

IEE Berkshire Branch Committee Meeting

Date: Monday 11th January 2006

Location: Harvester, Reading

Attendees:

Committee Members

David Lenaghan (Chair) [DL]
Anthony Brown (Siemens) [AB]
Alan Pollock (MSoft) [AP]
Steve Angell (Cisco) [SA]
Andrew Fieldsend (BCS) [AF]
Mike Allison (PB Power) [MA]
Robin Kennedy (Consultant) [RK]
Chris Hole (Hypres) [CH]
Preetam Heeramun (Treasurer) [PH]
Abhaya Sumanasena (3 : left early) [AS]

Guests

Frank Mugford (IMechE Chairman Reading Branch) [FM]
Ross Charles (Uni of Reading student.) [RC]
Jegen Thiyagesan (Leotel:Bedfordshire and Hertfordshire Committee) [JT]

Apologies

Steve Warland (Jacobs)
John Walker (Thales)
Natasha Downton (Panasonic)
Kevin Lewis (BT)
George Dickie (Macrovision)
Andrew Beckett (Cadence)
Donna Ross (Nokia)
Alex Wyldebore-Smith (Microbus)
Catherine Binley (National Grid)
Ian Dytham (National Grid)
Christopher Rogers (National Grid)
Raj Sittampalam (RTS)

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Summary of Actions

Opening

	Action
Welcome to guest(s)	
Ian Dytham's Committee starter pack distributed	
Agenda was distributed & intros done.	
Frank - Would like Engineering to work in partnership to promote a stronger Engineering voice. All to feedback on IEE discussion site < http://www.iee.org/Forums/forum/index.cfm >.	ALL
Frank spoke to promote joint activities e.g. the Renault F1 event. http://www.imechenearyou.org.uk/nearyou.asp?page=reg_events.asp&NearYouId=237	

Review of Recent Events

	Action
RTS - no comments.	
Beds & Herts – discussed our plans for a joint event Sunday X.	
Lifeskills course - building a portfolio of evidence.	
Hampshire North - no comment.	
IEE Surrey : Kevin Warwick lecture (400 people attended).	
IMEchE - submarine structures feedback “ pretty heavy stuff!”	
KW Lectures 12 Dec Reading Uni - organised two meetings on the same day 400 people from schools in x2.	
Org health checks (Denis Beard), numbers a bit low due to proximity to Christmas, but was a good event.	
Retired members Xmas lunch - went well.	
IMEchE Meeting – David Attended.	

Food for Thought

	Action
David put an action on everybody to push an event this year.	DL
Note - BCS is pushing out their event timetable earlier this year. A point was raised about clashes with other events - we should work together with BCS and IMechE to avoid clashes. All Chairs to discuss further offline.	DL, AF, FM

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Podcasting

	Action
David tried his hand at Podcasting – file was downloaded successfully. Was well received - can load into iTunes! DL was committed to 15 mins of time.	
Point was raised about having an underscore in the name - not legal according to the specification for web addresses. Point raised that 5 minute episodes would be better than the full 15 minutes.	
David to send details of Podcast to Frank.	DL
To shorten the Podcast into bitesize chunks for a wider audience. If necessary to put the Podcast onto a different host site to support greater number of hits.	DL

Chairman's Activity

	Action
David's been in touch with Uni students; was helping to set up a small committee.	
Added web stats tracking to the IEE site.	
Website updated - better use of colours etc.	
NetStats info to be sent to Andrew, BCS.	DL
Assisted Mike with BETTA.	
Mike Coulson CEng pack - some feedback given, need more, all to pass back to David.	ALL
How many people are CEng status in Berkshire - David to find out.	DL
Berkshire Byte is on the way - will be posted out. Thanks to those who fed back on the Byte.	
Booked event venues at Reading University.	

IEE Changes

	Action
1 st April is the new date for IET.	
What does this mean for the branches? 16th Jan is the first update session this year. David will be attending with Mike Allison.	DL, MA
We should invite an IIE person along to a branch meeting.	AB

Treasurer Update

	Action
There were a lot of outstanding payments. All should be cleared by next week. Have to process all the receipts etc. into a central file, to be sent to the IEE by the end of the month.	PH

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For future events - we need to start thinking about these now, and to get the business plan ready (with details). Plan has to be with the IEE around April. Deliverables include: spreadsheet, a plan, and three other items.	PH
To send out further details to the committee about the requirements for the business plan and the information required to put one together.	PH
Feed ideas for events though to Preetam and David.	ALL

Secretary Update

	Action
New document discussed. Changes proposed to document to be fed back to David.	ALL
New secretary needed. Alan suggested change by swapping University Liaison role over to new student member. To discuss further.	AP, DL, RC
Conferencing venue - need to find new venues. All to pass back suggestions to Ian.	ALL

University Liaison

	Action
Ross interested in pushing an internship fair. More discussion needed.	RC, AP
Alan to help drive a University event with Jon Sunburk.	AP
To provide details of Microsoft speaker event on 22nd Feb.	AP
Rachel Fretwell activity on the back burner, low expectation of event before June.	

YPG Question

	Action
Who should we be liaising with? YPG rep's details to be sent to David.	AF

PR

	Action
Donna is pretty busy right now - need a new delegate.	

Branch Liaison

	Action
Tony now in new role. Just getting up to speed. Happy to build links with IIE, as action'd above.	

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Conference Discussion

	Action
To find/present details of next IIE conference at next meeting.	PH

Mentoring

	Action
Get a list of those people who are mentors. Need to get information on e-mail addresses of mentors and mentees via Lisa Miles so that contact can be made.	SA

PN Liaison

	Action
Taken over by 3 people - all not here. Steve Warland - sent apologies. Unable to attend due to illness.	

Schools Liaison

	Action
Still need a rep.	

Vodafone Rep

	Action
Still raising awareness at Vodafone - no update.	

Retired Members

	Action
Mail shot being crafted for distribution. Being progressed by Chris Rogers.	

Community Zero

	Action
Everybody should have a login. Please log on and get started! If there is difficulty logging in then please contact David Lenaghan.	ALL

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Future Events

	Action
To reset date for Xmas dinner.	DL
To update the Community Zero site with 2 BCS events.	AF
Need basic 'host' support for Tektronix Oscilloscopes.	CH

Next Meeting: Monday 27th February 2006

The Harvester - World Turned Upside Down

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<http://maps.google.com/maps?q=RG2+0JE&spn=0.033150,0.103065&iwloc=A&hl=en>