

Steering Committee Teleconference Meeting – Thursday 25th October 2012

Time: 1530-1630

Dial in Details

UK participants - UK local number - 0800 358 7292 - participant pin code 554128#
 Anyone dialling using a mobile telephone 0208 609 3655 plus relevant pin code

Chair: Aruna Gunatilake

Required Attendees:

- AG Aruna Gunatilake, aruna.gunatilake@alstom.com
- JK James King, James.King@pbworld.com
- SLC Leong Cheng (Sunny), leong.cheng@alstom.com
- AK Amir Khan, amir.khan@alstom.com
- ANK Angeliki Kavvalaki, angeliki.kavvalaki@alstom.com
- TX Tianning Xu, tianning.xu@alstom.com
- JK Jhansi Kuchimanchi, jhansi.kuchimanchi@pbworld.com
- MH Mike Holmes, Mike.Holmes@nationalgrid.com
- YS Yasir Siraj, yasir.siraj@alstom.com
- AV Alberto Villar, Alberto.Villar@mottmac.com
- AR Angela Rotheram, Angela.Rotheram@pbworld.com
- EIG Elise Ganendra, esganendra@gmail.com
- PR Peter Roddis, peter.roddis@mottmac.com
- RIW Richard Wallis, Richard.Wallis@nationalgrid.com

Agenda:

1530 – 1532	Attendees register	ALL
1532 – 1542	Action List	ALL
1542 – 1552	Colin Ray – Brainstorm questions for Colin around working group	ALL
1552 – 1612	Events	AK/YS/TX
	- Preparation for the AGM	
	- Elections – get your votes in	
	- Strathclyde University Event	
	- Culham JET	
1612 – 1615	Marketing	TX
1615 – 1617	Membership Services	AK
1617 – 1619	International Liaison update	RW
1619 – 1620	IET/IEEE – new coordinator to be advertised	AG/MH
1620 – 1628	Communications	JK/PR
	- Website Updates/recruitment	
	- Twitter – How should the account be controlled?	
	- Linked-in	
1628 – 1630	AOB	ALL

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.	TX/JK	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	12/10/2012
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