

IEE Berkshire Branch Committee Meeting

Date: Monday 26th September 2005

Location: Harvester, Reading

Attendees: Committee Members

David Lenaghan (Chair) [DL]
 Ian Dytham [ID]
 Preetam Heeramun [PH]
 Andrew Fieldsend [AF]
 Alan Pollock [AP]
 Mark Krajniewski [MK]
 Abbaya Sumanasena [AS]
 Steve Warland [SW]
 Stelios Savvides [SS]
 Mike Allison [MA]
 Kevin Lewis [KL]
 Andrew Beckett [AB]
 Donna Ross [DR]
 Alex Wyldbore-Smith [AWS]

Guests

Lisa Miles [LM] – IEE
 Zoe Squires [ZS] - IEE
 Cathy Binley [CB] – National Grid
 Chris Rogers [CR] – National Grid
 Paul Hogward [PH2] – IEE Bucks
 Emmanuel Coucke [EC] – Vodafone
 Kai Lau [KL]

Summary of Actions

	Action
DL to invite new members to join the online community.	DL
Event 2 – 13th October “IEE Recruitment Evening”: Start time now 5:30pm due to availability of students. Too late to update the Berks Byte. DL to send out email to all registered attendees. Food still yet to be ordered. AP to check how late Reading Uni will serve food. Budget for event <£500.	DL AP
Event 3 – 19th October “Autumn Graduate Recruitment Fair”: Reading Uni requested IEE attendance. No cost to IEE. AP requested student packs from LM . LM to send price list to DL .	LM
LM to find out how the Engineering Technology Board interact with the IEE.	LM
Possible collaboration on the Eden Project Event with the IEE Devon and Cornwall Branch – ZS to contact them.	ZS
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

Review of Recent Events

	Action
IEE Berkshire: Brewery Tour: Very successful event. No beer available to test, however, as you cannot drink on site!	
IEE Berkshire: The Golden Age of Electronics: Visit to Cadence. 40 people attended. Thanks to LM for sending out the invites.	

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Treasurer Update

	Action
All to submit any outstanding expense forms.	ALL

IEE Berkshire – Community Zero

	Action
All to update contact details on Community Zero	ALL
DL to invite new members to join the online community.	DL

PN Liaison

	Action
Chris Finnie is now working in America for a few months and so a new PN Liaison Officer is required.	

Schools Liaison

	Action
Chris Finnie is now working in America for a few months and so a new Schools Liaison Officer is required.	

University Liaison

	Action
Three events are in the pipeline.	
Event 1 – 30th September “Freshers Fayre” at Reading University: DL and Mark Johnston (Microsoft University Liaison Officer) to attend. Signage and posters still required. Banner requested from Lisa Miles.	
Event 2 – 13th October “IEE Recruitment Evening”: Start time now 5:30pm due to availability of students. Too late to update the Berks Byte. DL to send out email to all registered attendees. Food still yet to be ordered. AP to check how late Reading Uni will serve food. Budget for event <£500.	DL AP
Event 3 – 19th October “Autumn Graduate Recruitment Fair”: Reading Uni requested IEE attendance. No cost to IEE. AP requested student packs from LM . LM to send price list to DL .	LM

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.	

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Location Researcher

	Action
All to send details to ID when venues are used.	ALL

Engineering Technology Board

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

Eden Project Event

	Action
Mid September 2006 suggested as a good time to hold this event.	
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 – ZS to contact them.	ZS

Upcoming / Repeat Events

	Action
Repeat BMW MINI event is earmarked for January.	DR
RFID event has already been done twice but demand is still strong so another event is being considered for the near future.	PH

Inspire Lab

	Action
A lot of varied experience within the Committee that 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.	
Committee agreed that Saturday mornings around 10am would be the best time to hold the meetings.	
Proposed date for first meeting: Saturday 15 th October, 10am.	
Venue not yet decided.	

Next Meeting: Monday 24th October 2005