

Minutes of 2018/19 AGM

Teesside Group Committee and Teesside Early Careers Panel Meeting

Date Held: Wednesday 22nd May 2019 **Venue:** TG.02 – Curve Building, Teesside University

Date Issued: Friday 24th May 2019

Recorded by: Molly Bell

Subject: **IChemE Teesside Members Group - Minutes of 2018/19 AGM**

Participants:

Paul Frank (PF)	Peter Dodd (PD)
Molly Bell (MB)	Andrea Pearson (AP)
Stefano Ceci (SC)	Adrian Northey (AN)
Sam Gooneratne (SG)	Dmytro Stratiychuk-Dear (DSD)

Apologies:

Nick Howard (NH)	Ralph Grob (RG)
Rana Faisal Mahmood (RFM)	Peter Hunt (PH)

Distribution (Above Plus):

IChemE Member Support Group

Jane Atkinson (JA)	Ankur Kapil (AK)
Katie Fort (KF)	Pascal Pemha (PP)

Action By

1.0 Apologies

Apologies as listed on previous page and presentation.

2.0 Minutes of Previous Meeting and Matters Arising

The minutes of the 2017/18 AGM reviewed and accepted.

3.0 Financial Accounts

Slides attached.

4.0 Events

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

Upcoming Events:

Plan for events in the coming year to be discussed at the next committee meeting.

1) Annual Dinner 2020

- Date confirmed as Thursday 5th March 2020.
- Small sub group created to organise dinner, first meeting in June.

4.1 Event Feedback

1) Ethics Lecture & AGM

- Many thanks to speaker Bill Cotton. MB to send thank you email.
- Good turnout to above events. 7 people registered, 4 of which turned up. 12 additional attendees.
- Food was a nice addition to the evening, amount was appropriate.
- Further feedback at next committee meeting.

MB

5.0 School and University Links

5.1 School Links

No updates.

5.2 University Links

Slides attached.

6.0 Early Career Panel (ECP)

- To be resurrected. MB to organise pub crawl for October 2019. (Yarm, advertise meeting place and contact number). Plan to recruit student committee members later this year.

MB

7.0 Communication

- Committee mailing list updated.

8.0 Any Other Business

Slides attached.

9.0 Future Meetings

- 9.1 Date, Time and Venue of Next Meeting:**
TBA
- 9.2 Apologies for Missing Future Meetings**

Events Table 2019/20

Future Events	Date, Time	Location	Owner	Details
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	22nd May 2019	3.0	Contact Bill Cotton (JM) for potential dates.	MB			Yes	Email sent to Bill, awaiting dates from PF.
		3.1	Confirm event date. Potentially May.	MB/SG			Yes	
TU Graduation	Summer 2019	4.0	University to finalise. SG to contact IChemE for certificates.	SG		26/06/2019	In Progress	
Committee AGM	22nd May 2019	5.0	Confirm date, book room. When to advertise?	MB/PF			Yes	Advertise from start of April 20th.
		5.1	PF to confirm date.	PF			Yes	
		5.2	SG to cancel room booking on 23rd.	SG				
		5.3	PF to get food quote for 20 people.	PF				
		5.4	SG to book rooms and check catering costs.	SG			Yes	
		5.5	MB to "formally" ask members if they wish to remain on committee.	MB		17/05/2019	Yes	
BioFutures	TBA	5.6	Creation of AGM powerpoint.	MB/PF/SC		17/05/2019	In Progress	All to send slides to MB.
6.0	PF to contact NEPIC and NHC.	PF				No		
Pub Crawl	Oct-19	7.0	MB to organise.	MB			In Progress	
Visit to Fujifilm	TBA	8.0	AK to contact Katie Fort at Fujifilm.	AK			No	No reply from Katie F, to continue to contact.
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	