

North Eastern Energy Institute

2018 Annual General Meeting - Minutes

Attendees: Ed Walker – 2017/2018 Chair
Ross Winter – YPN Chair
James Prime – YPN Vice-Chair
Huashan Boa – Treasurer
Andy Clarke
Mike Blades
Ross Weddle
Tom Robson
Glen Clemence
Ian Reed
Rob Williams

Apologies: Marissa Granath
Brian

Recap – AGM 2017

- See attached 2017 minutes (Annex 1)

Chair's Report

Recap of 2017/18 Activities

- In summary there has been a real positive change to the Main Branch, with increased activity and EI member engagement, as demonstrated by the attendees. However, noted that this is an increase from virtually no activity, so whilst encouraging, this past year does not represent the level of activity that is being aspired to
- Overall feedback has been positive, however there is a need for further improvement in numbers engaged and in the range/number of activities undertaken.
- Noted that it's also about quality and full quotas for events rather than quantity for quantity's sake

Sponsorship

- There is a need for general sponsorship across the region to support activities. This is not just financial, but also room/venue hire, expert input for talks/seminars etc.
- There are possible links with Egger and Green Energy Consulting that Andy Clarke has agreed to explore further
- Ross Winter has secured some funding (£TBC) via Spincraft for the YPN

Geography

- Following information shared from HQ via the Branch Forum (thanks to Ross Winter and Andy Clarke for attending), it's been highlighted that in the region there are two (2) main areas where members are registered, notably:

- Tyne and Wear
- Teesside
- As a result, there needs to be increased engagement in the south of the region and Teesside in particular. Andy Clarke agreed to investigate links with Teesside University and other partners in the area to explore options for delivering events and engaging members
- Andy Clarke also agreed to request information on membership and geography once the student membership base was removed

Summary

- The branch needs to develop and further improve, with increased active membership
- The branch needs to engage members across a wider geography in the region, notably the Teesside area

Secretary's Report

- In summary there is a need for increased involvement from members to help direct ideas and ensure that activities developed have an engaged and active audience. A general call for ideas and support throughout the year was made.

Financial / Treasurer's Report

A comprehensive review of the branch finances was presented by Huashan Boa.

In summary, the following are headline figures to report:

Bank Balance:

- 31/12/2016: £2,945.60
- 31/12/2017: £916.91

Total Revenue/**Expenditure**:

- 2017: £750/**£2768.63**
- 2018: £1000/**£1396.51**
 - An additional revenue £540 is expected

Overall this represents a shortfall in revenue which the committee need to explore further. To ensure future growth and sustainable development in the region, both local sponsorship, improved value for money and possible increased grants will be explored and implemented. Measures are being put in place to address these concerns, such as:

- YPN securing some sponsorship – general need for sponsorship
- Moving away from using coach/minibus transport for events to reduce outgoings
- Revising student prize awards to shift focus away from financial incentives

For 2018/19 there is a need for more detailed and accurate forecasting of expenditure where possible, coupled with sponsorship for individual events and generally more targeted events to increase turnout and maximise value.

2018/19 Activity

Events

- General discussion held around events and what are successes with the EI and other organisations
- Agreement that sponsored events should be explored
- Mike Blades and Green Energy Consulting are to explore using their organisations as possible hosts for events

- Return visits/engagement with the following were also discussed due to the relationships developed and the success of past events:
 - o Egger
 - o Gateshead District Energy Scheme
 - o Seminar and QA 'signature' event
 - o Power plant visits – though travel expenditure to be reviewed
- Possible new events to be explored include:
 - o Energy Law
 - o Energy Storage / Batteries
 - o Transport / Hydrogen
 - o Nestle – energy in manufacturing
- The option of charging a small fee to attend events is to be explored to see if it impacts on the number of people registering and then the attendance rate.
- The EI Membership Manager has also agreed to visit the region to present at an event
- It was discussed that the EI can now offer CPD for event attendance and certificates can be issued on request, or blanks provided beforehand for completion and issue at events.

Partnerships

Developing partnerships are proving successful to jointly run events. Proposed to continue this approach and further develop partnership with the following non-exhaustive list:

- Institute of Environmental Management and Assessment (IEMA)
- Institute of Energy Managers (IEM)
- Chartered Institution of Building Services Engineers (CIBSE)
- Durham Energy Institute
- Institute of Mechanical Engineers (IMechE)
- Institute of Engineering and Technology (IET)
- North East Universities
 - o Newcastle
 - o Northumbria
 - o Durham
 - o Sunderland
 - o Teesside

2018 Branch Forum (EI HQ)

A full report of the Branch Forum will be issued. A brief summary of information was discussed and included:

- **469** individual members in the region
- **277** members are either Student members or have less than 5 years as an Associate member
- There is a strong bias (over 180 members) to the under 30s
- **42** new members have joined since the 2017 branch forum
- There are now only 2 company members and 3 Learning Affiliates in the region
- Membership is bias towards Tyne & Wear and Teesside with members generally in South Northumberland and Durham too

Young Professionals Network (YPN) 2017/18 Report

In summary the YPN has had another successful year, despite the high turnover of members who are students or graduates and leave the region for various reasons.

