

Steering Committee Teleconference Meeting Minutes – 21st February 2013

Time: 1600 – 1700

0808-238-9819

Participant: XX

Attendees:

- EG Elise Ganendra, esganendra@gmail.com
- AR Angela Rotheram, Angela.Rotheram@pbworld.com
- JK James King, James.King@pbworld.com
- MH Mike Holmes, Mike.Holmes@nationalgrid.com
- RW Richard Wallis, Richard.Wallis@nationalgrid.com
- AG Aruna Gunatilake, aruna.gunatilake@alstom.com

Apologies

- AK Amir Khan, amir.khan@alstom.com
- YS Yasir Siraj, yasir.siraj@alstom.com
- CH Chi Chi, chidinma.agwu@alstom.com
- PR Peter Roddis, peter.roddis@mottmac.com
- AV Alberto Villar, Alberto.Villar@mottmac.com
- TX Tianning Xu, tianning.xu@alstom.com
- ANK Angeliki Kavvalaki, angeliki.kavvalaki@alstom.com
- JHK Jhansi Kuchimanchi, jhansi.kuchimanchi@pbworld.com
- SLC Leong Cheng (Sunny), leong.cheng@alstom.com

Agenda:

	Attendees register	ALL
	Action List	ALL
	Colin Ray Meeting Organisation	ALL
	Feed Back from AGM	AG
	Events	YS/TX
	- Strathclyde University Event	
	Lunch	ALL
	UK conference Manchester	JK
	Marketing	TX
	Membership Services	AK
	International Liaison update	RW
	Communications	PR/AV
	- Twitter – How should the account be controlled?	
	- Linked-in	
	- IET/IEEE	
	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 to try and get Mark W or Colin R for Olympic park.	AG	Done
2	Membership [AK]		
2.1	Find out the total amount of members that have left the NGN.	AR	15/02/2013
3	Communications [JK]		
3.1	Communicate with international NGN groups, discuss how we can link the websites, Facebook, and Linked-in groups.	RIW	Ongoing
3.2	Advertise for a new Linked-in coordinator and support for Peter. Part of the role actively engage discussions on a weekly basis through the use of discussion pages on Linked-in group	AG/MH/PR	Ongoing
4	Website [JK]		
4.1	Activities>*Review and edit content (& scope)	SLC/AR	No longer required
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. The event to be,	BC/YS/AG	Postponed
6	Marketing [YS/TX]		
6.1	Chase SC members for promotional events at their universities.	TX/JK	Ongoing
8	CIGRE 2020 Strategy Groups [AG/AK]		
8.1	AG will chase the respective team lead in these groups for updates	AG	15/02/2012
9	International Interest [RIW]		
9.1	Contact international friends	RIW	DONE
10	IET/IEEE Liaison [AV]		
11	Secretary and Treasury [MH]		
11.1	Authorise budget payment for catering at Culham JET event, Liaise with YS for final numbers and requirements.	MH/YS	Ongoing
11.2	Reimburse HK for web hosting expenses	MH	Ongoing

Minutes

1. **International webinar took place on 21st January 2013, chairpersons from German, UK, Russian, New Zealand and USA took part in this webinar. UK to produce the first international newsletter. Peter Roddis to lead on the development of the news letter.**

2. **Linked-in group to become open and international.**
3. **MH to open new Linked-in group, CIGRÉ young members global.**
4. **AK, Change the new membership forms to match the constitution.**
5. **JK to prepare a proposal for a document that outlines a change to the constitution that makes changes to membership.**
6. **MH to check where in the constitution document the guidelines will be affected.**
7. **SC meeting on 15th April**
8. **MH to send agenda for 15th April to Aruna, then aruna can send it to Colin/Mark.**
9. **Advertise Roles PR in the next Newsletter, JK to write a short paragraph to describe the role of web master for PR to insert. Two roles Webmaster and Communications Support.**
10. **Four WG related to 2020 strategy, Sunny will be the NGN representative for Membership WG. She will also be happy to stay in NGN and take a new role as the Membership coordinator.**
11. **Amir stepping down and Sunny will take over as the membership coordinator.**
12. **AG has sent AR a copy of the member survey. AG and AR to continue modifying the survey before it is ready for release.**
13. **ALL, send all emails in correspondence with regard to CIGRÉ to the gmail account.**
14. **Very urgent that the events team, come up with an event for April. Get in touch with contacts and book an event.**
15. **MH to organise a meeting with Events team, Tianning.**