

Steering Committee Teleconference Meeting – Friday 21st September 2012

Time: 1200 – 1300

Dial in Details

UK participants – 0800 358 7292 – Pin code 554128#
 Dialling from Mobile – 0208 609 3655

Attendees:

AG Aruna Gunatilake, aruna.gunatilake@alstom.com
 ROW Ross Wilson, Ross.Wilson@RWEnpower.com
 JK James King, James.King@pbworld.com
 SLC Leong Cheng (Sunny), leong.cheng@alstom.com
 AK Amir Khan, amir.khan@alstom.com
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 DP Dhavalkumar Parmar, dhavalkumar.parmar@alstom.com
 MH Mike Holmes, Mike.Holmes@nationalgrid.com
 PR Peter Roddis, peter.roddis@mottmac.com
 YS Yasir Siraj, yasir.siraj@alstom

Apologies:

Agenda:

1200 – 1202	Attendees register	ALL
1202 – 1210	Paris feedback	ALL
1210 – 1215	International Liaison	AG
1215 – 1225	Message from CIGRE-UK	AG
1225 – 1230	Marketing/Events	YS
1230 – 1240	AGM, Position nominations, Voting process	AG
1240 – 1245	Membership	MH
1245 – 1247	IET/IEEE	AG
1247 – 1250	Communications – Twitter, Linked-in, FB	PR
1250 – 1258	Action List	ALL
1258 – 1300	AOB	ALL

Minutes

1 Paris feedback

- 1.1 The young engineers 'open forum' – this received a mixed response from Chris and Colin as not enough people attending. It was suggested by the committee that this could be because it was not advertised in the main agenda for CIGRE. Although the NGN members did try to promote it at the stand, still not enough attention was given.
- 1.2 Paris LESSON LEARNT - In future we should get help from Paris to include young members' events in the agenda, to help publicise more widely the events we intend on organising.

2 International Liaison

- 2.1 ACTION – ALL of committee to hand contacts to RIW. We should arrange all contacts by company.
- 2.2 ACTION – RIW to make contact with each country, using the template email.

3 Messages from CIGRE-UK

- 3.1 Colin has implied that believes he would like to attend one of our meetings, and explain how members may be able to get involved in WGs.
- 3.2 ACTION - AG to organise the meeting with Colin Ray.
- 3.3 Before the meeting with Colin Ray, the committee should have a meeting together to discuss points we wish to raise with Colin in preparation. Once the meeting date is arranged
- 3.4 ACTION – MH to include discussion in agenda to address this point.

4 Marketing

- 4.1 There is a future plan for marketing events to be held in Strathclyde University and Warwick University. Membership is at maximum capacity. Every year the NGN has a cumulative increase of 40 new members. The main issue is not the need to gain new members. Rather the need to encourage our existing members to become active within the CIGRE community.

5 Event

- 5.1 Technical Event
 - 5.1.1 The NGN is organising a visit to the Culham JET Nuclear Fusion event, this will be held on 6th November – presentation on technology, a cost of £200 for buffet, for 30 people will be included. The funding for the event will be received from the NGN budget.
 - 5.1.2 ACTION – MH to go through the budget to try and raise the funds and sign off for the event.
- 5.2 AGM
 - 5.2.1 At the same time as the 'Technical Event', the NGN will be utilising a room supplied by Culham to hold the AGM 2012.

- 5.2.2 At the AGM three positions will be available to be voted on, these are, Vice Chairperson, Secretary and Treasurer, and Communications Coordinator. All nominations for the positions must be submitted by 8th October 2012.
- 5.2.3 At the AGM, nominated candidates will deliver a 3 min presentation why they should have the position. Votes will then be cast by the attendees of the AGM.
- 5.2.4 ACTION – MH Look into various ways to do the voting system; eg survey monkey.

6 IET/IEEE Liaison

- 6.1 This area is experiencing low activity.
- 6.2 ACTION – MH to communicate with DP on the continuation of this role.
- 6.3 If DP is unable to continue with the role, then this role will be put up in the next newsletter. Any recommendations or nominations from committee members are welcome; please contact AG, AR or MH.

7 Membership

- 7.1 Total membership 270, 40 members associate. No change on international membership front.
- 7.2 Update the website to include information for membership services. Discuss how membership services on the website will include access to working groups.
- 7.3 ACTION – JK lead and liaise with SLC and AK on how member's services can be included in website.

8 Communications

- 8.1 The website will be finalised shortly.

9 AOB

- 9.1 ACTION – MH to authorise reimbursement of the webhosting expenses to
- 9.2 ACTION – MH to include set 'Action List' at the start of the agenda, for all proceeding meetings

Actions

No.	Action	Responsible Person	Due date
1	Steering Group Communications and Chair [AG]		
1.1	Organise meeting with Colin Ray and the committee to discuss access to WGs	AG	22/10/2012
2	Membership [RM]		
2.1	Update for new members	AK/MH	DONE
3	Communications [JK]		
3.1	Communicate with international NGN groups, discuss how we can link the websites, Facebook, and Linked-in groups.	RIW	23/11/2012
3.2	Actively engage discussions on a weekly basis through the use of discussion pages on Linked-in group	PR	Ongoing

4	Website [JK]		
4.1	Activities>*Review and edit content (& scope)	SLC	Ongoing
4.7	Sessions>2008JK to get in touch with Rose King to develop content	JK	DONE
4.9	Sessions>2012Copy content of Electra advert	JK	DONE
4.10	Resources>NGN Docs Collate current documents for uploading	JK	DONE
4.14	Resources>Newsletter Add newsletter archive, including pre-mailchimp newsletters	JK	DONE
4.15	Resources>Templates Collate current templates for uploading	JK	DONE
5	Events [YS]		
5.1	Wylfa Nuclear power station visit	YS/AG	Postponed
5.2	DNO substation visit near Olympic Park. YS will chase up BC to find more about it.	BC/YS/AG	Postponed (after Olympics)
5.3	AGM organisation for November 2012	AG/YS/MH	22/10/2012
5.4	Update MH with attendees register for Culham JET Event	YS	22/10/2012
6	Marketing [YS/TX]		
6.1	Chase SC members for promotional events at their universities.	YS/TX	22/10/2012
7	Paris 2012 Session [ALL]		
7.1	Provide RIW with all contacts made in Paris.	RIW	22/10/12
8	CIGRE 2020 Strategy Groups [AG/AK]		
8.1	AG will chase the respective team lead in these groups for updates	AG	Ongoing
9	International Interest [RIW]		
9.1	Contact international friends	RIW	22/10/12
10	IET/IEEE Liaison [DP]		
10.1	DP to make contact and begin to start liaison MH and AR in support.	DP, MH/AR	DONE
10.2	Ask DP if he is still going to exist in his position	MH	01/10/12
11	Secretary and Treasury [MH]		
11.1	Pending response from DP, ensure IET role is advertised	MH	22/10/12
11.2	Include 'Points to discuss with Colin' on next months agenda item.	MH	22/10/12
11.3	Authorise budget payment for catering at Culham JET event, Liaise with YS for final numbers and requirements.	MH/YS	22/10/12
11.4	Look at new ways for voting system – eg survey monkey	MH	22/10/2012
11.5	Reimburse HK for web hosting expenses	MH	22/10/2012
11.6	Include action list as the first point on the agenda	MH	22/10/2012