non-elected roles as well.
  - 5.4.3 Informer database is now fully functional with demographic divisions. This allows more effective targeting of events.
  - 5.4.4 Importance of full use of social media; viz. Facebook, Twitter, and Instagram. CI suggested that although the sporadic use of these medium were evident, the full potential is not yet achieved. CI also urged all events to be effectively publicised using NearYou web.
  - 5.4.5 Since the creation of committee role descriptions, going forward, all roles will be attached with a clear definition of what is expected. All sections of the budget are now allocated to specific volunteer roles to achieve four strategic objectives.

- 5.4.6 Monthly regional newsletter continues with targeted event reminders. Although there were recent issues, the importance of publicity through targeted email sent automatically through email list server is valuable. Updated booking system is now easier to use and automatically sends email reminders to registered attendees.
- 5.4.7 All area panels are now fully active including North East Area. Targeting event participation is made easy through the updated email server (member database updated using new area structure).
- 5.5 Development: This is the strategic objective in which GLR committee's activities are most visible to the wider membership.
- 5.5.1 A very successful inaugural members evening was held at the HQ. Invitations were sent out to all members and potential new members. Support of the HQ through its staff presenting to attendees was a great benefit to all.
- 5.5.2 In terms of events, 74 diverse technical lectures, visits and social/networking events took place in GLR throughout 2016/17. Some major event topics include: Solar, Graphene, Shale Gas, Climate Change, Electric Vehicles, Cross Rail, Gas Turbines, Steam Locomotion, Water, Energy, and Virtual Reality.
- 5.5.3 Three "Get Registered" events held in July, October 2016 and March 2017, helping members to professionally register.
- 5.6 Outreach: Although the RSO target was to organise at least one event per year with other major PEI's, GLR has exceeded the target by a margin and greatly increased collaboration with PEI's and D&G's, specifically with IET.
- 5.6.1 Excellent collaboration with IET and RAeS continues. Further steps taken to build closer collaboration with IChemE, IMarEST, Welding Institute, and OSES. GLR invitation extended to the Chairmen from London PEI committees to attend GLR committee meetings.
- 5.6.2 In order to broaden the GLR activities beyond registered membership, families were encouraged to attend IMechE/IET New Year's lecture and Bloodhound lecture. PEI collaboration through their representation at GLR meetings has led to improved event advertising/publicity to non-IMEchE members.
- 5.6.3 Greater collaboration with IMechE D&G including Railway, Auto, and Power division continues.
- 5.6.4 GLR North East Area has staged three events since its inauguration in 2016.
- 5.7 Education: The education aspects of the RSO's were mainly delivered through two major activities; STEM events and University Design Challenge.

- 5.7.1 YMP has organised the following under STEM category: 1 x Engineering Your Future (Mar 2017), 2 x Global Engineering Debate (Apr 2016 and Apr 2017), 1 x SOFE event (Heats Nov 2016 and Finals in Jan 2017), 1 x London Special Leaders Award (Jul 2016), and 1 x IMechE/AECOM (NWED) Webinar.
- 5.7.2 University Design Challenge third National Finals held in Oct 2016, in which London's Middlesex University were the winners. London regional heats held in Mar 2017 for UDC; 1<sup>st</sup> year was won by Middlesex, while for the 2<sup>nd</sup> year challenge, Brunel were the winners.
- 5.8 Future (2017/18): CI invited all volunteer committee members to build on the success of past year. Continue with the event plans and build on 6-month event calendar, aim for more member evenings, support NE region to grow further, strengthen stability and activities of all other areas, greater and more effective use of social media, further improved collaboration with PEI's and D&G, and finally, look for greater incentives for the volunteers. Finally, Charles thanked all committee members for their support through the year.
- 5.9 SP suggested that it is important to mention that after a quiet period lately, NW area has reinvigorated itself in 2016/17.

## **6. REGIONAL BUSINESS DEVELOPMENT MANAGER'S REPORT**

- 6.1 In the absence of Claire Maycock, Charles Ingram presented the report.
- 6.2 In 2016/17, 47 industrial visits took place, which compares equally with 2015/16.
- 6.3 Visits have resulted in new company based registration initiatives including 10 in-house based training days, and 6 regional training days run at HQ.
- 6.4 Seven visits were made to academic institutions.
- 6.5 A new Industry Contact Day was initiated and hosted by Brunel University in 2016, which welcomed local companies: Updates included Brexit, MPDS, Industrial Sandwich placements and Career Learning Assessments.
- 6.6 In 2016/17, new company relationships were formed with WPL, Bosch, IPEX, Uniper, and Murphy Group. Ongoing relationships are with Delphi Diesel, BP, Aker Solutions, Arup, TFL, Crossrail, Eurostar, and Jankel Armoury.
- 6.7 44 applicants attended HQ training days and 38 attended in-house training days. The number of HQ training days have been increased to cope with demand.

