

**MINUTES OF ANNUAL GENERAL MEETING
OF THE ABERDEEN CENTRE OF THE IChemE (Scottish Branch)**

LOCATION: Fraser Noble Building, Lecture Theatre 3, University of Aberdeen, Aberdeen
AB24 3FX

DATE: 31st January 2017

CHAIRMAN: Azzam Younes [AY]

MINUTES BY: Caroline Laurenson [CL]

REVISION: 01

COMMITTEE MEMBERS PRESENT:

Tekena Fubara [TF]	Rory Davin [RD]
Alisdair Woodhead [AW]	Caroline Laurenson [CL]
Nurul Ali [NA]	Ollie Folayan [OF]
Azzam Younes [AY]	

COMMITTEE MEMBERS APOLOGIES:

Blair Jeffrey [BJ]	Miranda Bannerman [MDB]
Sarah Clark [SC]	Marcus Bannerman [MCB]
Emily Mowat [EM]	Phillip Riley [PR]
Jakaria Raman [JR]	Richard Barrett [RB]
Donald MacDonald [DM]	Cameron Ferguson [CF]
Neill Renton [NR]	Conrad Wood [CW]
Gabriella Thomas [GT]	Maryam Gharebahi [MG]
John Hargreaves [JH]	

Item	Description	Action
	<i>The presentation section of the meeting opened at 18:26</i>	
1.0	<p>Presentation</p> <p>The AGM was preceded by a presentation by Robert McCaig, a Non-Executive Director from Decom North Sea (DNS), on opportunities and challenges in the decommissioning industry. Pamela Ogilvie also from DNS presented a new project initiative to help the industry collaborate and share knowledge called, the late Life Planning Portal (www.L2P2.net). Members were encouraged to actively contribute to what is effectively a 'toolbox' for decommissioning. Further information on the DNS activities can be found here: http://decomnorthsea.com/</p> <p>This seminar was arranged in conjunction with the IMechE and we thank them for their assistance and participation. Heartfelt thanks also to Robert and Pamela for presenting.</p>	
	<i>The AGM meeting opened at 19:29</i>	
2.0	<p>Previous AGM Meeting Minutes</p> <p><i>Proposed by: Nurul Ali</i></p> <p><i>Seconded by: Rory Davin</i></p>	
3.0	Committee Summary	

Azzam Younes gave a summary of the committee's activities over the past year. This included an overview of the annual dinner, technical, annual seminar, social, young members, mentoring, schools and diversity events.

It was noted that the Young Members activities had been particularly successful with initiatives such as a very popular Career Guidance Booklet for University students and a University Careers week, expanded from the usual day event.

The social events, including the November bowling event held have unfortunately been less well attended than in previous years and is most likely a reflection of the current climate. The committee will consider social activity format and timing to encourage attendance at these important networking opportunities.

The 2017 annual dinner was introduced and members were encouraged to sign up (to date 65 tickets sold). Ticket prices have been reduced due to the current oil and gas climate and reduced budgets for local companies. Corporate sponsors are still being sought for the event. Details of the dinner are as follows:

Date: 23rd March 2017

Venue: Hilton Treetop Hotel, Aberdeen

Guest Speakers: Jonathan Seville, IChemE president and Deirdre Michie, chief executive officer Oil & Gas UK.

Awards: Open for nominations for the Chairman's Award, Best Technical Presentation and Young Chemical Engineer of the Year.

Information on forthcoming 2017 events can be found at the Aberdeen IChemE Members group website (www.icheme.org/Aberdeen).

4.0 Treasurer's Summary

	Income	Expenditure
2016 Budget	£23,160	£23,590
2016 Actual	£16,461	£12,500
2017 Budget	£16,400	£17,090

Actual expenditure is a reflection on the prolonged and challenging economic situation. The technical seminar was well attended and is the main event which provides income to fund the group expenditure in other areas. Noted also that the expenditure runs on a three year average, allowing overspend in some years and underspend in other as appropriate to deliver the Aberdeen Members Group activities.

5.0 Membership Report

Azzam Younes summarised the membership demographic, in total there are currently 1681 members in Aberdeen.

6.0 Election of Officers

An overview of the key positions for 2017 are:

Committee Posts:	Current Holder (2016)	2017 Nominations
Chairman	Azzam Younes	Azzam Younes

Secretary	Zeella Labram	None
Treasurer	Alisdair Woodhead	None

Positions were proposed and seconded as follows:

Position	Committee Member:	Proposed	Seconded
Chairman	Azzam Younes	Tekena Fubara	Donald MacDonald
Secretary	Caroline Laurenson	Alisdair Woodhead	Nurul Ali
Treasurer	Alisdair Woodhead	Azzam Younes	Tekena Fubara

It was noted that Alisdair Woodhead has already served as Treasurer for 3 years, in order to allow continued service this has required a change to the by-laws to extend tenure by a year. At the next election Alisdair will not be permitted to continue in this post and new nominations will be required.

7.0

Committee

Ordinary Members

Anyone who wishes to join the committee as an ordinary member can attend our next meeting (Date: *Tuesday 7th February 2017*, Time: *6pm*, Location: *ABB, Hareness Road, Altens Industrial Estate, AB12 3LE*).

At the next meeting the other committee posts will be agreed, including electing the Vice-Chairman. There are a number of ordinary posts vacant and we would encourage members to volunteer their time to support and lead these activities.

Events Officer: Donald McDonald

Mentoring Co-ordinator: was Nurul Ali - *vacant*

Technical Events Co-ordinator: Rory Davin

Social Events Co-ordinator: Tekena Fubara

Annual Seminar Co-ordinator: was Mohammed Moonis - *vacant*

Annual Dinner: is Sarah Clark – *requires replacement for 2018*

Schools Liaison Co-ordinator: Blair Jeffrey

Young Members Co-ordinator: Gabriella Thomas

Webmaster: Tekena Fubara

Meetings Co-ordinator: Donald McDonald

Diversity Officer: was Sarah Clark - *vacant*

Mentoring Co-ordinator: *vacant*

Azzam Younes closed the meeting at 20:13

7.0

Next AGM

January 2018.