

Minutes of Meeting

Teesside Group Committee and Teesside Early Careers Panel Meeting

Date Held: Thursday 2nd May 2019 **Venue:** T1.04 – Curve Building, Teesside University

Date Issued: Monday 7th May 2019

Recorded by: Molly Bell

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

Participants:

| | |
|---------------------|---------------------|
| Paul Frank (PF) | Peter Dodd (PD) |
| Sam Gooneratne (SG) | Stefano Ceci (SC) |
| Molly Bell (MB) | Andrea Pearson (AP) |

Apologies:

| | |
|------------------|---------------------|
| Nick Howard (NH) | Adrian Northey (AN) |
| Ankur Kapil (AK) | Ralph Grob (RG) |

Distribution (Above Plus):

IChemE Member Support Group

| | |
|----------------------|-------------------------------|
| David Hardy (DH) | Peter Hunt (PH) |
| Helen Dennisson (HD) | Dmytro Stratiychuk-Dear (DSD) |
| Jane Atkinson (JA) | Pascal Pemha (PP) |
| Katie Fort (KF) | Rana Faisal Mahmood (RFM) |

Action By

1.0 Apologies

Apologies as listed on previous page.

2.0 Minutes of Previous Meeting and Matters Arising

The minutes of the April 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:

1) Ethics Presentation

- Date and speaker confirmed (Bill Cotton, 22nd May)
- 5.30pm Networking (with tea & coffee), 6-6.45pm Talk. Followed by buffet and AGM.
- SG to cancel room booking for 23rd May.
- PF to get buffet quote for 20 people. Food to arrive for 6.30pm.

SG
PF

2) AGM

- Date confirmed (22nd May)
- MB to formally ask current committee members if they would like to remain on the committee.
- Presentation slides to be produced for 17th May - MB to put together and distribute.

MB
All

3) Bio Futures Event

- Aims to better engage with bio related companies.
- Who will host? Where?
- Potential speaker - Steve Bagshaw.
- PD to support if needed.

4) Fujifilm Visit

- AK to continue to contact Fujii, PD to support with contacts if needed.

AK

5) Annual Dinner 2020

- PF/SC to collate discussion notes.
- Look at provisional dates and venues early.
- Possibly new position on committee? (Dinner Coordinator)

PF/SC

4.1 Event Feedback

1) Annual Dinner

- SC to check that charity contribution was paid out.
- Confirm final breakdown of dinner costs, present at AGM?

SC
SC

5.0 School and University Links

5.1 School Links

No updates.

5.2 University Links

- Prize panel meeting on June 26th (deadlines for IChemE certificates etc.) SG
Graduation around 17th July. SG to check certificate deadline.

6.0 Early Career Panel (ECP)

- To be resurrected. MB to organise pub crawl for October 2019. (Yarm, advertise MB
meeting place and contact number).

7.0 Communication

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

8.0 Any Other Business

9.0 Future Meetings

9.1 Date, Time and Venue of Next Meeting:

AGM: Wednesday 22nd May.

9.2 Apologies for Missing Future Meetings

Events Table 2019/20

| Future Events | Date, Time | Location | Owner | Details |
|--------------------------------|----------------------------|---------------------------|-------|--|
| Ethics Presentation | 22 nd May | Curve Building | MB | Date and time confirmed, room booked, event advertised. |
| AGM | 22 nd May | Curve Building | PF/MB | Date and time confirmed, room booked, event advertised. |
| Year in Industry Event | 11 th 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. |
| 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 | | TBA |
| 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 | New | Overdue | Deadline | Completed | Comments |
|-----------------------------|----------------------------|---|---|-------|---------|------------|-------------|--|
| IChemE Annual Dinner | 8 th March 2019 | 1.0 | Strategy for 2020 dinner | All | | | In Progress | PF to collate notes. |
| | | 1.1 | Check charity contribution was paid. | SC | | | No | |
| | | 1.3 | Confirm final financial figures from dinner. | SC | | | No | |
| IChemE Placement Conference | 11 th June 2019 | 2.0 | Potential social event for the evening? | SC | | | In Progress | |
| Ethics Lecture | 22nd May 2019 | 3.0 | Contact Bill Cotton (JM) for potential dates. | MB | | | Yes | Email sent to Bill, awaiting dates from PF. |
| | | 3.1 | Confirm event date. Potentially May. | MB/SG | | | Yes | |
| TU Graduation | Summer 2019 | 4.0 | University to finalise. SG to contact IChemE for certificates. | SG | | 26/06/2019 | In Progress | |
| Committee AGM | 22nd May 2019 | 5.0 | Confirm date, book room. When to advertise? | MB/PF | | | Yes | Advertise from start of April 20th. |
| | | 5.1 | PF to confirm date. | PF | | | Yes | |
| | | 5.2 | SG to cancel room booking on 23rd. | SG | | | | |
| | | 5.3 | PF to get food quote for 20 people. | PF | | | | |
| | | 5.4 | SG to book rooms and check catering costs. | SG | | | Yes | |
| | | 5.5 | MB to "formally" ask members if they wish to remain on committee. | MB | | 17/05/2019 | Yes | |
| BioFutures | TBA | 6.0 | PF to contact NEPIC and NHC. | PF | | | No | All to send slides to MB. |
| Pub Crawl | Oct-19 | 7.0 | MB to organise. | MB | | | In Progress | |
| Visit to Fujifilm | TBA | 8.0 | AK to contact Katie Fort at Fujifilm. | AK | | | No | No reply from Katie F, to continue to contact. |
| General | | Action | Owner | | | Deadline | Completed | Comments |
| Communications | 1.0 | Look into potential to record/live stream lectures. | DSD/SG | | | | In Progress | SG to finalise method with IChemE and inform Committee |
| | 1.1 | 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 | |