6.8 Top 10 companies and universities are listed below.

Grade	2016	2017	Change
Affiliates	3869	4150	281
Associates	1747	1688	-59
CEng Member	1944	2022	78
IEng Member	41	58	17
Eng Tech Member	69	76	7
Fellow (all grades)	386	405	19

Employer	Number of Members
Imperial College London	159
Ove Arup & Partners Ltd	144
Brunel University	124
Lloyds Register	89
CB&I	86
Network Rail Ltd	80
Tube Lines Ltd	63
Arup & Partners	60
Worley Parsons Europe Ltd	59
Delphi Diesel (Park Royal)	57

6.9 Charles proposed a vote of thanks to Claire Maycock.

## 7. CENTRAL EVENTS COMMITTEE (CEC) REPORT

7.1 Simon Paish, Chair of the CEC, presented the report for 2016/17.

7.2 Simon started his report highlighting some issues of the past year, which are related to organising events.

7.2.1 Room Booking/Cancellations/Fines: Although there were no cancellations or fines, some incidents occurred.

7.2.2 Simon stressed the need to standardise event arrangement: Combining event booking form with the NearYou detail form is important.

7.2.3 Event Clashes and Near Misses: There is room for improvement. Google calendar and its use will help improve going forward (WIP for event planning).

7.3 Simon then reviewed the past 12 months and suggested plans for the future. He requested all area and YMP Chairs to continue completing the Quarterly Reports. It is important that each area has a designated person to complete the Quarterly Report in Sitefinity. Implementing Google calendar for event planning is encouraged. SP also spoke about a new initiative to hold at least one event at HQ/CEC in collaboration with each Area panel. SP also stated the importance of connecting with D&G's by getting more volunteers. Going forward, SP is looking to plan events 12 months in advance and to issue a GLR events calendar to committee members. CEC is also planning to hold more Social Events and produce a clear budget for its activities.

7.4 Event calendar for 2017/18 includes the following (14 total):

Joint Events: 2 x IET, 2 x RAeS, Irish Engineers, TWI

4 x D&G

4 x Social Events

- 7.5 Total budget for CEC activities is £8500. The breakdown estimate is £800 per large lecture, £270 per small lecture and £700 per social event. Anticipated additional costs will include expenditure for Speaker Gifts. Opportunities to share costs with other collaborating groups and possible event sponsorships will be investigated.
- 7.6 Challenges for 2017/18 include, budget restrictions, catering costs, support for organising events, engagement with D&G's, and staging Christmas Lecture.
- 7.7 Questions:
- 7.7.1 In response to a question from CI, SP said event planning 12 months in advance is wishful but realistic target would be 3 ~ 6 months.
- 7.7.2 AD asked if SP can provide a summary of 2016/17 CEC budget. SP said not at present moment, but may be at a later date.
- 7.7.3 RR asked is Christmas lecture is not possible, is there any other event planned to replace. SP answered in affirmative. An event is planned, which is type of an Interactive event. Discussions are ongoing. CC added that it's based on "Tinkering" a family event. However, he added that this is not the forum to discuss details.
- 7.7.4 HL asked which event was the most successful in 2016/17. SP said in his opinion Electricity Grid lecture was a success. CI said Body-in-Suitcase also came high, but SP said event was not well attended.
- 7.7.5 GWH said if the IET Christmas lecture goes ahead as planned, all IMechE members are welcomed to attend. SP added that it was the budget that prevents GLR collaboration (£2500 is difficult ask).

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

- 8.1 As the Hon. Treasurer Verina Liu was held-up, Assistant Treasurer, Charles Clarke has presented the 2016/17 report.
- 8.2 CC presented the historical transaction figures (budget and expenditure) during each year for comparison. He said in 2008, the £36 per day spend rule applied, but at the end of 2016, the spend rule increased to £52.50 per day.
- 8.3 Budget and expenditure summary for 2016.
- 8.3.1 Original budget request for 2016 was £27170 (comprised of GLR committee £16,700, YMP £5430, SEA £1200, SWA £1200, NWA £1040, and NEA £1250). The budget request was then revised and the updated value was £20200. Budget granted for 2016 came to a total £15950, which included a £4200 of RSB Chairman's fund.
- 8.3.2 Funds transferred to the Area and YMP panels were as follows: YMP £2500, SEA £1000, SWA £2300, NWA £623 and NEA £0.

