

Minutes of Meeting

Teesside Group Committee and Teesside Early Careers Panel Meeting

Date Held: Thursday 14th March 2019 **Venue:** T2.10 – Curve Building, Teesside University

Date Issued: Monday 18th March 2019

Recorded by: Stefano Ceci

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

Participants:

Paul Frank (PF)	Ankur Kapil (AK)
Sam Gooneratne (SG)	Stefano Ceci (SC)
Dmytro Stratiychuk-Dear (DSD)	
Nick Howard (NH)	

Apologies:

Ralph Grob (RG)	Andrea Pearson (AP)
Adrian Northey (AN)	Rana Faisal Mahmood (RFM)
Molly Bell (MB)	Peter Dodd (PD)

Distribution (Above Plus):

IChemE Member Support Group

David Hardy (DH)	Peter Hunt (PH)
Helen Dennisson (HD)	Nick Howard (NH)
Jane Atkinson (JA)	Pascal Pemha (PP)
Katie Fort (KF)	

Action By

1.0 Apologies

Apologies as listed on previous page.

2.0 Minutes of Previous Meeting and Matters Arising

The minutes of the February meeting reviewed and accepted.

3.0 Financial Accounts

No updates.

4.0 Events

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

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. Sam and Dima to investigate IChemE software and inform committee. SG/DSD

1) Ethics Presentation:

- To be presented by Bill Cotton from Johnson Matthey.
- Target recent graduates.
- MB contacted Bill to organise.
- SG mentioned the second week of May is best. MB

2) Bio futures event

- Paul to connect with Jim Scrivens at NHC and to contact Philip Aldridge at NEPIC about a potential event.
- Aim of event is to let SMEs / larger companies know who the IChemE are / networking for bio-businesses. NEPIC or NHC to host.
- <https://www.icheme.org/knowledge/policy/biofutures-programme/> PF

4.1 Event Feedback

- 1) **Annual Dinner:** (8th March 2019) on International Women's Day. Excellent dinner organisation. Organise feedback from attendees (AP) and collation of committee strategy for the 2020 dinner (PF/AP). AP/PF

5.0 School and University Links

5.1 School Links

No updates.

5.2 University Links

- IChemE graduation prizes agreed with IChemE and Teesside Uni (Best Overall BEng Student (£100) and Best MEng Research Project (£100)). Certificate from IChemE would be appropriate – SG to chase IChemE for this. SG

6.0 Early Career Panel (ECP)

No updates.

7.0 Communication

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

8.0 Any Other Business

- AGM: To take place w/c 20th May. Provisional date 23rd May. MB to keep on top of event organisation. MB
- PF to block book room for committee meeting so this can be advertised on the website. Inform DSD who will update website. PF
- NH to send round event organiser / planning file with instructions on use i.e. how to organise an event for the committee. NH

9.0 Future Meetings

9.1 Date, Time and Venue of Next Meeting:

Thursday 4th April. Venue TBA. *Normal meeting dates to resume from April.*

9.2 Apologies for Missing Future Meetings

Events Table 2019/20

Future Events	Date, Time	Location	Owner	Details
Annual Dinner	8 th March	Judges, Yarm	AP/AN	Completed
Ethics Presentation	April / May (TBA)	TBA	MB	Date required from speaker and room/advertising TBA.
AGM	23 rd May	TBA	PF/MB	Room and advertising required.
Year in Industry Event	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
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		Yes	
		1.2	Locate banner.	PF/SG	ASAP	Yes	<i>In TU office or Adrian's car.</i>
		1.3	Organise attendee feedback	AP		In Progress	
		1.4	Strategy for 2020 dinner	PF/AP		In Progress	
IChemE Placement Conference	11 th June 2019	2.0	Invitation to editor of The Chemical Engineer	SC/DSD		Yes	<i>TCE will unfortunately attend.</i>
		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	<i>Email sent to Bill, awaiting dates from PF.</i>
		3.1	Confirm event date. Potentially May.	MB/SG		In Progress	
TU Graduation	Summer 2019	4.0	Confirmation of prize categories and IChemE sponsorship.	SG/PF/SC		Yes	<i>Prizes confirmed as Best BEng Student (£100) and Best Meng Research Project (£100).</i>
		4.1	University to finalise. SG to contact IChemE for certificates.	SG	Early June	In Progress	
Committee AGM	w/c 20 th May (23 rd)	5.0	Confirm date, book room. When to advertise?	MB/PF	01/04/2019	No	<i>Advertise from start of April.</i>
BioFutures	TBA	6.0	PF to contact NEPIC and NHC	PF		No	
Visit to Fujifilm	TBA	7.0	AK to contact Katie Fort at Fujifilm	AK		No	
General		Action	Owner	Deadline	Completed	Comments	
Communications		1.0	Request for IChemE to send weekly updates of event sign up numbers.	DSD		Yes	<i>Organisers need to make all this explicit in their information pack (generated for all events)</i>
		1.2	Look into sending more personalised event reminders.	DSD		Yes	
		1.3	Look into potential to record/live stream lectures.	DSD/SG		In Progress	<i>SG to finalise method with IChemE and inform Committee</i>
		1.4	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	
Events Planning		3.0	NH to circulate event organiser/planning file with instructions on how to use.	NH		No	