

PRIVATE & CONFIDENTIAL

South West Members Group Committee Meeting
Virtual – 5th May 2020 17:00 – 18:10

Present	Apologies
Roger Rayner (RR) Chair Ben Firth (BF) Secretary Paul McLaughlin (PM) Treasurer Cameron Ferguson (CF) Klim Mackenzie (KM) Leah White (LW) Laura Major (LM) Adrian Reeves (AR) Chris Griffin (CG) Marcus Du Pree Thomas (MdP) Jon Brooking (JB) Ainhoa Zamorano Salvador (AZS) Michael Menzies (MM) Daniel Deffley (DD) John Challenger (JC)	Matt Brooking Matthew Wilcox Callum Hodson Daniel Calvert
1.0	Update since AGM First meeting since AGM, still learning what these meeting will be like, who will attend. Website has been updated, minutes from AGM issued SWMG hosted Vaccine Manufacture webinar by John Challenger. Physical events are on hold due to COVID Some updates from IChemE to provide information on members' general locations,
2.0	Virtual Meeting Protocol BF gave general intro to virtual meeting etiquette: <ul style="list-style-type: none"> - Mute yourself when not talking - If an audio feedback loop starts, check that you are muted - Use chat to log issues and questions if many people are speaking at once - Turn off your own video if your connection speed is low - In Teams, members can turn off incoming video if their bandwidth is insufficient
3.0	Draft Mission Statement RR presented draft Mission Statement (See attached presentation slides) JC suggested that we link with Cornwall Careers Hub, RR suggests this is covered by point 3, "Promote chemical engineering in local/regional schools and educational establishments" CF says point 2 would be most important to him as a younger member, easily accessible events, such as site visits etc. RR – engineers who are more isolated in smaller companies may need some support from mentors from outside their organisation. CF has spoken to some other graduate engineers who were trying to figure out how to find mentors. Matching up people with mentors would be very valuable, particularly by industry and geographical area. JB offers to help with finding mentors – if requests go through him, he can support (as SWMG Mentor Coordinator). CF suggests that we have a contact on the website to help people find the resource. RR says this may need to go to the central SWMG contact route, to keep personal contact details off the group website.

	<p>JC points out that he has an IChemE email address – committee members may be able to get an IChemE email. This may get around these issues. RR will investigate for JB.</p> <p>AR (previous chair) says the Mission Statement is similar to what was used in the past. The challenge historically was getting engagement beyond the 10-12 people who attend the committee.</p> <p>RR – groups often end up centred on a specific industry or cluster, we need to advertise that this is for the whole of the south west.</p> <p>AR – and should stress that this includes virtual opportunities – geography is less of an obstacle that it was 10 years ago.</p>
<p>4.0</p>	<p>Committee Roles</p> <p>LM will need someone else to take over event coordinating as she is moving soon.</p> <p>RR – Ideally, we should have multiple event coordinators. People could own just one or two events a year.</p> <p>KM has offered to take over webmaster/email campaign manager role, was quite involved in the Scottish Members' Group, and has experience in this. Happy for someone else to if they want the experience. Previous person unable to continue so RR has been doing it. There is some training requirement to take over the role.</p> <p>CG and AZS say they could help with events coordination, support with tasks as they arise. MdP says he can contribute, though already doing similar with other organisations.</p> <p>DD offered to help with events after the meeting.</p> <p>MM – Visiting schools, this is usually 6th form, and he might get 5-10 minutes during an assembly. The students have already chosen STEM, and so he encourages them to do Chem Eng. When visiting universities, he focusses on joining IChemE, getting support, and becoming chartered. He can support events across the south west, not just local.</p> <p>MdP is happy to help with school/FE talks, has previous experience with this. Would require some help. MM remains the go-to contact for STEM.</p> <p>JC is looking for support for careers events in Cornwall. He has organised many events. He tends to be the only Chem Enger there. Engagement needs to start younger and needs to include parents, so they understand what we do, instead of preconceptions about “engineers”. CF says he may be able to support as he is based in Devon.</p> <p>JB is happy to continue with mentor coordinator role.</p> <p>BF can help with Wiltshire area, JB can help with Somerset.</p> <p>This does mean that area representatives are settled now.</p>
<p>5.0</p>	<p>Treasurer's Report</p> <p>PM gave an overview of the context of our budgets and how we need to operate within charity laws and IChemE procedures. Slides are available separately.</p> <p>Income/expenditure should be balanced over a three-year basis.</p> <p>Direct IChemE funds can only support charitable objects (i.e. not social/networking events or bursaries/prizes)</p> <p>Joint planning with SIGs is encouraged.</p> <p>There are specific categories of expenditure for accounting.</p> <p>Sponsorship and donations for events are the most straightforward income sources.</p>

