**When** 18:30 – 20:00, Wednesday, 13/09/17

**Where** Johnson Matthey,10 Eastbourne Terrace, W2 6LG

**Present** 7 + 1 dial-in

**Slides**  Follow this [IChemE link](http://www.icheme.org/communities/member%2520groups/uk-member-groups/london%2520and%2520south%2520east/committee/meeting%2520minutes.aspx) to access extra PowerPoint material

Arthur Berenfield

Michael Burcher (dial-in) Michael Burcher Consultants

Carl Cota YMF Vice Chair Johnson Matthey

Rukhsana Faiz Chair

Keith Hanson Secretary

Brian Smith D&IWG Chair Air Products

Colin Tamsett Treasurer Johnson Matthey

Albert Cofie

**Upcoming events**

18/10/17 Chemistry at Work

19/10/17 09:00-14:00, Tilbury Cruise Terminal

??/11/17 Get Chartered for students

time TBC, venue TBC

22/11/17 Unconscious Bias

7-9pm, venue TBC

**Summary**

* Resources and Planning
  + Possibly £135 better than plan, but this needs urgent clarification
* Deep dive
  + Venues
    - 1PP unavailable for our committee meeting dates and advised availability very low – needs further discussion
    - Johnson Matthey venue option may not be available in future
    - IC – Nathan Welch now not option as back-up host but could check if others available to assist
  + 4Q17 events
    - Next brewery tour could be postponed to next year, depending on our cash requirement
    - Get Chartered for students – going ahead, but in November
    - Essex Chemistry event contact is Alan Stanford – we need to nominate L&SE contact point (event 18th & 19th October)
    - Unconscious Bias event – 1PP disabled access/ requirements being discussed. Also looking at university options as an alternative.
    - Chartership awards – finding venue has been a challenge, probably going to be in November at 1PP and awaiting potential 1PP dates.
    - Conference call required to reconfirm all Q4 events.
  + Governance Review
    - See separate list
* Events in planning
  + IMechE technical co-production(s) - will pick one or two events involving some / all of the following:
    - Water SIG
    - Food & Drink SIG
    - Safety & Loss Prevention SIG
    - University of Greenwich (Particle Technology SIG)
  + Allnex tour cancelled for 2017, but possibility for 2018 tour to be investigated
* D&I working group
  + Second social mobility survey to be held, building on previous one
  + Discussed potential event for 2018 to feedback on both social mobility surveys and maybe panel Q&A session and webinar. Previous format was successful and can build on that.
* AOB
  + 2018 budget needs to be finalised by 13/10/17
  + Event costs and timings needs to be agreed by end of September
  + Subsequent conference call to pull all events together

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| Other actions summary | Action holders | Target |
| Clarify current budget status | CT | ASAP |
| Recommit 4Q17 events calendar / budget | CT | 22/09/17 |
| Finalise 2018 budget | CT | 13/10/17 |
| IMechE co-productions | KH |  |
| Get Chartered for students event | NQ |  |
| Allnex 2018 tour | CC |  |
| Essex Chemistry event | AS / ?? |  |
| Nominate Essex Chemistry event contact | RF |  |
| Discuss availability of 1PP with member groups contact | RF |  |
| Unconscious bias event | RF |  |
| Unconscious bias event venue | YA / PB-P |  |
| Chartership recognition event | RF |  |
| **Submit slides for next meeting** | **All** | **09/10/17** |