

Steering Committee Monthly Teleconference – 2nd June 2010

Timings:

Wednesday 2 June 2010, 1700-1800

Contact:

To join the teleconference, please dial: **02071 890 454** at the arranged time and date.
Host: Beatrice Chong, 07717 547 548

Attendees:

EP, Elena Petrova, elena.petrova@gb.abb.com
EC, Eswar Chukaluri, eswar.chukaluri@areva-td.com
BC, Beatrice Chong, beatrice.chong@uk.ngrid.com

Declined:

PFP, Patrick Favre-Perrod, patrick.favre-perrod@areva-td.com
RM, Rodrigo Moreno, rmoreno@imperial.ac.uk
RT, Ryan Tumilty, ryan.tumilty@kema.com
EG, Elise Ganendra, ganendrae@pbworld.com
SKY, Soon Kiat Yee, soon.yee@siemens.com
JM, Julija Matevosyan, julija.matevosyan@gmail.com
MA, Muhammad Ashraf, muhammad.ashraf@areva-td.com
RK, Rose King, kingrl1@cardiff.ac.uk

Requested, no response:

AG, Aruna Gunatilake, aruna.gunatilake@areva-td.com
SF, Sarah Follmann, sarah.follmann@siemens.com
MB, Maria Bruccoli, maria.bruccoli@arup.com

Acronyms

SC – Steering committee

Agenda:

Aim: update on NGN activities, assign future actions and dates for completion

Recruitment – BC

Any ideas for people? Can you talk to them?

- Event coordinator
- Web assistant
- New members
- Advertise in newsletter and new invite emails: web assistant, overall event coordinator

Communications – EP

- Review previous actions

- Newsletter
- Welcome brochure/new member's guide (required for Paris)
- Facebook group page

Paris JM/RK/BC – not discussed due to absence of JM/RT/RK/SF/RM

- Technical event
- Social event
- Stand

Publicity

- Review previous actions
- films 1) video – EC
- 2) animated power point presentation - EC

Website – MA – not discussed due to absence of MA

AOB

- Next face-to-face SC meeting - EP

Minutes & Actions:

Recruitment

Action	Responsible person	To be completed by
EC talk to PFP about becoming 2011 Event Coordinator	EC	Thu 03 June
Email EP and EC PFP's description of Event Coordinator and Local Event Coordinator	BC	Wed 02 June
Web assistant		
Communications email – hold off for EC decision on Event Coordinator, above	AG	
May Newsletter – hold off for EC decision on Event Coordinator, above	EP	
Website advert – hold off for EC decision on Event Coordinator, above	MA	
Facebook notification - hold off for EC decision on Event Coordinator, above	BC/EG	
Personal invite/word of mouth – hold off for EC decision on Event Coordinator, above - ABB - National Grid - Siemens, Manchester - Imperial College London	EP BC BC BC ask RM to ask computer science student	Mid June

Communications

Action	Responsible person	To be completed by
*Get MA to link any emails from communications@ngn... to AG's email address	AG	Mid June (due to AG being on holiday)
*Clarify with SKY members services@ngn... emails are being sent to SKY and he is in charge of answering these enquiries. BC email SKY (cc:MA) 02/06/10)	BC	Mid June (due to SKY being on holiday)

*Brochure: Send 2009 version to EP and BC	PFP	Mid June
Newsletter - June: Include reminder about upcoming AGM and elections, Nov 2010 (repeat reminder until Nov)	EP/AG	Mid June
Newsletters: Upload 2010 editions onto website	MA	Mid June
Brochure: Update to include 4 benefits	EP	Mid June
Postal communications, point of discussion for CIGRE UK Exec meeting on 10 th June 2010	BC	10 June

*Brought over from last teleconference

Publicity

Video

Action	Responsible Person	To be completed by
*Ask Chris Jones, Colin Ray and Adam Middleton if they want to be in promotional video - Colin Ray will be in video (02/06/10)	BC	Fri 4 June
*Have first edit of video ready for review by SC (revised date) - Tue 29 th June, video shoot - John requires 2 weeks to edit after shoot	EC	Mid July
*Confirm with Paris exhibition/equipment hire team if a DVD and additional sound is available to use at Paris stand with plasma TV (John can provide multiple formats of film including DVD)	BC/RK	End of July
Morning video shoot, 0900 start	EP + colleague (tbc)	Tue 29 June
Ask colleagues (as potential NGN members) to be in video	EP	Fri 4 June

*Brought over from last teleconference

Animated power point presentation

Action	Responsible Person	To be completed by
Write and create a first draft for animated powerpoint using existing still photos	EC	Fri 11 June
Send Siemens event photos to EC	BC	Wed 02 June

Website

Action	Responsible Person	To be completed by
Discuss upgrading of website with MA	BC	Mid June
Check who is receiving @cigre-ngn-uk.org emails	BC	Mid June

AOB

Action	Responsible Person	To be completed by
Next SC meeting, ABB, Stone - 1000 tea/coffee/networking - 1030 start meeting - 1630 finish meeting EP needs to have definite numbers 2/3 days before event for catering reasons (room currently booked for 10 people)	EP	Tue 22 June
Advertise next meeting - May newsletter - Website - Facebook	EP MA EG/BC	Fri 4 June Fri 4 June Fri 4 June