

IEE Berkshire Branch Committee Meeting

Date: Monday 25th July 2005

Location: Harvester, Reading

<p>Attendees: <u>Committee Members</u> David Lenaghan (Chair) [DL] Ian Dytham [ID] Preetam Heeramun [PH] Donna Ross [DR] Andrew Fieldsend (AF) Alan Pollock (AP) Stelios Savvides (SS) Steve Angel (SA)</p>	<p><u>Guests</u> John Walker [JW] Kevin Lewis [KL] Alex Wyldbore-Smith [WS]</p>
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Summary of Actions

	Action
Deadline for event information for inclusion in next edition of Berkshire Byte is 31 st July.	ALL
Location Researcher – ID to upload the location spreadsheet on to Community Zero.	ID
PN Liaison – ID to forward role description CF .	ID
ID to forward event location spreadsheet to AF	ID
DR to organise a CV Lifeskills event for week commencing 27 th Feb	DR
DR and Satish to prepare a lecture of their choosing for a potential Oct 13 th event.	DR
BMW visit has 30 people already without advertising. DR to organise another similar event in March due to large demand.	DR
IEE Berks – Gas Turbines for Generating Electricity: DL to send Tarek Ismail details to CF .	DL
DL to invite new members to join the online community.	DL
DL to give DR book on Mind Mapping	DL
DL to forward other Institute events to AF for inclusion in the next issue of BCS event calender.	DL
DL to update Berks IEE website with new email address for DR (see Any Other Business for new email address)	DL
DL to upload Minutes from meetings to the Berkshire IEE website.	DL
Branch Liaison – DL to re-send role description to DR .	DL
DL to teach CF to be webmaster of Berkshire IEE website.	DL
DL to provide Loddon Brewery visit details to JW .	DL
SA to investigate mentoring in Berkshire with the possibility of creating a Berks Branch Mentor Co-ordinator role.	SA
SA to bring copy of IEE Mentoring CD to next meeting.	SA

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PH will use his contacts to try and get a Faraday Lecture held in Reading this year.	PH
Next RFID visit organised for 16 th August, 3pm. PH to update Community Zero and email Lisa Miles.	PH
AP to fix date for the Student Event. BCS contact for Reading Uni is Shirley Williams. AF to provide AP with her details.	AP AF
CF to find out more about the Engineering Technology Board, an institution that works in collaboration with other institutions.	CF

Review of Recent Events

	Action
IEE Berkshire: Sunday X went very well. Arranged with Beds & Herts branch, 120 people attended. Tours of site and presentations were available and there are photos on the IEE Berkshire website.	

Business Plan

	Action
At time of meeting PH is still awaiting news of next years funds that will be made available.	

Berkshire Byte

	Action
Next edition of Berkshire Byte due to be sent out in August.	
Deadline for event information for inclusion in next edition of Berkshire Byte is 31 st July. Then 1 week for comments.	ALL
DL to forward other Institute events to AF for inclusion in the next issue of BCS event calender.	DL

IEE Berkshire – Community Zero

	Action
DL to invite new members to join the online community.	DL

Mentoring

	Action
SA to investigate mentoring in Berkshire with the possibility of creating a Berks Branch Mentor Co-ordinator role.	SA
SA to bring copy of IEE Mentoring CD to next meeting.	SA
Link to IEE Mentoring website: www.iee.org/EduCareers/Mento/index.cfm	

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New Roles

	Action
PN Liaison – ID to forward role description CF .	ID

Berkshire IEE Website

	Action
DL to teach CF to be webmaster of Berkshire IEE website.	DL
DL to update Berks IEE website with new email address for DR (see Any Other Business for new email address)	DL
DL to upload Minutes from meetings to the Berkshire IEE website.	DL

Upcoming Events

	Action
Next RFID visit organised for 16 th August, 3pm. PH to update Community Zero and email Lisa Miles.	PH
BMW visit has 30 people already without advertising. DR to organise another similar event in March due to large demand.	DR
AP to fix date for the Student Event. BCS contact for Reading Uni is Shirley Williams. AF to provide AP with her details.	AP AF
DL to provide Loddon Brewery visit details to JW .	DL
PH detailed a plan to visit the Eden Project for a day trip possibly next year. Possible presentations could be on the building and maintenance of the domes.	
DR and Satish to prepare a lecture of their choosing for a potential Oct 13 th event.	DR
IEE Berks – Gas Turbines for Generating Electricity: DL to send Tarek Ismail details to CF .	DL
DR to organise a CV Lifeskills event for week commencing 27 th Feb	DR

Audition for Faraday Lecture

	Action
DR, PH and Satish auditioned to be presenters at the Faraday Lecture.	
PH was successful and may be utilised if a foreign Faraday Lecture is arranged (possibly India).	
PH will use his contacts to try and get a Faraday Lecture held in Reading this year.	PH

Berkshire Branch Mandate

	Action
The IEE use Barclays Bank PLC.	

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Has taken 7-8 months to process due to confusing forms.	
By next committee meeting PH should be able to pay the outstanding invoices.	

Any Other Business

	Action
ID to forward event location spreadsheet to AF	ID
CF to find out more about the Engineering Technology Board, an institution that works in collaboration with other institutions.	CF
DR has new email address: donna.ross@iee.org	
DL to invite TVPIP Chairman to next meeting.	DL

Next Meeting: Monday 22nd August 2005