

## IEE Berkshire Branch Committee Meeting

**Date:** Monday 24<sup>th</sup> October 2005  
**Location:** Black Boy, Shinfield, Reading

<p><b>Attendees:</b> <u>Committee Members</u>          David Lenaghan (Chair) [DL]          Preetam Heeramun [PH]          Andrew Fieldsend [AF]          Mike Allison [MA]          Kevin Lewis [KL]          John Walker [JW]</p>	<p><u>Guests</u>          Chris Rogers [CR] – National Grid          Tony Brown [TB]</p>
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### Summary of Actions

	Action
DL to invite new members to join the online community	DL
KL to attend 3 monthly IEE Bucks. Branch Committee meeting	KL
LM to find out how the Engineering Technology Board interact with the IEE.	LM
PH needs assistance with researching/ arranging the aspects of the Eden Project proposed visit. Travel options, accommodation and itinerary. Possible collaboration on the Eden Project Event with the IEE Devon and Cornwall Branch – ZS to contact them.	ZS ALL
Repeat BMW MINI event is earmarked for January. DR to email and ask when can be held again next year.	DR
All to update contact details on Community Zero	ALL
All to submit any outstanding expense forms.	ALL
All to send details to ID when venues are used.	ALL
New member pack being put together. All to send ideas to be included to ID.	ALL

### Review of Recent Events

	Action
<b>IEE Berkshire: Inspire Lab:</b> Very successful event. Saturday morning review and brainstorm on 'Arranging an event'. So successful that another event will run 7.11.05 evening on the same subject.	
<b>IMechE Reading: Museum of Technology of the Corps. Of the Royal Electrical and Mechanical Engineers at Arborfield</b> – great venue and fascinating content.	

### Treasurer Update

	Action
All to submit any outstanding expense forms.	ALL
IEE requires us to appoint 2 auditors to review and certify the accounts, KL volunteered as one and PH to approach another.	PH, KL

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### IEE Berkshire – Community Zero

	Action
All to update contact details on Community Zero	<b>ALL</b>
<b>DL</b> to invite new members to join the online community. – Email AF and KL ref access.	<b>DL</b>

### PN Liaison

	Action
Chris Finnie is now working in America for a few months and so a new PN Liaison Officer is required.	
<b>SW</b> is currently a member of the Power Conversion and Applications PN.	

### Schools Liaison

	Action
Chris Finnie is now working in America for a few months and so a new Schools Liaison Officer is required.	
Cadence may be able to help out with Careers Fairs.	

### Branch Liaison

	Action
<b>DR</b> is passing over the Branch Liaison Officer role to <b>CB</b> for 6month period.	

### University Liaison

	Action
Three events attended recently.	
<b>Event 1 – 30<sup>th</sup> September “Freshers Fayre” at Reading University:</b>	
<b>Event 2 – 13<sup>th</sup> October “IEE Recruitment Evening”:</b>	<b>DL/ AP</b>
<b>Event 3 – 19<sup>th</sup> October “Autumn Graduate Recruitment Fair”:</b>	<b>LM</b>

### Bershire Byte

	Action
Cost of printing is vastly reduced if >5000 prints are ordered. Current Berks branch and Bucks branch members combined would exceed this figure. Possibility for collaboration on mailings to reduce costs.	

### Location Researcher

	Action

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All to send details to <b>ID</b> when venues are used.	<b>ALL</b>
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### Engineering Technology Board

	<b>Action</b>
Offspin of the Engineering Council who talk with all the Institutions.	
Involved at the National level rather than with individual branches.	
<b>LM</b> to find out how the Engineering Technology Board interact with the IEE.	<b>LM</b>

### Eden Project Event

	<b>Action</b>
Mid September 2006 suggested as a good time to hold this event. Not during peak season.	
Outside of Berks Branch area so the event would have to be self-financing.	
Possible collaboration on the Eden Project Event with the IEE Devon and Cornwall Branch – <b>ZS</b> to contact them.	<b>ZS</b>

### Upcoming / Repeat Events

	<b>Action</b>
Repeat BMW MINI event is earmarked for January. <b>DR</b> to email and ask when can be held again next year.	<b>DR</b>
RFID event has already been done twice but demand is still strong so another event is being considered for the near future.	<b>PH</b>
Danger of typecasting committee if only organise these events.	

### Inspire Lab

	<b>Action</b>
A lot of varied experience within the Committee is not being fully utilised.	
Proposal is for an interactive 2hr meeting every two months intended to spread knowledge and experience to benefit the whole Committee.	
Agreed that Saturday mornings around 10am would be the best time to hold the meetings although availability mixed - maybe alternate between Sat/weekday.	
Has to have a well defined structure, ie organising events better, pooling resources for past events, how to approach people, how to advertise etc	
Proposed date for next meeting: Monday 7 <sup>th</sup> November, evening.	
Venue not yet decided.	
Possible use of office space/caterers if held in the evenings.	

### Any Other Business

## **IEE Berkshire Branch Committee Meeting**

	<b>Action</b>
New member pack being put together. All to send ideas to be included to <b>ID.</b>	<b>ALL</b>

**Next Meeting:**        Monday 28<sup>th</sup> November 2005