

Minutes of Meeting

Teesside Group Committee and Teesside Early Careers Panel Meeting

Date Held: Thursday 21st February 2019 **Venue:** T1.04 – Curve Building, Teesside University

Date Issued: Tuesday 26th February 2019

Recorded by: Molly Bell

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

Participants:

Paul Frank (PF)

Molly Bell (MB)

Sam Gooneratne (SG)

Dmytro Stratiychuk-Dear (DSD)

Peter Dodd (PD)

Rana Faisal Mahmood (RFM)

Stefano Ceci (SC)

Apologies:

Ralph Grob (RG)

Adrian Northey (AN)

Nick Howard (NH)

Ankur Kapil (AK)

Andrea Pearson (AP)

Distribution (Above Plus):

IChemE Member Support Group

David Hardy (DH)

Helen Dennisson (HD)

Jane Atkinson (JA)

Katie Fort (KF)

Pascal Pemha (PP)

Alex Frank (AF)

Peter Hunt (PH)

Sam Wilkinson (SW)

Action By

1 Apologies

1.1 Apologies as listed on previous page.

2 Minutes of Previous Meeting and Matters Arising

2.1 The minutes of the January meeting reviewed and accepted.

3 Financial Accounts

No updates.

4 Events

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

4.1 Upcoming Events:

- Discussed possibility of charging for events/asking people to pay a deposit. Not all committee members agreed this was a good idea. In future may think of possible incentives for people to come to talks in addition to talk content. DSD to look into sending more personalised event reminders. DSD
 - Potential to start recording lectures/offering webinars so people may join online. DSD to check what is the best way to do this and see if software needed matches existing software at the university. DSD
- 1) Annual Dinner:** (8th March 2019) Date coincides with International Women's Day.
- Currently we have about 85 attendees of (six tables + committee + top table).
 - AP finalising the menu and other details with Judges.
 - AP to run through dinner proceedings with speaker and PF AP
 - Where is the Teesside IChemE banner? PF/SG to find. PF
- 2) Year in Industry:**
- Hosted by SABIC.
 - Could organise a social event on the evening? SC
 - PF asked to speak.
- 3) Ethics Presentation:**
- To be presented by Bill Cotton from Jonson Matthey.
 - Target recent graduates.
 - MB contacted Bill to organise a date in April. MB
- 4) BSIG High Value Technical Transfer Conference (external event):**
- Pushed back to September, likely to in York.

4.2 Event Feedback

- 1) **Cyber Security Talk:** Excellent feedback from recent lecture. Thank you Ben for the talk. Approximately 10 attendees, many registered (around 50) – why did so many not turn up? Parking issues? DSD to include parking map on future event links. Email statistics: 754 sent, 566 opened, 16 link clicks.

DSD

5 School and University Links

5.1 School Links

No updates.

5.2 University Links

- IChemE sponsored graduation prizes confirmed as Best Overall BEng Student (£100) and Best MEng Research Project (£100)

6 Early Career Panel (ECP)

No updates.

7 Communication

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

DSD

8 Any Other Business

- AGM: To take place w/c 20th May. Provisional date 23rd May. MB to keep on top of event organisation.
- RFM offers another talk on things missed during safety studies.
- RFM has been asked to speak at a school in Darlington about Chemical Engineering. Committee could produce a session to deliver to other schools around Teesside.

MB

RFM/PF/SG/
MB

9 Future Meetings

9.1 Date, Time and Venue of Next Meeting:

Thursday 14th March. Venue TBA. *Normal meeting dates to resume from April.*

9.2 Apologies for Missing Future Meetings

Events Table 2018 - 2019

Future Events	Date, Time	Location	Owner	Details
Annual Dinner	8 th March	Judges, Yarm	AP/AN	Advertised and in last stages of organisation.
Ethics Presentation	April (TBA)	TBA	MB	Date required from speaker and room/advertising TBA.
AGM	May	TBA	PF/MB	Room and advertising required.
Year in Industry Event	June 2019	Wilton	SC	SABIC hosting.
Visit to Fujifilm	TBC	Billingham		TBA
Ethics Presentation	TBC	Teesside Uni		MB to organise. Presented by Bill Cotton from Johnson Matthey.
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		AF to finalise details
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	Deadline	Completed	Comments	
IChemE Annual Dinner	8 th March 2019	1.0	Confirm attendees for top table and committee table.	AP/AN		Yes	
		1.1	Finalise evening meal menu.	AP		In Progress	
		1.2	Locate banner.	PF/SG	ASAP	In Progress	In TU office or Adrians car.
IChemE Placement Conference	11 th June 2019	2.0	Invitation to editor of The Chemical Engineer	SC/DSD		In Progress	
		2.1	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.
TU Graduation	Summer 2019	4.0	Confirmation of prize categories and IChemE sponsorship.	SG/PF/SC		Yes	Prizes confirmed as Best Beng Student (£100) and Best Meng Research Project (£100).
Committee AGM	w/c 20 th May (23 rd)	5.0	Confirm date, book room. When to advertise?	MB/PF	01/04/2019	No	Advertise from start of April.
General		Action	Owner	Deadline	Completed	Comments	
Communications	1.0	Request for IChemE to send weekly updates of event sign up numbers.	DSD		In Progress		
	1.2	Look into sending more personalised event reminders.	DSD		In Progress		
	1.3	Look into potential to record/live stream lectures.	DSD/SG		In Progress		
	1.4	Facebook/LinkedIn groups to be advertised. Check how IChemE is happy to advertise.	DSD/MB		In Progress		