

PRIVATE & CONFIDENTIAL

South West Members Group
Virtual – 30th March 2020 17:10 – 18:15

Present	Apologies
<p>Stephen Richardson (IChemE President) Olivia Callaghan (IChemE) Cristina Fordham (IChemE) Roger Rayner (interim Chair) Ben Firth Michael Menzies Paul McLaughlin Jon Brooking Marcus Dupree Thomas Leah White Daniel Calvert Matthew Brooking</p>	<p>Cameron Ferguson Laura Major Ainhua Zamorano Salvador Chris Griffin</p>
1.0	<p>Welcome</p> <p>Roger Rayner introduced the SWMG. Each attendee gave a brief introduction of where they're from.</p> <p>Member group has been ~8 months in the making. Difficult to coordinate because it is a large area, without high concentrations of members. Brief overview of member breakdown shows a few companies have several members, but majority of members in the SW are in companies with less than 10 members, many being the only member in their company.</p> <p>Stephen Richardson, IChemE President, gave an introduction. Member groups are vital to IChemE and are where he can find out what's going on with members. He wants to know about problems when they are still small. Encouraged members to reach out on president@icheme.org with these "niggles".</p>
2.0	<p>Election of Officers & Ordinary Members</p> <p>Committee election as held using MiVoice had to be nullified, as Cameron Ferguson has withdrawn his nomination, and a replacement couldn't be put up in time. Therefore, voting was carried out by the attendees, overseen by Cristina. Each nominee gave a brief introduction and discussed their motivation for taking the post. The following nominations were elected without objection:</p> <p>Chair: Roger Rayner Vice Chair: Jon Brooking Treasurer: Paul McLaughlin Secretary: Ben Firth</p> <p>Ordinary members volunteered to fill the following positions: Event Organiser: Marcus Dupree Thomas, although due to other commitments as a representative for the Institute for Waste Management, is only able to offer an assisting role. Generally agreed that this role can be shared. Mentor Coordinator: Jon Brooking</p>

	<p>Student Representative: Leah White Webmaster: No volunteer. Roger Rayner currently carrying out the tasks, would like someone to volunteer but this is not required immediately.</p> <p>Discussion of who could be area reps, to help with e.g. STEM events, some provisional volunteers as follows: Cheltenham/Gloucester – Paul McLaughlin Bristol/Bath – Roger Rayner (supported by others to be confirmed) Wiltshire – Ben Firth, Jon Brooking Somerset – Marcus Dupree Thomas Dorset – Michael Menzies Devon – Cameron Ferguson Cornwall – John Challenger (although will need support from a younger member soon)</p>
<p>3.0</p>	<p>Our Purpose Roger Rayner shared the group purpose which will be a refined in the first committee meeting:</p> <ol style="list-style-type: none"> 1. Enhance value of IChemE membership through <ul style="list-style-type: none"> ▪ Technical talks and events to support CPD ▪ Facilitate networking (social and technical) ▪ Support mentoring for associates 2. Increase profile of IChemE in South West 3. Promote Chemical Engineering in STEM events
<p>4.0</p>	<p>New Committee and Events Committee meetings every 2 months has been provisionally proposed. This will be via web meetings. Hoping to begin event planning and get a budget set for 2021. Some thought will be needed for IChemE 100 coming up in 2022.</p> <p>Some events already planned (Vaccine Manufacture webinar, Cider Tour). Others are being developed, such as visit to Hinkley Point B/C, Rotork tour, Cheddar Ales.</p>
<p>5.0</p>	<p>AOB Jon Brooking asks: “Where is everyone?” Does not appear to be a great turnout. Stephen Richardson says this is typical for AGM, but IChemE should try to do better. This is a wider issue for IChemE. Olivia says that a survey could be sent out to try to find out.</p> <p>Mike Menzies stresses that visiting schools and Universities is vital. Need to get members on track for chartership early in their career. Mike also pointed out that if the member group is going to be online a lot:</p> <ul style="list-style-type: none"> - Consideration of those with poor internet connection should be made. People may need to be taught to e.g. turn off video to improve connection quality, mute themselves to avoid feedback - Can recorded meetings be sent around to member group? Christina says yes, this can be done, and minutes will be put on IChemE resources page. <p>Fed up with surveys. We should be careful not to ask what people didn't like, but what they did, and what they would like to see. Then we can focus on improvement.</p>

Action Table

No.	Action	Owner	Timescale
1	Roger Rayner/Ben Firth to issue minutes and presentation on IChemE resource site asap.	RR	2 weeks
2	Roger Rayner to update Bio on SWMG	RR	1 month
3	Roger Rayner to organise first committee meeting	RR	1 month