

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

LOCATION: Fraser Noble Building, University of Aberdeen, Aberdeen

DATE: 28th January 2010

CHAIRMAN: Neill Renton

MINUTES BY: Alasdair Reid

PRESENT: The meeting was deemed to be a quorum with 21 attendees.
Apologies received from Gill Cowlam, Andy Redman, Neil McDonald
and Steve Brand.

Item Description

1.0 The meeting opened at 18.30

2.0 Acceptance of minutes of 2009 AGM

Acceptance of the 2009 minutes was proposed by Richard Cousins seconded by John Ritchie

3.0 Chairman's Report

Nigel Bowker presented the Chairman's report providing a summary of the 2009 activities and commented that the Centre had a successful year with a good mix of Technical meetings and social events.

He thanked, on behalf of the Chairman, everyone who had supported the centre over the year, committee members, speakers and sponsors.

The report is attached as Attachment 1.

4.0 Treasurer's Report

Chris Curson reported that the centre had made a deficit of £2252 over the year. However on the basis of the 3 year rolling budget the deficit was primarily due to the contribution to the University Chem Eng dept of £5214 which was offset against surpluses from 2008 and 2007.

The report is attached as Attachment 2.

5.0 Election of Officers for 2009 Committee

The following nominations were made for the officers of the committee for 2010:-

Committee Posts:	Nominations from Committee
Chairman	John Hargreaves
Vice Chairman (*2)	Neill Renton, Nigel Bowker
Secretary	Alasdair Reid
Treasurer	Chris Curson

As no additional nominations were received for officers the nominations were confirmed in post for a further year.

The following committee members indicated their intention to continue for a further year.

Ordinary Members Gill Cowlam, Richard Cousins, Salah Baker, Andy Redman, John Ritchie, Douglas Law, Neil McDonald, Miranda Edwards, Shakeel Ramjane, Mohammad Moonis, Sandra Lay Tan, Carol Munjoma, Kumar Vallatharasu, David MacDonald

Salah Baker leads the Technical Meetings subcommittee,
Gill Cowlam organises the mentoring activities and is a member of the IChemE membership committee

Andy Redman represents the committee on the Regional Forum and SONG

John Ritchie leads the Social sub committee

Neil McDonald and **Shakeel Ramjane** lead the schools liaison sub committee.

Debbie Akio, Zara Zain Emmerson, Martins Ugbe, Alisdair Woodhead, Gavin Smith and Frances Warwick volunteered to join the committee as ordinary members.

6.0 Suggestions and comments from the membership

The membership were reminded that to make a successful centre providing meetings that were of interest to the members and well supported it would be good if everyone provided ideas to the committee.

7.0 AOB

There being no other business the business meeting was closed and John Hargreaves made the presentation "CO₂ Threat or Opportunity?"

ATTACHMENT 1

Aberdeen Branch Chairman's Report 2009

Our branch activities are based upon promoting the IChemE and support the members throughout the North East of Scotland. This is achieved through a series of technical events and mentoring sessions to support existing members, schools liaison activities to encourage the chemical engineers of the future into the profession, and social events to promote networking and a sense of fun.

2009 AGM

This was on the 20th January at which we elected some of our key positions. The elected positions were

Chairman - John Hargreaves

Vice Chairmen – Neill Renton & Nigel Bowker

Treasurer – Chris Curson

Secretary – Alasdair Reid

Many of the other important Sub Committee Leads remained as is, while others have filled the breach. The full list of sub committee members is,

Mentoring Co-ordinator: Gill Cowlam

Technical Events Co-ordinator: Salah Baker

Social Events Co-ordinator: John Ritchie / Miranda Edwards

Annual Seminar Co-ordinator: Neill Renton

Schools Liaison Co-ordinator: Carol Munjoma

Webmaster: Richard Cousins

Accounts

Our accounts have been developed in accordance to template provided from head office and submitted to Rugby at the end of the year. We are operating at a reasonable profit which will be used to further the groups objective.