Events

- There have been both new and repeat events run, identifying the interest of committee members and picking up on previous successful visits. These include:
 - o SITA site visit
 - o Drax site visit
 - o Energy Landscape 2040 seminar & QA
 - o Careers Insight event
 - o Gateshead District Energy site visit
 - o Ferrybridge and Allerton Waste combined visit

- Future events are proposed to include:
 - o Another Visit to Gateshead Energy
 - o Visit for Electric Vehicles – maybe Nissan
 - o Potential mentor / YPN ‘speed dating’ event or differing views of the Energy industry – could be linked with partner organisations

Media

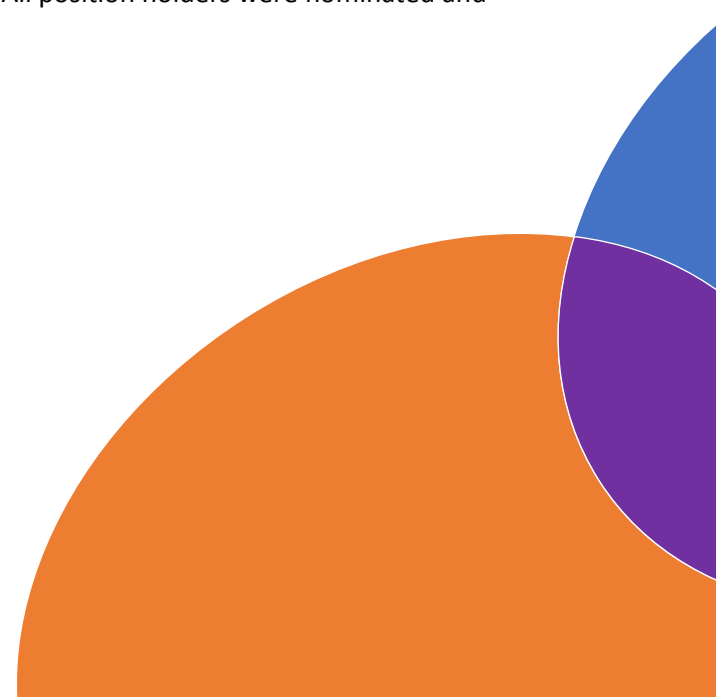
- The YPN nationally have arranged to have articles in Energy World each month, with content shared between the branches. The NE branch were responsible for the June 2018 edition highlighting events and what we do
- The YPN are hoping to reboot the use of social media to support the advertising of events and to share general energy news to raise our profile

Student Energy Award

Following the successful re-boot and revamp of the Student Energy Award, the YPN are again advertising for a 2018 edition and will combine the award with the proposed November seminar/QA event. Details regarding prizes/incentives, location, theme and logistics are TBC though discussions have begun and will be in coordination with the main branch.

Committee Election

See the following chart for details of the Committee. All position holders were nominated and were supported with no objections:



	2017/2018 position holder	Nominated position holder (s)	Agreed 2018/2019 position holder
Chair	Ed Walker	Ed Walker	Ed Walker
Vice-Chair	Barbara Strum	Andy Clarke	Andy Clarke
Membership Officer	Andy Clarke	<i>No formal role; to be continued under AC as VC</i>	
Secretary	Robert Williams	James Prime	James Prime
Commercial Representative	<i>Dilibe Aneke</i>	<i>Dilibe Aneke</i>	<i>Not reviewed; BAU</i>
YPN Chair (Committee Member)	Ross Winter	<i>Agreed via YPN AGM</i>	
Treasurer	Huashan Boa	Huashan to continue temporarily until a new treasurer is recruited.	
<i>All others in attendance agreed to be general Committee Members and to support others on an ad hoc basis.</i>			

Any Other Business

None to record

North Eastern Energy Institute – 2017 Annual General Meeting

Venue:	NuFood, Newcastle University
Date:	11 April 2017, 5pm-7pm
Attendees:	Ed Walker (EW), James Prime (JP), Sharon Joyce (SJ), Barbara Sturm (BS), Andy Clarke (AC), Ross Winter (RW), Precious Patterson (PP), Terry (T), John (J), Toluwamm Kolquok (TK), Warm In-na (WI)
Apologies:	Rob Williams, Huashan Bao, Leiruixue Wang