- 8.3.3 Income from each Area and YMP panels were as follows: GLR/CEC £4564, YMP £85, SEA £1290 and SWA £523.
- 8.3.4 Total expenditure for 2016 was £14742. Expenditure breakdown was as follows: GLR/CEC £7806, YMP £2657, SEA £1984, SWA £2044, NWA £251 and NEA £0.
- 8.4 Budget and expenditure summary to end of March 2017.
- 8.4.1 Budget request for 2017 was £26600 (comprised of GLR committee £14250, YMP £7054, SEA £1500, SWA £1304, NWA £1510, and NEA £1050). Budget granted for 2017 came to a total £14650.
- 8.4.2 Funds transferred to the Area and YMP panels were as follows: YMP £800, SEA £0, SWA £0, NWA £147 and NEA £0.
- 8.4.3 Income from each Area and YMP panels were as follows: GLR/CEC £2400, YMP £0, SEA £0, SWA £0, NWA £0 and NEA £0.
- 8.4.4 Total expenditure to end of March 2017 was £3901. Expenditure breakdown was as follows: GLR/CEC £3497, YMP £200, SEA £57, SWA £0, NWA £147 and NEA £0.
- 8.4.5 Bank balances to end of March 2017 were as follows: GLR/CEC £5646, YMP £930, SEA £326, SWA £920, NWA £788 and NEA £0.
- 8.5 Final message from the Honorary Treasurer was that although GLR budget request was not met for 2017, as a large group, GLR has more scope to pool resources and distribute funds between different areas as and when required. Basing the forecast of £52 per day rule, and taking into consideration the current bank balances and grant income GLR has sufficient funds till end of 2017. In addition, GLR has the provision to call upon more funds form IMechE central accounts if required. All Area and YMP committees should carry out staging events as planned.
- 8.6 Floor was then opened for questions.
- 8.6.1 GWH asked if the budget request was £26600 and only £14650 was granted, isn't that a significant shortfall. CC replied suggesting that although grant was well below the request, based on £52 per day rule, GLR will be able to meet 2017 expenditure. Following on, ER asked why the request was so high. CI replied that CEC and YMP had to reconsider some of the events planned for 2017. SP added that as an example, 2017 Christmas lecture was axed as a result.
- 8.6.2 ER pointed to the fact that actual expenditure for 2016 was £14742, which is close to the 2017 budget granted. GH said that looking at the past spending patterns, actual annual spend remained approximately at the £15000 level. This is the reason why RSB is trying to adhere to a realistic budget grant.

- 8.6.3 CC then added that as a counter argument for the restricted budget is that committee to motivate and maintain higher ambitious goal and for moral boost, they should strive to deliver more by asking for more. GH and SP added that the way GLR can deliver this year would be to balance events in a manner such that stage less larger events and deliver better value for money. TM suggested that GLR should aim to overspend if required and then request additional funds from HQ.
- 8.6.4 SP commented on the catering budget and how other institutions manage to provide wine and nibbles at their events while GLR is struggling to find funding.
- 8.6.5 CI added that it is important to attract consistent number of attendees to GLR events.
- 8.6.6 AD suggested that it is important GLR analyses how the spending occur. As an example, YMP staged a total of 31 events in 2016 for a total spend of £2500.
- 8.6.7 TM queried about the line item "Income" in the budget summary. CC replied that he cannot recall exactly where the income came from. CI said it is possibly through SWA event income and contributions from other collaborating institutions.

## **9. YOUNG MEMBER PANEL REPORT**

- 9.1 In the absence of Esfandiar Khaleghi, Chair of the YMP, George Vitchev (Vice Chair, Networking) presented the report for 2016/17.
- 9.2 Reporting year has been another successful year for YMP. In total 31 events have been completed. These included 8 STEM events, 11 panel meetings, 2 social events, 1 technical visit, 4 technical lectures, 2 career events, 2 membership events, and 3 Women in Engineering events. YMP is aiming to include more social events (including Christmas dinner) in future. To achieve this, YMP is actively looking for a Social Secretary for their panel.
- 9.3 A larger collaborative network with industrial and academic institutions formed. Overall, it has been a very positive year.
- 9.4 George also provided a short summary of the YMP spending pattern through 2016/17. He presented breakdown of the planned budget vs. actual spend for each event, which was a helpful analysis to understand how the spending continues through the year.
- 9.5 GV then presented the list of planned events for 2017/18, which already appears to be a full calendar.
- 9.6 George then went on to present social media usage and statistics. YMP employed, Facebook, Twitter, "GO Volunteer", etc., to promote

events and attract volunteers to YMP and attendees to events. At present YMP have 1000+ followers in Facebook and 600+ members in LinkedIn. GV further added that the analytics indicate that he is not convinced if social media necessarily support attracting active volunteers. So far, the usual direct approach and targeted emailing appears to be better.