	<p>No expenditure to date, as no in-person events have gone ahead.</p> <p>RR – IChemE do have systems in place e.g. for events and tours, where they can raise a PO with the venue and process payment from members when they sign up.</p> <p>Coordination required between event planning and treasurer.</p> <p>MM pointed out that a SIG he's involved in was able to get smaller funds from IChemE for e.g. £250 max.</p>
6.0	<p>Future Events and Budget</p> <p>RR opened floor for ideas for events.</p> <p>JB suggested the waste to energy plant in Devonport, though he has had problems contacting them. Emerys have clay mining and processing plants. JC has a contact at MineCo, could explore developing links. The contact has expressed hope to develop links with IChemE in the downstream side of mining.</p> <p>JC has some contact with IMechE, could organise joint tours.</p> <p>LM can pass on details of potential tours of Hinckley Point to new event coordinator either AZS or CG.</p> <p>JB – Rotork tour in Bath one evening will be possible.</p> <p>JB – Cheddar Ales is an available location. RR suggested Sheppy Cider has been scoped up.</p> <p>JB – we should be running more Get Chartered events, as soon as possible. Need to avoid repeat of technical problems from last time.</p> <p>MdP suggest that one of his graduate engineers could give a webinar on a new technology to upgrade landfill gas. Will aim to get a short presentation put together for June/July.</p> <p>RR suggests an event for undergrads to hear from people who are further into their career. What would they do differently, what careers are available? LW keen to arrange something. Hearing peoples' career path is helpful. RR suggests JC, JB, MM.</p> <p>JB thinks there are two webinars – the “what I would do differently”, and a career-oriented presentation.</p> <p>LW suggests in the next few months, as during lockdown. JB would prefer to have time to prepare, perhaps July.</p> <p>JB asked LM if anyone in Atkins could contribute, and how much interest there is from the wider group of Chem Engers there.</p> <p>RR – Atkins, Aecom, and Fraser Nash have all offered physical space for meetings in the future.</p> <p>MdP – towards end of year, a new plastic waste recycling will be opening and a tour could be arranged.</p> <p>BF – Former employee has moved on to Bristol Water, and is organising site visits as part of the Institute for Water SW committee. They are planning a visit to a plastic recycling centre with interesting water treatment and would be open to a joint visit. Also open to hosting site visits. JC also has contacts at Bristol Water through his IChemE contracts training.</p>
7.0	<p>Member Feedback</p> <p>Many suggestions for events (see 6.0)</p>

	JB chased up IChemE promise from the AGM to issue a questionnaire on the lack of attendance
8.0	<p>AOB</p> <p>RR asks if meetings every month or stretch to two, consensus was that every 2 months would be good.</p> <p>JB said that extraordinary meetings could be arranged in the meantime if required.</p> <p>RR then closed the meeting.</p>

Action Table

No.	Action	Owner	Timescale
1	Investigate option for dialling into Teams to allow members with poor internet connection to participate.	BF	2 weeks
2	JB & JC to coordinate contacting people for potential visits in Devon/Cornwall area. RR to ensure each has each other's email address.	JB/JC	3 months
3	Try to get JB email onto website to allow more effective mentor support for the area	RR	1 month
4	Update Mission statement to include on point 1 that it will encompass physical and virtual events that cater for the whole south west area.	RR	2 weeks
5	Update Committee Bios. Klim to Webmaster, Ainhua and Chris G and DD to Event Coordinators. Cameron to Devon Representative. JC for Cornwall Representative. MdP to General Committee Member	RR	1 month
6	Send KM Webmaster Training Pack	RR	1 week
7	Assign event co-ordinator for a second Get Chartered event, this could be virtual and later in year.	RR	2 weeks
8	Prepare webinar on subject and share with RR. Propose a date in July, so need to advertise some weeks in advance	MdP	2 weeks
9	RR to support LW with organising a webinar on career experiences from the more senior committee members, maybe in two parts.	RR	1 week

