

Minutes of the Committee Meeting – 4th June 2007-06-05

Attendees

Preetam Heeramun
Raj Sittampalam
Thilini Sumanasena
Kevin Lewis
Steve Warland
Jocelyn Lomer
Steve Angell
Syed Ahmed

David Lenaghan
Abhaya Sumanasena
Julie Hudson
David Esp
Liz Ince
Tony Brown
Chris Rogers

Apologies

John Walker
Ben Potter

AS reviewed the minutes of the last meeting and apologies for their late distribution
Julie Hudson introduced herself as the new IET South East Networks Regional Co-ordinator.

Review of recent events and forthcoming events

SW gave a review of the recent lecture by Professor Song on Nanotechnology, which was well received. 60 people attended the event, which was held at the Holiday Inn – the first time Berkshire IET had used that venue. The venue was felt to be good although the AV facilities were rather basic. However the venue did have a bar, which encouraged people to stay after the event for further discussion and networking.

PH reviewed the Vodafone lecture, which was a great success – 140 people registered and 110 actually attended the event. The lecture was video recorded and will be available on the website for downloading.

The committee thanked David Esp for his hard work in recording and editing the lecture.

JH requested that we as a matter of course notify her on attendance numbers at events as this helps justify funding for the local networks.

It was suggested that name badges be issued to everyone be asked to sign in so we can keep a record of the people who actually attended events rather than the number who registered.

The last event for this session is the “Route to Chartership” interactive workshop, which is on the 28th June. PH explained that this session was an opportunity for

aspiring engineers to discuss getting Chartered Engineer status with Mike Coulson, IET Membership Advisor. Other Chartered Engineers from Berkshire will also be attending to allow more opportunity for the audience to chat through their individual questions. PH also asked all committee members to put up posters advertising the session within their own organisations.

The Blue-ray vs. HDD debate: RS may have a speaker but unfortunately it is now too late to hold the event this session and it will have to be carried over to the next session 2007/2008.

The committee would like to hold an end of session BBQ and social event with partners. A Friday in the first 2 weeks of July would be the ideal time before the schools broke up for summer. RS suggested a good venue would be Tranquil Manor (J11 M4) and will enquire as to prices and hosting packages available.

Budget for next session

PH told the committee that he has requested £23,000 local funding for the next session. Last session Berkshire Network had requested £19,000 and had been given £15,000.

The events planned for the next session have an emphasis on younger IET members and on encouraging students to pursue careers in science and engineering. The committee would also like to further encourage links and joint events with other networks and organisations such as the IEEE, BCS, RTS, ICE, TVEP, JCI and IMechE.

CR is leading work on encouraging older/retired members to participate more in the local network and is looking at arranging events during the day for this audience.

JH is making statistics on the local membership available to PH and DL so that the committee can look at arranging events suitable for the ages/experience of the local members plus ensure that the locations/venues chosen are convenient to where the majority of members live/work. The committee thanked JH for her work in this area.

It was felt that holding an open evening for all Berkshire members to solicit feedback and event ideas as well as an opportunity for networking would be an excellent idea.

Next Session Events

Go2Eden. Because of the logistics of arranging this event it has had to be carried over to the next session and is planned for May/June 2008. Ben Potter will lead this project.

Dinner/Dance – is planned for February 2008. JH suggested that this might not be the best time to hold it as many people are still recovering from the financial effects of Christmas. The committee will poll members to see what interest there would be for a dinner/dance around Valentines Day. JH offered to send out an email to that effect.

AS suggested seeing if other networks would be interested in participating. It was felt that the minimum number to make the event work would be around 200.

If not enough people were interested then we could look at getting several tables at another function - e.g. a BCS Dinner Dance

Annual Joint IET BCS Christmas Lecture – this needs someone to organise it! – volunteers for this were requested

Agenda Items

JL gave an update on ETIFA – the Thames Valley Enterprise Partnership (private organisation) and the SEDA South East Development Agency (government organisation) both exist to promote business and technology in the TV area – which is a huge area of economic importance for the UK. TVEP are holding an “innovation Festival” in 2008 and JL is leading some work looking at promoting Science and Engineering at this event. JL is working with SETNET in this area.

Vacant positions

Secretary - Ben Potter is interested in this role. Thilini Sumanasena has said that she would consider the role if no one else volunteered.

Venue Master – this role was considered a part-time role although it would have a high start-up workload. The role involved keeping an up to date list of all the venues that have been used or recommended together with sample prices. RS has a list of venues recommended by members that can be used as the basis of this. JH has a contact at Madjeski stadium for information on using that as a venue.

Network/Institution liaison Office and Technical and Professional Network Liaison Officer

It was suggested that everyone who has “dual” memberships act as a liaison Officer for their alternative organisation/network – for example RS belongs to the RTS and could act as liaison between the two organisations. Contacts with other organisations is very valuable and JH offered to help obtain contacts in other professional networks and institutions if needed

Media Master – DE has been working hard in this area. PH is keen to make more presentations/sessions available via the web and electronic distribution.

Can we do better?

AS gave a short presentation on one of several areas he has been looking at under the title “can we do better”. This focussed on

- Keeping communications concise
- Having a goal or objective for your communication and sticking to that goal
- Keeping to time

Name Badges/Business Cards

JH will arrange for proper IET name badges for the committee members. If we want proper IET Business cards then PH suggested that we use a tool on the website to generate a PDF file for ourselves and then we can have the cards printed up in bulk. To gain access to the business card generator application you need password access and this can be granted by sending an email to Ann Fitzsimons.

Printed Events Calendar/Booklet

This is very expensive to produce so SA suggested that we sell advertising space within it to help offset the costs. The booklet has a circulation of over 3,000 so it should appeal to advertisers. JL and JH are to help SA look at selling space. The committee discussed the possibility of electronic distribution – but as the booklet needs to be printed before the end of August this will have to be implemented in the next session, as the timescales are too tight for this session to plan an alternative distribution.

SA has asked for committee member to contribute articles for the booklet to try and add value to its contents. Deadline for articles for the magazine is 15th July 2007.

AOB

LI offered the committee the chance to get some training on how to present to and work with teenagers and also on what's involved in being a school Governor. Outside trainers/organisations have offered their services free of charge in this area and the meeting could be hosted at IBM in Farnborough at no cost.

The new IET website is being rolled out and Berkshire Branch will move over within the next few weeks. The IET Webmaster, Rhys Farrant, will contact TB prior to the cutover. JB will give a report on the website at the next meeting.

The IET Younger Members Conference will take place in Amsterdam this year 8-9 November – does anyone from the committee wish to attend? Volunteers to PH – deadline is 15th June for registrations.

DONM

2nd July 2008 at the Plough in Wokingham