- 9.7 YMP extensively use Google calendar for event planning which helped them to avoid event clashes.
- 9.8 Floor was opened for specific questions aimed for YMP.
- 9.8.1 CI asked if YMP managed to fill all vacant roles for 2017/18. GV replied that most roles were filled. However, the turnout wasn't good at the AGM.
- 9.8.2 GWH asked that with social media use, how much improvement YMP could see in terms of attendance and volunteer recruitment. GV said that in his experience, there is not much difference with and without social media contribution. As he suggested earlier, targeted emailing is more effective. CI asked GWH how much IET rely on social media. GWH replied that social media usage within IET is limited but when used, he hasn't seen much effect either. GV also added that they use LinkedIn to post articles, etc.
- 9.8.3 CC added that Facebook, etc. are more popular among younger members. IMechE can support to move forward this trend. ER asked if this is in National or International sense. CC replied this is first to be as a national drive.
- 9.8.4 RR asked who will be responsible for YMP STEM activities for 2017/18 as in the past he dealt with Joanna. GV said that remains the same.

## **10. GLR COMMITTEE ELECTIONS 2017/18**

- 10.1 Most of the current volunteers expressed their wish to continue in their respective roles. Anura Perera, current Hon. Secretary and Helena Lee, current Publicity Officer have decided to step down in 2017/18. The following committee positions were elected.

<b>Panel Position</b>	<b>Name</b>	<b>Seconded</b>
Chair	Charles Ingram	AP
Vice Chair	Aaron Du	HL
Hon. Secretary*	Vacant	--
Hon. Treasurer	Verina Liu	ER

10.2 The following committee positions were nominated and approved.

<b>Panel Position</b>	<b>Name</b>
Assistant Hon. Secretary	Vacant
Assistant Hon. Treasurer	Charles Clarke
Central Events Committee Chair	Simon Paish
STEM Projects Coordinator (Education Liaison Officer)	Robert Rayner
Publicity Officer	Vacant
Assistant Publicity Officer	Vacant
Website Officer	Ed Robinson
Media Officer	Vacant
Social Media Officer	Vacant
IMechE D&G Liaison Officer	Jasper Tomlinson
ICE Liaison	Vacant
IChemE Liaison	Thanos Moros
IET Liaison	Gary W. Hayes
RAeS Liaison	Charles Clarke
IMRst	Dave Brookes
University Design Challenge Lead*	Tim Baker
Member	1. John Blake 2. Vacant

10.3 University Design Challenge Lead is no longer appointed within GLR but is elected separately within IMechE HQ committee.

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

**11. AOB**

11.1 None.

**12. FUTURE MEETING DATES**

Thursday 1<sup>st</sup> June 2017

Thursday 13<sup>th</sup> July 2017 – Final meeting before summer break

**13. CLOSE.**

**Anura Perera**

Hon. Secretary  
GLR Committee

30<sup>th</sup> April 2017

## Appendix A

Table 1 Area and YMP Committee Members for 2017/18

<b>Area</b>	<b>Chair</b>	<b>Hon. Secretary</b>	<b>Hon. Treasurer</b>	<b>Event Coordinator</b>
South West AGM-22 <sup>nd</sup> Mar	Aidan Peck	Venkata Telikapalli	Anura Perera	Eric Chu
North West AGM 3 <sup>rd</sup> Apr	Hussam Jouhara	Stuart Gabrielson	Ahmed Al- Anfaji	Jack Burrows
South East AGM- 6 <sup>th</sup> Apr	Ken Huntington	Malcolm Saunders	Kyriakos Ioannou	Derek Adams
North East AGM TBC	Raza Shah	Sean Brennan	Harish Dave	Mike Pozzi
YMP AGM-4 <sup>th</sup> Apr	Esfandiar Khaleghi	Dishant Patel	Daniel Booker	Roshni Wijesekera