Mentoring

<i>☒ Guidance on achieving Corporate status ('Get chartered' events)</i>	2 events: 5 th Oct & 26 th Oct	26 th October was for more senior members. Attendance was 25 & 20.
<i>☒ Guidance on achieving Fellow status ('Fellows' evenings')</i>	1 event: 13 th October	
<i>☒ Mentoring scheme — training of mentors, and co-ordination of mentor allocation</i>	1 event: 5th Oct	Approx 20
<i>☒ Interviewer training</i>	-	One planned for next year
<i>Presentation of gifts/certificates to new members (under trial by NW Branch)</i>		Perrys to new graduates

Technical Events

<i>Full or half-day seminars / workshops</i>	26 th November:	Late Field Life Issues: Current and Future Challenges
<i>Evening talks / lectures; site visits</i>	March 19 th 30 th June 28 th October	<ul style="list-style-type: none"> - Buncefield : an expert witness, - Subsea Processing - Inherent Safety Design, The average attendance is approx 80 personnel.

Schools Liaison

<i>☒Recruitment of whynotchemeng volunteers</i>	14 th Jan	Whynotchemeng @ Olsd Macher School,
<i>☒Broadening the reach of whynotchemeng through schools liaison events for teachers and students (aged 14-18 years) at non-target schools — eg, careers events, company visits, challenges/competitions</i>	17/18 th Sept	Schools Liaisons @Aberdeen Uni,

Social Events:

Provision of networking opportunities	26 th Feb 3 rd September	<ul style="list-style-type: none"> - Pub Quiz, - Bowling,
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We also undertook a welcome step into the 21st century via the launch of the Aberdeen Group Website. Our webmaster, Richard Cousins has provided us with a quick and accessible platform where we can provide information on all forthcoming events as well as download previous event material and attendees comments.

Finally, the chairman would like to recognise the efforts put in by the all the Aberdeen Branch in making 2009 one of the most enjoyable and successful years to date.

John Hargreaves
Chairman

Aberdeen Members Group Annual Accounts

- General Points
- 2009 Budget v's Actual
- 2010 Budget

ATTACHMENT 2

General Points

- IChemE has charitable status
- Aberdeen Members Group does not receive any income from the IChemE.
- We must generate our own income throughout the year
- Operate a 3 year rolling budget
- £3443 surplus in 2007
- £3573 surplus in 2008

Annual Accounts 2009

	2009 Year to Date Actual £	2009 Annual Budget £	
INCOME			
E Committee / AGM	217	400	AGM sponsorship
E Member Communications	0	0	
C Networking	235	1,000	Income from social events
C Membership Development	0	0	
C Technical Events	6,044	6,000	Income from technical evenings and annual seminar
C Schools Liaison	0	0	
C IChemE Activities	0	0	
S Supplementary Activities	0	0	
Misc	0	0	
Total	6,497	7,400	
EXPENDITURE			
E Committee / AGM	(518)	(700)	AGM & Committee costs
E Member Communications	0	0	
C Networking	(119)	(1,200)	University donation
C Membership Development	(5,214)	(6,300)	
C Technical Events	(3,087)	(3,100)	Annual Seminar
C Schools Liaison	189	(2,200)	Perrys awards/ UCAS event (includes 08 surplus)
C IChemE Activities	0	0	
S Supplementary Activities	0	(200)	
Misc	0	0	
Total	(8,749)	(13,700)	
Net Surplus / (Deficit) to reserves	(2,252)	(6,300)	

Budget 2010

		2010 Annual Budget £	
INCOME			
E	Committee / AGM	400	
E	Member Communications	0	
C	Networking	5,400	→ Annual Dinner
C	Membership Development	0	
C	Technical Events	6,000	→ Annual seminar
C	Schools Liaison	0	
C	IChemE Activities	0	
S	Supplementary Activities	0	
	Misc	0	
Total		11,800	
EXPENDITURE			
E	Committee / AGM	(900)	
E	Member Communications	0	
C	Networking	(5,850)	→ Annual Dinner/ social events
C	Membership Development	0	
C	Technical Events	(2,050)	→ Annual Seminar
C	Schools Liaison	(1,700)	→ Perrys awards/ UCAS event (includes 08 surplus)
C	IChemE Activities	0	
S	Supplementary Activities	(300)	
	Misc	0	
Total		(10,800)	
Net Surplus / (Deficit) to reserves		1,000	