

Steering Committee Teleconference Meeting – 21st February 2013

Time: 1600 - 1700

0808-238-9819

Participant: XX

Attendees:

AG Aruna Gunatilake, aruna.gunatilake@alstom.com
 AK Amir Khan, amir.khan@alstom.com
 MH Mike Holmes, Mike.Holmes@nationalgrid.com
 YS Yasir Siraj, yasir.siraj@alstom.com
 RW Richard Wallis, Richard.Wallis@nationalgrid.com
 CH Chi Chi, chidinma.agwu@alstom.com
 PR Peter Roddis, peter.roddis@mottmac.com
 JK James King, James.King@pbworld.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
 EG Elise Ganendra, esganendra@gmail.com
 AR Angela Rotheram, Angela.Rotheram@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	On going
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	March
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