

**NOTES FROM THE GREATER LONDON REGION COMMITTEE MEETING  
HELD AT 1 BIRDCAGE WALK ON 1<sup>st</sup> June 2017**

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Present:

C. Ingram (CI)	A. Perera (AP)
A. Du (AD)	C. Clarke (CC)
V. Liu (VL)	E. Khaleghi(EK)
S. Paish (SP)	J. Tomlinson (JT)
R. Rayner (RR)	M. Saunders (MS)
T. Moros (TM)	D. Brookes (DB)
M. Greenberg (MG)	Martin Robinson (MR)
Shaziya Patel (SHP)	Zuhair Hanna (ZH)
Christine Iones (CHI)	M.S. Waked (MW)
E. Adefehinti (EA)	Franz Barillaro (FB)

**1. INTRODUCTION**

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

**2. APOLOGIES**

G. Hayes (GWH)	E. Robinson (ER)
T. White (TW)	T. Baker (TB)
H. Jouhara (HJ)	

Absentees	C. Maycock (CM)	G. Hartill (GH)
	R. Shah (RS)	J. Blake (JB)
	K. Hanson (KH)	

**3. AGREEMENT ON AGENDA**

- 3.1 Agreed as presented.

**4. MINUTES OF LAST MEETING**

- 4.1 SP suggested a correction is required to minutes in relation to budget allocations to CEC which was discussed and agreed as £8500. No further amendments were suggested by those present. With the above correction(s), minutes were agreed as presented.

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

- 5.1 Progress in NE Bank Account: CC (in the absence of VL) had no further information other than to say that NE has access to funds. **Open (Action RS/VL)**
- 5.2 Action item 8.1.1.1 was completed and **closed**.
- 5.3 Action item 8.1.1.2 was completed and **closed**.
- 5.4 CI discussed item 8.1.2.3 to clarify with IMechE HQ about out-of-pocket expenses. There is no specific budget allocated by HQ for these expenses. Event budgets should accommodate expenses in relation to speakers. **Closed**
- 5.5 Action item 8.5.1.1: EK to provide information on Women-in-Engineering event to HJ. EK will contact HJ. **Open Action EK**
- 5.6 Action item 8.5.1.2: GWH to provide publicity for EYF event (through IET). **Closed**
- 5.7 Action item 8.5.1.3: CI to resolve £2500 funding issue with HQ on behalf of YMP. **Closed**
- 5.8 Action item 8.5.1.4: GLR to publicise EYF event and EK to provide details. **Closed**
- 5.9 Action item 8.5.1.5: AP to clarify meeting finish deadline with Richard Guy (RG). RG responded to AP email that there was no set meeting finish deadline for GLR committee as long as room booking request clearly indicated the finish time. **Closed**
- 5.10 CEC Action item 3: SP and Eric from SWA to explore possibility of holding a "Quiz Night" at HQ. No progress reported. **Open Action SP/Eric**
- 5.11 CEC Action item 8: SP maintaining a separate spend item/budget for room/catering for events at HQ (with RG). **Closed**
- 5.12 CEC Action item 9: Joint CEC events with GLR sub-areas. Areas have been informed and open for any suggestions. **Closed**

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

- 6.1 Since 14<sup>th</sup> February, there were no further RSB meetings (Geoff Baker, Chair stepped down from his role). There is no indication when the next RSB meeting would be held.
- 6.2 CI raised the GLR request to RSB on possibility of providing incentives to volunteers (e.g. free training courses).

## 7. HON. TREASURER'S REPORT

- 7.1 At the start VL was absent. In her absence, budget related discussion continued.
- 7.2 EK/CI reported that RG from HQ will support EYF event.
- 7.3 CI suggested that VL should send a treasurer report/presentation prior to each GLR committee meeting. **Action VL**
- 7.4 SP suggested that rather than spending time (CEC, Areas and YMP) to come up with the budget proposal which HQ will reject and reduce, GLR should use a simple approach to propose the next budget submission. This should be check with RG. **Action CI/VL**
- 7.5 SP will report on the catering spend for past CEC events to propose budget requirement.
- 7.6 VL arrived and reported the following: GLR bank balance is £2693.83. With some expected expenditure in the near term, actual balance will be ~£2400.
- 7.7 VL requested all Area/YMP treasurers to submit cash sheets. **Action Area/YMP treasurers**
- 7.8 AP requested for clarification on the current annual budgeting period. VL confirmed currently it is from January to December.