Item	Notes
Welcome	– Attendees were welcomed to the NuFood meeting room by BS & SJ
Apologies for absence	– See above
Hon. Treasurers Report	– Not covered during meeting as Hon. Treasurer unable to attend.
Chair Report	<ul style="list-style-type: none"> – BS noted that generally, the main branch has been very quiet over the last year so there is little to report on – 1 event was held in partnership with DEI (Durham Energy Institute) which was well attended and very popular; AC confirmed this – 1 meeting was held toward the end of 2016 with 4 attendees – BS suggested that the lack of activity was partly due to her absence in Germany. AC expanded on this and noted that the lack of communications between committee & members may also be to blame – SJ suggested that this was a common problem with committees and added that it is difficult to find people willing to consistently commit the time required – BS raised the issue that older people (i.e. those not falling within the YPN catchment) may not be as interested. EW questioned this and suggested that the branch attempt to renew contact with non-YPN (Young Professionals Network) members – Agreed by all that it would be prudent to try and get more contact / more collaboration to reach out to non-YPN members – BS reported significant issues with the branch not having an active & fully trained interviewer for the membership post (this was raised as a risk to interviews for EI members) – AC enquired if you would need to be chartered with EI for this? SJ suggested that this requirement be confirmed with EI HQ. Terry reiterated that you do not have to be chartered with EI specifically to interview – BS raised the question of how the branch could get more people involved? AC suggested that we re-connect with retired members. SJ mentioned the U3A (University of the Third Age) and previous historical events that were successful; SJ highlighted the high involvement of students to organise this though. AC suggested that the branch re-establish contact with the U3A; this was agreed to be a good plan. SJ suggested that the branch may need another source of finance to cover

	<p>time spent organising. EW outlined a possible option of recruiting YPN members and offering them some complimentary food / drinks and CPD time.</p> <p>–</p>
YPN Chair Report	<ul style="list-style-type: none"> – The YPN has been exceptionally busy over the last 2 years with the 2016-17 period being the busiest on record. – Visits to various sites have taken place and have, on the whole-been very well attended. Notable visits include: <ul style="list-style-type: none"> ○ Sita Energy from Waste Plant in Hartlepool ○ Siemens Generation visit in Newcastle ○ EDF Nuclear Power Station visit in Hartlepool ○ Drax Visit in Selby ○ Urban Sciences Building Visit in Newcastle ○ Offshore Renewable Energy Catapult Visit in Blyth, Northumberland – As well as site visits, the YPN have had good levels of interest in the annual careers event. – General interest in joining the committee continues to be good – The current committee is fairly strong and well-supported by university attendees who can help to circulate event information etc. – The North Eastern Energy Award is now the responsibility of the YPN with support from the main branch; the award announcement for the 2016 award will be announced at the forthcoming Energy Careers Event on the 4th May 2017.
Administrative Matters	<ul style="list-style-type: none"> – Barbara, Sharon and Terry wish to reduce their involvement with the branch 2017-18. – Minutes to be shared with all attendees and sent to HQ for circulation. – Ed Walker to contact HQ to confirm the North Eastern Energy Award announcement
Election of Committee / Structure	<ul style="list-style-type: none"> – Chair: Ed Walker proposed by Barbara; seconded by all – Vice-Chair: Barbara will remain as Vice-Chair in the interim in order to give continuity and stability to the branch. Once the new chair of the YPN is elected, they will backfill into this Vice-Chair post. Proposed by Ed and seconded by all. – Branch Secretary: Rob Williams will remain as Branch Secretary; the Vice-Chair of the YPN will shadow Rob and gradually take over the role. Proposed by Ed and seconded by all. – Full and confirmed details of the new structure will be circulated as soon as is practically possible once the structure of the YPN has been finalised.
Election of Officers Branch	<ul style="list-style-type: none"> – Membership Officer Post: Andy Clarke proposed by Barbara; seconded by all
Any Other Business (AOB)	<p><u>Thanks to Barbara for the majority of these notes which are pasted below:</u></p> <ul style="list-style-type: none"> – AC raised the question of using postal communication; the high cost / requirement for HQ support was suggested by BS as a potential barrier; SJ agreed with this. – AOB – Andy suggested to create a second VC role to be held by the Chair of the YPN – Ed nominated the motion, Sharon seconded and it was agreed unanimously

- James suggested that the VC of the YPN should initially shadow Rob and eventually take over the role as secretary. Motion was seconded and agreed by all.
- Barbara suggested to organise a trip to Germany if enough members are interested, this can include a site visit to either a brewery or another manufacturing site where energy plays a role. To be decided and arranged by the NE branch in the coming months
- Ed asked for the preparation of handover documents, i.e. list of contacts, list of possible events, any further documentation needed by the chair (BS/SJ)
- Andy: we need to development protocols for social media usage, a social media responsible needs to be found, media of choice are twitter, snap chat and Instagram
- Ed: it is important to bring branch up to date with EI standards. Therefore he will get in touch with HQ to ask if it is possible to send 4 representatives to this year's branch forum
- Ross: the winners of the award have been selected
- Huashan to release the funds for the award from the ring fenced Pitane funds
- Ed: HQ has not reacted to the request for clarification
- Award will now be awarded at the next YPN event (energy careers event)
- Andy: We should contemplate having joint meetings with other institutions to join forces. Andy will get in touch with other institutions on this
- James suggested to have a summer social event, potentially a bbq in combination with a site visit
- Andy suggested organising a trip to the Tyneside cinema to watch "unbelievable truth"