

MIDLANDS MEMBERS GROUP COMMITTEE MEETING MINUTES

6TH JUNE 2019, TIME 1900; LOCATION DNV GL – OIL & GAS, LOUGHBOROUGH

The following are minutes for the meeting edited & grouped to allow legibility; they are not therefore verbatim records but representative of the reports, discussions and actions		
	Topic	Action
1.	Welcome and Introduction	
1.1.	Earl opened and welcomed everyone to the meeting and thanked Tahir Bhola and DNVL-GL for the use of the facilities.	Note
2.	Venue Safety Information (for physical meetings)	
2.1.	Tahir stated that there were no fire alarm tests scheduled and to follow him in the event if an alarm.	Note
3.	Previous Minutes & Future Meetings	
3.1.	As there had been no alterations requested within the 10 working days after circulation to the committee these were accepted by everyone as accurate.	
3.1.1.	It was noted that March's minutes had been accepted but that Jan's minutes had then been published instead on the website - secretary/webmaster will correct.	NM, MW
3.2.	The following 3 future meeting dates are proposed: <ul style="list-style-type: none"> ○ 15th July 2019 – venue TBD ○ 26th August – venue TBD ○ 7th October - venue TBC Members to review and as early as possible advise if they are unable to attend any of the dates but in particular the next scheduled date.	Note
3.3.	AGM proposed date is the 15th July Ameer Jasat is investigating the possibility of using National Grid House as a venue.	EH
3.3.1.	Chairman, Secretary & Treasurer to provide the usual presentations	EH/NM/AG
4.	Announcements	
4.1.	The Chairman was pleased to congratulate Gavin Daisley on his recent marriage and the rest of the committee offered their congratulations	
4.2.	Scott Borders – Has agreed to take the role of Mentor Co-Ordinator with Earl Hutchinson deputising as needed	
4.3.	Michael Wise – Has agreed to take on the role of Media Master (Web Master/E-mail/Social Media)	
4.4.	These posts have been confirmed with Rugby by the Chairman	
4.5.	Following a recent e-mail campaign to the membership the chairman was pleased to announce the following members had recently volunteered to support the MMG:- <ul style="list-style-type: none"> • Craig Fuller • Sarah Asplin • Ameer Jasat • Clare Pittaway • Mike Smith • Mark Middleton • Byrony Robinson • Clive Hadfield • Gabriel Raymond • Rahul Pai • Julia Cole • Malcolm Leach 	

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5.	Outstanding Tasks	
5.1.	<p>The chairman noted that although Robot Day had been a success the MMG had failed to communicate this on the Web Page/ social media and the efforts of the participants and activities of the committee had been effectively unrecorded; for which he offered his apologies.</p> <p>Volunteers were sought to produce a short description of the event and Andrea Longley volunteered (the chair was noted to be supporting her arm for some reason).</p> <p>Nathan & Earl offered photographs (these must be edited to remove children's faces) for uploading onto the MMG web site(s) by the Media Master</p> <p><i>After meeting note – Earl will check pictures with Rugby to ensure they are acceptable – owners (you own the copyright of a picture if you take it) may also need to grant publication rights; Earl to resolve.</i></p>	AL NM EH MW
6.	Current Activities	
6.1.	June 12th @ WSP Mailbox Technical & Networking Event	
6.1.1.	<p>WSP facilities for 40+ arranged by Heather W Heather W to lead organisation for the event supported by Nathan M Martin Gough from Cal Gavin arranged as speaker. Earl has invited students from Aston & Birmingham to attend Numbers are uncertain at present so Earl will obtain sandwiches etc. from Morrisons/Tesco etc on the day. Support issues from Rugby noted & they have now been prompted to issue e-mail "adverts" this week LinkedIn advert posted (thanks Michael)</p>	HW, NM, EH
6.2.	October Technical Event	
6.2.1.	40 Seat Lecture theatre available at Birmingham University in October – thanks to Oujen H-P and Professor Paula Mendes for the offer of the facilities.	
6.2.2.	Mark Middleton has offered paper- Insurer Property Risk Assessments	
6.2.3.	Gabriel Raymond offered paper if event dates did not clash with holidays.	
6.2.4.	<p>Tahir indicated that one of his co-workers could present on the application of Bow Tie risk evaluation. Earl & Tahir to develop</p>	TB/EH
6.3.	University Events	
6.3.1.	June 27 Birmingham – Career talks	
6.3.1.1.	Based on earlier talks at Aston, date set as Thursday 27th 14:00 to 15:30. David Naylor James/Earl Hutchinson/AN Other to present.	
6.4.	Autumn 2019 University technical presentation	
6.4.1.	<p>Concept -Short technical talk on an examinable topic (e.g. smart PID's for students about to start their design project) followed by a practical tutorial based on real life situations (e.g. size a pipe when you have multiple constraints to resolve). Talk/tutorial expected to be the same at all venues.</p>	
6.4.2.	MW has organised the Loughborough talk and is well advanced with the detail.	
6.4.3.	EH has written twice to Wolverhampton, but as yet there has been no response; as it appears that there is no wish to engage no further chasing will occur.	
6.4.4.	Estimated effort 3 per meeting and 4 universities	

