

Minutes of Meeting

Teesside Group Committee and Teesside Early Careers Panel Meeting

Date Held: Thursday 4th April 2019 **Venue:** T2.13 – Curve Building, Teesside University

Date Issued: Friday 12th April 2019

Recorded by: Molly Bell

Subject: **IChemE Teesside Members Group - Minutes of Meeting**

Participants:

Nick Howard (NH)	Ankur Kapil (AK)
Sam Gooneratne (SG)	Stefano Ceci (SC)
Molly Bell (MB)	Ralph Grob (RG)
Andrea Pearson (AP)	Adrian Northey (AN)

Apologies:

Dmytro Stratiychuk-Dear (DSD)	Peter Dodd (PD)
Paul Frank (PF)	

Distribution (Above Plus):

IChemE Member Support Group

David Hardy (DH)	Peter Hunt (PH)
Helen Dennisson (HD)	Nick Howard (NH)
Jane Atkinson (JA)	Pascal Pemha (PP)
Katie Fort (KF)	Rana Faisal Mahmood (RFM)

Action By

1.0 Apologies

Apologies as listed on previous page.

2.0 Minutes of Previous Meeting and Matters Arising

The minutes of the February meeting reviewed and accepted.

3.0 Financial Accounts

No updates.

4.0 Events

See 'Events Table' at end of document for all events.

Upcoming Events:

1) Ethics Presentation

- To be presented by Bill Cotton from Johnson Matthey.
- To be held the same night as the AGM (22nd/23rd May). MB
- MB to confirm date and produce event planner. Pass on to SC, PF & NH. SG
- SG to book rooms. SG
- Refreshments to be provided at AGM, possibly pizza. SG to check university catering costs.

2) Bio Futures Event

- SC to email PF for an update. SC

3) Fujifilm Visit

- AK to contact Katy Fort and email committee by next meeting. AK

4) Annual Dinner 2020

- PF/SC to collate discussion notes. PF/SC
- Possibly for award sponsorships.
- Aim to target those early in careers – party bus? Disco? Magician?
- Aim to do free tickets for newly chartered members and fellows.
- Look at provisional dates and venues early.

4.1 Event Feedback

1) Annual Dinner

- SC to check that charity contribution was paid out. SC
- Confirm final breakdown of dinner costs. SC

5.0 School and University Links

5.1 School Links

No updates.

5.2 University Links

- Prize panel meeting on June 26th (deadlines for IChemE certificates etc.)
Graduation around 17th July.

6.0 Early Career Panel (ECP)

- To be resurrected. MB to organise pub crawl for October 2019. MB

7.0 Communication

- Facebook/LinkedIn group requires advertisement. DSD to check how IChemE are happy to advertise it. DSD

8.0 Any Other Business

- AGM: To take place w/c 20th May. Provisional date 22nd/23rd May. MB to keep on top of event organisation. Want to find out “what do you want from your committee?” Must give one month of advertising for AGM. MB
MB/PF/SC
- PF, SC, MB etc. to produce AGM slides.

9.0 Future Meetings

9.1 Date, Time and Venue of Next Meeting:

Thursday 2nd May. PF to block room book for meetings so we can advertise. PF

9.2 Apologies for Missing Future Meetings

Ankur Kapil
Nick Howard

Events Table 2019/20

Future Events	Date, Time	Location	Owner	Details
Ethics Presentation	May (TBA)	TBA	MB	Date and time to be confirmed.
AGM	22 nd /23 rd May	TBA	PF/MB	Room and advertising required.
Year in Industry Event	11 th June 2019	Wilton	SC	SABIC hosting.
BioFutures Event	TBC	Wilton / Darlington / TBC	PF	PF to contact NEPIC and NHC
Visit to Fujifilm	TBC	Billingham	AK	AK to contact Katy Fort (KF) at Fujifilm.
Process Safety / Environmental	TBC	Visit / Tour		Jo Fearnley from Jacobs has offered a presentation. RG/SG to determine if this can be done in line with University course requirements.
GSK	TBC	Visit / Tour		TBA
CPI Wilton	TBC	Visit / Tour		PF to finalise details.
Safety system talk	TBC	Teesside Uni		NH potential talk on safety systems TBC.
Hartlepool Power Station	TBC	Visit / Tour		PF previously liaised. They can only do tours on Mon-Fri afternoons beginning at 1-2 pm and lasting for about 3 hours. They can accommodate ~30. They also indicated they could do Saturday mornings if a guide was available. AN has already planned a separate tour – committee await feedback from AN. No further information – needs updating.
Joint Institute Event	TBC	at MIMA		Networking event? What Teesside will be like in 10-20 years. AN/PF
Canadian Fertilisers (CF)	TBC	Visit / Tour		PF to enquire.

Action Tracker

Event	Event Date	Action	Owner	New	Overdue	Deadline	Completed	Comments
IChemE Annual Dinner	8 th March 2019	1.0	Strategy for 2020 dinner	All			In Progress	PF to collate notes.
		1.1	Check charity contribution was paid.	SC			No	
		1.3	Confirm final financial figures from dinner.	SC			No	
IChemE Placement Conference	11 th June 2019	2.0	Potential social event for the evening?	SC			In Progress	
Ethics Lecture	TBA	3.0	Contact Bill Cotton (JM) for potential dates.	MB		01/03/2019	Yes	Email sent to Bill, awaiting dates from PF.
		3.1	Confirm event date. Potentially May.	MB/SG			In Progress	
TU Graduation	Summer 2019	4.0	University to finalise. SG to contact IChemE for certificates.	SG		26/06/2019	In Progress	
Committee AGM	w/c 20 th May (22nd/23 rd)	5.0	Confirm date, book room. When to advertise?	MB/PF		19/04/2019	In Progress	Advertise from start of April 20th.
		5.1	PF to confirm date.	PF		19/04/2019	No	
		5.2	SG to book rooms and check catering costs.	SG		19/04/2019	In Progress	
		5.3	Creation of AGM powerpoint.	MB/PF/SC				
BioFutures	TBA	6.0	PF to contact NEPIC and NHC.	PF			No	
Visit to Fujifilm	TBA	7.0	AK to contact Katie Fort at Fujifilm.	AK		02/05/2019	No	
General		Action	Owner			Deadline	Completed	Comments
Communications	1.0	Look into potential to record/live stream lectures.	DSD/SG				In Progress	SG to finalise method with IChemE and inform Committee
	1.1	Facebook/LinkedIn groups to be advertised. Check how IChemE is happy to advertise.	DSD/MB				In Progress	
Committee Meetings	2.0	PF to block book rooms for committee meetings so they can be advertised on website.	PF				No	