Treasurer's Report – Context

- IChemE funds must be handled in accordance with UK Charity Law
- Ultimate responsibility lies with Board of Trustees

- There is no general central fund for regional group activities
- Expenditure and income should be balanced on 3-year timeline
- *Any* request for funds can *only* be to support charitable objects
- Joint planning with SIGs is encouraged

- Local responsibility is to plan for the year ahead and get approval

Treasurer's Report – Activity Categories

- Technical meetings / events
- School links
- Networking / social events
- Site visit events
- Bursaries / prizes
- AGM / committee meetings
- Annual dinner
- Membership development
- Member communication

These all need to be planned against calendar dates, with projected cashflow

Treasurer's Report – Cashflow Categories

Expenditure

- Venue hire
- Equipment hire
- Catering
- Speakers expenses
- Member expenses
- Post & print
- Advertising & publicity
- Bursaries & Prizes
- Other

Income

- Delegates
 - Numbers of delegates
 - Delegate rate(s)
- Exhibition space
- Sponsorship & donations
- Other

Treasurer's Report – Timeline

- Regional group financial year is calendar year
- Budget submission in September / approval in October
- Submission in 2019 was prior to official planning so minimal activities were included for 2020
- Due to circumstances, no expenditure incurred to date

Activity summary	Activity type	Month	Venue hire (*)	Equipment hire (*)	Catering (*)	Speakers expenses (*)
Get Chartered event	Membership development	Jan			50	
First AGM	AGM / committee meetings	Feb			50	
Speaker event	Technical meetings / events	Mar			50	100
Site visit (location to be arranged)	Site visit events	May				

Treasurer's Report – Future Plans

- Objective is not zero spend – objective is balanced budget
- Ideas for activities early allows planning
- Our regional group – we are here to make our case for support
- Commercial sponsorship can support activities that are not fully aligned with charitable objects

May 2020 SWMG Committee Meeting

05 May 2020 (Virtual)



Roger Rayner
Chair SWMG

Agenda

- Update since AGM
- Mission Statement Confirmation
- Committee Roles & Responsibilities
- Future Events & Budgets
- Next Meeting & Frequency
- AOB



Update



Slide 3

Virtual Meeting Protocol



Slide 4

Draft Mission Statement

1. Provide professional networking opportunities for chemical engineers, **including mentoring**
2. Create easily accessible chemical engineering events for all members
3. Promote chemical engineering in local/**regional** schools **and educational establishments**
4. Foster links with other relevant technical bodies (eg RSoC, IMechE, **Nuclear Institute**)



Committee Roles

- Event Co-ordinators (Various)
- Webmaster & Email Campaign Manager
- STEM Co-Ordinator and Schools
- Mentor Co-Ordinator
- Area Representative as a role?



Assignment of Area Reps

- Cheltenham/Gloucester
- Bristol/Bath
- Wiltshire (Swindon, Salisbury)
- Somerset
- Dorset
- Devon
- Cornwall



Future Events & Budget



Feed back from Members



Next Meeting & AOB



Opportunity

- Secondary schools assembly - 5 minute slot

Object

- to introduce the idea of selecting Chem Eng or other engineering disciplines as a career

Agenda

- Pick up on what the students are focussing on at the moment
- Extend this theme through tertiary education or apprenticeships
- Project into employment in an engineering industry
- Advise on how to find your feet, find your niche,
- Make a profit of knowledge from your surroundings
- Develop an expertise
- Flaunt it, make a career
- Give it back to your children and subordinates
- Retire with a clear conscience (and lots of money)
- reconnect with where you are now

Mike
Menzies

Youngsters have had everything done for them, by teachers, by parents. However, you will recognise the limitations of these mentors - but not till afterwards. So, now, realise that you are in charge of your destiny ... and fix it.