## 8. REGIONAL PLAN

### 8.1 ADMINISTRATION

#### 8.1.1 Volunteers

8.1.1.1 CI summarised the currently vacant committee vacancies and welcomed all new volunteers.

8.1.1.2 Following volunteers were nominated to the vacant roles:

Role	Nominee
Hon. Secretary	Shaziya Patel
Asst. Hon. Secretary	1. Emmanuel Adefehinti 2. Christine Iones Note: Two volunteers for the role. CI advised them to take turns.
Publicity Officer	Anura Perera
Asst. Publicity Officer	Zuhair Hannah
Media Officer	M. S. Waked
Social Media Officer	Vacant
Social Secretary	Vacant
Ordinary Member	Vacant

- 8.1.1.3 RR requested for a confirmation of the actual role designation of the STEM coordinator. CI confirmed that the designation should be "Regional Education Liaisons Officer".
- 8.1.1.4 After the AGM in April, Martin Robinson has volunteered to the role of ICE liaisons officer and CI confirmed the status. Jasper Tomlinson has kindly agreed to take up the D&G liaisons officer role. JT to talk to FB (who was representing Power Industry Division) after the meeting.
- 8.1.1.5 CI stated that the Hon. Secretary role should require only 2 hours per month and not 20~25 hours. He further added that during his tenure as Hon. Secretary he just used his mobile phone and Gmail to prepare minutes and contact committee members (after the committee meeting AP has discussed this statement with CI).

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

- 8.1.2.1 No POI's were raised by committee members.

## 8.1.3 **Media/Social Media/Publicity/Website**

- 8.1.3.1 None of the past-officers were present at the meeting. Newly appointed volunteers will prepare their reports for the next meeting.

## 8.2 **ENGAGEMENT**

### 8.2.1 Central Events Points of Interest:

- 8.2.1.1 SP listed the events planned for the year ahead. Those include:
  - a) Sept 2017: Joint lecture with the Irish Engineers.
  - b) Further event details may be found on IMechE NearYou.
- 8.2.1.2 CI asked if the Google calendar is updated accordingly. This update will be completed later.
- 8.2.1.3 Planning Christmas Event of 2017: CC provided a brief background on the "Tinkering" theme. Prof. George of Manchester University may not be available as originally anticipated. Another possibility is to contact Imperial College (Prof. Marianne) from Robotics and AI. AP suggested contacting Joanna (YMP) to get her help to secure Imperial engagement, if possible. **Action CC**
- 8.2.1.4 RR suggested contacting Robotics group in Kingston University. He will enquire on this option.
- 8.2.1.5 JT suggested a possibility of contacting Science and Engineering council for a speaker, based on his past experience. CC/CI said that may not fit in for a family event.

- 8.2.1.6 SP confirmed that a total of around 200 attendees expected.
- 8.2.1.7 DB suggested that if schools were to be engaged, then contacts should be made soon rather than later. SP said Christmas lecture is not necessarily a school event.
- 8.2.1.8 CC and SP suggested setting up a "Tinkering" committee.

### 8.3 **DEVELOPMENT**

- 8.3.1 Area and YMP Events Points of Interest.
  - 8.3.1.1 NWA: HJ was absent. CC provided a brief.
    - a) Brunel careers fair is planned.
    - b) Last event in May, "A workshop on the use of Thermal Imaging Technology" was very well attended with very positive feedback from attendees.
    - c) Planning technical visits to Airbus and Heathrow Hanger in progress.
    - d) An outline plan for an October visit to the Mini factory is complete.
    - e) On 12th June, before the NWA committee meeting, NWA has also arranged a competition "Engineers Stand up, speak up" from 15:00 to 18:30 at Brunel University.
    - f) All the details about the NW activities can be found here: <https://twitter.com/IMEcheLondonNWR>
  - 8.3.1.2 SEA: MS briefed.
    - (a) No issues to report.
    - (b) Planning a presentation on "Automated Vehicles". MS asked if this could be a joint event with CEC. SP and MS to discuss.
    - (c) National Theatre Backstage Tour on 3rd June fully booked.
    - (d) The Carbon Capture & Storage presentation on 26th April was well attended, although only 25 signed in.
  - 8.3.1.3 SWA: AP briefed SW area update on behalf of the SW Chair.
    - (a) No specific issues to report.
    - (b) Visits to Brompton Bicycle factory and Kew Gardens are scheduled for mid and late June 2017.
    - (c) SWA organised event at Kingston University (18<sup>th</sup> May) was a great success with 50 attendees including some representing major F1 teams. This event was planned to showcase achievements of Kingston University Electric Bike and Car teams (similar events were organised by SWA in the past two

years). RR coordinated the joint event between IMechE SWA and Kingston University Mechanical and Aerospace Department. One of the important outcomes was a student being awarded an Industrial Placement during the event.

8.3.1.4 NEA: RS was absent.

8.3.1.5 YMP: To provide a brief under Education.

8.3.2 Get Registered/New Member/Member to Fellow

8.3.2.1 YMP brief to follow.

## 8.4 **OUTREACH**

8.4.1 Professional Engineering Institution (PEI) liaison

8.4.1.1 ICE (MR report)

a) No contact with ICE made as yet.

b) Carbon capture, Railways, etc. are important topics to follow-up with ICE.

c) It's also important to find out what the IMechE's angle what we want from ICE.

d) MR and SP to discuss these matters further after the committee meeting. **Action MR/SP**

8.4.1.2 IMarEST (DB Report)

a) Local IMarEST chair is interested in the idea of joint events. Possible topics include Marine Turbines.

b) SP suggested two joint events, one home and the next away, basis.

c) CI suggested that it is important to make the HQ reception aware when joint events take place to avoid possible hosting issues.