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6.4.5.	<ul style="list-style-type: none"> • Loughborough – Confirmed; awaiting date Late September through October possible <ul style="list-style-type: none"> ○ No 1 - Michael Wise ○ No 2 ○ No 3 	
6.4.6.	<ul style="list-style-type: none"> • Birmingham – Confirmed; awaiting date Late September through October possible <ul style="list-style-type: none"> ○ No 1 Hessam Jahangiri ○ No 2 Ameer Jasat ○ No 3 	
6.4.7.	<ul style="list-style-type: none"> • Aston – Confirmed, awaiting date Late September through October possible <ul style="list-style-type: none"> ○ No 1 Hessam Jahangiri ○ No 2 ○ No 3 	
6.4.8.	<ul style="list-style-type: none"> • Nottingham – Awaiting Confirmation <ul style="list-style-type: none"> ○ No 1 – Earl Hutchinson ○ No 2 ○ No 3 	
6.5.	Big Bang at Harris Academy - 3rd July 2019	
6.5.1.	Need volunteers to help run the Big Bang event at Harris Academy. Requirement is to providing ambassadors to talk about career opportunities Mid week (Wednesday) is problematic due to people's daily commitments.	
6.5.2.	<ul style="list-style-type: none"> • Time – not yet confirmed understood to be afternoon • Location Harris Academy Rugby CV22 6EA <ul style="list-style-type: none"> ○ No 1 – Earl Hutchinson ○ No 2 - Clive Hadfield has offered support if the timing is suitable ○ No 3 – ○ No 4 - 	
6.6.	Autumn Get Chartered Event	
6.6.1.	Scott Borders to start considering a possible event in November working to support new mentoring volunteers and those from the mentors schedule who will host the event.	
6.6.2.	Clare Pittaway, Byrony Robinson & Malcolm Leach have volunteered for mentoring & getting chartered support Katie Sharma has indicated that Heather will also provide the formal IChemE presentation at this type of event	
6.6.3.	Tahir offered the DNV-GL as a venue and this has been accepted	
6.6.4.	Tahir indicated that there was the possibility of touring the Labs as part of this event and this would be investigated.	TB
6.6.5.	<ul style="list-style-type: none"> • Date – Autumn • Time – 17:00 to 21:00 • Location - DNV GL – Oil & Gas, Loughborough <ul style="list-style-type: none"> ○ No 1 Clare Pittaway ○ No 2 Byrony Robinson ○ No 3 Malcolm Leach (if available) ○ No 4 Tahir Bhola 	

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6.7.	Christmas Event	
6.7.1.	Earl noted that we needed to consider if we wanted to have some form of Christmas event for the committee and asked if anyone had an idea. Given the geographical spread of the committee we may need to hold two events. Committee members are asked to send Earl their ideas	All
6.8.	Event Management & Advertising	
6.9.	Events schedules to be set up and posted to the web	EH/MW
6.10.	Venue schedule to be set up for committee use	EH/NM
7.	Committee roles	
7.1.1.	Schools liaison officer role available. Rugby is getting requests from local schools to participate STEM activities with appropriate / suitable students.	
7.1.2.	Events co-ordinator available. To be filled once events get up and running.	
8.	Social media	
8.1.1.	The general email to midlands members to help us inform members of what we are doing resulted in 11 positive replies. The e-mail sent to IChemE industrial / corporate partners however produced no replies at all.	
8.2.	MMG Web Page	
8.2.1.	High level map of group membership to be posted onto the web page to allow access to all members.	EH/MW
8.2.2.	Similar documents that are of interest to all members will be added	EH/MW
9.	AOB	
9.1.1.	It had been brought to Earls attention that all of the committee members e-mails were visible on invites etc & this may be a breach of data protection. BCC'ing all general mail will now be the standard approach but it was noted that this could create a lot of problems where people were working in groups. Earl to write to all committee members asking for permission to send their e-mail details to other committee members for the purposes of MMG operations.	EH

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Committee Members & Volunteers		
Earl Hutchinson (Chairman)	Clive Hadfield	Mark Middleton
Nathan Molkenthin (Secretary)	Craig Fuller	Mike Smith
Alistair Green (Treasurer)	Daniel Bilas	Miranda Cupit
Michael Wise (Media Master)	David Naylor-James	Oujen Hodjati-Pugh
Scott Borders (Mentor Co-ordinator)		
Ahmad Raja	Gabriel Raymond	Rahul Pai
Ameer Jasat	Gavin Daisley	Sam Beaton
Andrea Longley	Heather Williams	Sarah Asplin
Andreas Kangari	Hessam Jahangiri	
Ann-Marie Hopkins	Jessie Dhariwal	Scott Sutherland
Byrony Robinson	Julia Cole	Tahir Bhola
Clare Pittaway	Luigi Stella	Will Davies
Committee Members usually unable to attend due to other commitments		
Andrew Thompson	Emily George	Michael Adedoja
Regional members with open invites		
Wendy Wilson	Steve Gasser	Malcolm Leach
Key		
Present	Apologies	Unknown