8.4.1.3 IChemE (TM report)

a) TM enquired about publicity for IChemE events through GLR. SP/CI confirmed that unless it is a joint event, GLR is not able to provide publicity due to HQ restrictions on mass emailing.

b) Two possible events/topics on Process and Inspections planned. DB and TM to discuss these further after the committee meeting. **Action DB/TM**

c) None of the above are finalised as yet and are under discussions.

8.4.1.4 Royal Aeronautical Society: RAeS (CC report)

a) Light aircraft design lecture is planned for November at a local airfield.

- b) SP said that if the lecture is to be held at Duxford or Norfolk, it may not be classified as a local event, if GLR is to contribute. CC said in reply that it is still considered as a London based event although the venue is away.
- c) RAeS will hold its January event at IMechE HQ. Usually, this event takes place after a committee meeting.

#### 8.4.1.5 IET (GWH report)

- a) GWH was absent.

#### 8.4.1.6 Off-Shore Engineering Society (AD Report)

- a) Nothing to report.

#### 8.4.2 Divisions and Groups (D&G) Liaison (JT Report)

##### 8.4.2.1 JT is yet to get upto speed with D&G liaisons. JT and FB will talk after the meeting.

##### 8.4.2.2 Power Division

- a) FB provided a background on how Power Division took a decision to help regions to stage events. Thomas Gray lecture one such event that Power Division is regularly hosting at HQ.
- b) In 2016, Power Division organised Underwater Turbine lecture. This year, the topic was Ship Propulsion. FB posed the question why these were not joint events with the GLR. SP responded suggesting that there was an initial contact but later dates changed and no further communications on the events took place. FB suggested that GLR note that in future these lectures will take place in the month of May each year.
- c) As JT will be the 2017/18 D&G liaisons officer, he can prepare and send a list of joint events GLR & Areas can put together with D&G's.
- d) SP and JT to plan/organise joint lecture with Power Division as an HQ target event for GLR calendar (anticipated £800 spend, one of the top events for the annual calendar in October).

##### 8.4.2.3 Railway Division

- a) No representative was available.

#### 8.5 **EDUCATION**

##### 8.5.1 YMP Activities (EK Report)

- 8.5.1.1 EK provided a summary of YMP activities, both completed and planned for the near future.



- 8.5.1.2 For the last event (Global Engineering Debate) YMP organised, 80 registered but only 22 turned-up. It's important to send out a reminder a week before the event date to improve attendance.
- 8.5.1.3 National Women-in-Engineering event planned for 23<sup>rd</sup> June. For the STEM webinar £800 contribution through sponsors. Further £700 required. Expecting 250 to attend.
- 8.5.1.4 A "Get Registered" event planned for 27<sup>th</sup> June. From past experience, it will be a low attendance event. About 30 attendees expected.
- 8.5.1.5 EK was appointed a board member of the SOFE committee. CI proposed congratulations to be minuted for EK.
- 8.5.1.6 YMP events guide to be published.
- 8.5.1.7 YMP is currently negotiating with HQ to add CPD hours for event attendees. A certificate will be created and sent to those members who attended the event.
- 8.5.1.8 CI asked if YMP can help GLR specifically on Social Media aspects. EK said that he will discuss this further. AD requested YMP to send its Social Media Officer to the next GLR committee meeting. **Action EK**

## 8.5.2 University Design Challenge (TB report)

- 8.5.2.1 TB was absent.

## 8.5.3 STEM Events: (RR report)

- 8.5.3.1 Nothing to report as University examinations is on-going.
- 8.5.3.2 RR will attend the REO National meeting in Manchester on Saturday 10<sup>th</sup> June.

## 9. AOB

- 9.1 CC suggested a discussion on Publicity as a specific item in the Agenda for the next GLR meeting.
- 9.2 CI announced to the committee that Morris Greenberg has been successful in achieving his CEng. On behalf of the GLR committee, CI congratulated MG.

## 10. FUTURE MEETING DATE(S)

Last Meeting before Summer Break: Thursday 13<sup>th</sup> July 2017 (To be confirmed)



**11. CLOSE.**

**Anura Perera**

Acting Hon. Secretary  
GLR Committee

8<sup>th</sup> June 2017

## ACTIONS ARISING

Minute Reference Number and Summary	Owner
5.1 Progress on NEA bank account setup	RS/VL
5.5 EK to provide information on Women-in-Engineering event to HJ	EK
7.3 VL to send treasurer report in advance of committee meetings	VL
7.4 Simple approach to prepare next budget submission	CI/VL
7.7 All area/YMP treasurer's to submit cash sheets to VL	Area/YMP
8.2.1.3. Contact Joanna (YMP): Tinkering speaker from IC.	CC
8.4.1.1-d MR to understand ICE/IMechE requirements	MR/SP
8.4.1.3-b Planning IChemE joint events	TM/DB
8.5.1.8 YMP Social Media Officer to attend next GLR meeting	EK
<b>CEC Actions</b>	
N/A	

## **CEC Minutes (17:30 to 18:00)**

**Attendees:** N/A

**Introduction:** N/A.

1. No CEC meeting held on 1<sup>st</sup> June.