

**Minutes of Meeting**  
**North East Of England & Cumbria Branch**  
**Wednesday 7<sup>th</sup> June 2018 15:00 – 17:00**

**Siemens Gamesa Renewable Energy Limited, 4 Quick Silver Way  
Newcastle upon Tyne NE27 0QQ, United Kingdom**

<b>Attendees</b>	<b>Position</b>
Glenn Ridsdale	Chair
Andy Grant	Vice-Chair
Barry Cooper	Treasurer
Dave Dixon	Membership Advisor
<b>Apologies</b>	<b>Position</b>
Asgeir Nilsen	Secretary

<b>ITEM</b>	<b>MEETING MINUTES</b>	<b>ACTION BY</b>	<b>DUE DATE</b>
1.	The Chair opened the meeting and thanked DD for providing Siemens offices as the venue. DD went through the housekeeping and emergency arrangement for the meeting.	Information	
2.	GR went through the Minutes of the Meeting dated 25 <sup>th</sup> April 2018, which were approved.	Information	
	<b>PREVIOUS ACTIONS</b>	<b>ACTION BY</b>	<b>STATUS</b>
2.1	Invitation for members to assist the Group	GR	Next IIRSM Events Meeting
2.2	Make enquiries with venue providers for events and suggest/survey members on paying a small fee e.g. £50 each but 2 places free?	DD	Next IIRSM Meeting
2.3	Identify potential businesses/industries in the region which could be included within the circulation list and mailshots	AN	Ongoing. AN reported that had also contacted publishers to advertise but no response; awaiting flyer to distribute to relevant parties
2.4	Enquire with IIRSM Corporate/Suzan Fikru if we can form a LinkedIn Branch Group	DD	Ongoing. Confirmed can have LinkedIn Branch Group. Exploring cost of membership

			as a charity to reduce costs
2.5	AG presented Branch Objectives, previously supplied to the Committee Members. All confirmed that they met the requirements and that they should be published.	AN to supply to SF with request that they are initially published on website in existing format but, if possible, developed using the IIRSM colours and format to streamline and make more visual	Submitted to SF by AN. Awaiting completion.
2.6	DD reported on progress re. facts and figures on membership. AG commented that reference to Teesside members being part of Yorkshire was still on the IIRSM website. Meeting confirmed DL postcode to be included in Branch area ...ONLY adds another 103 members!	GR to confirm with Suzan	C/P
2.7	SF to send revised list of members (excluding information covered by data protection/GDPR)	SF confirmed that she would send information to DD &GR	C/P
2.8	It was agreed that an individual pro forma was required for putting at each seating place for attendees at every meeting in order to obtain direct mailing list/information	DD to create an appropriate document	C/P
2.9	GR confirmed that IIRSM CEO to present at the launch meeting, Phil Stokes, Construction Director at MGT & Gary Scorer of Sabic on Project Management; GR meeting with PS & GS to ensure presentations meet with objectives	Information	
2.10	BC confirmed that the Operations Manager for Middlesbrough Football Club, Shona, will be presenting a talk	BC to confirm with Ops Manager nature of talk to include e.g. crisis management, emergency management, business continuity in bad weather, liaison with police etc. and state that duration would likely be 1430 to 1800 (with availability for Committee to be there in advance)	C/P
	BC also confirmed cost of the day would be confirmed with IIRSM. Invoice awaited from MFC	BC to confirm refreshments and costs C/P Invoice awaited	

2.11	AN confirmed that he would speak with Loss Adjuster re. availability to speak at launch meeting; if not then BC had an alternative contact within insurance industry to present	AN & BC to confirm to GR who will be delivering the insurance presentation	C/P
2.12	The Committee agreed that in order to enable suitable networking a break needed to be created in the middle of the day and a suitable icebreaker/networking exercise undertaken	AG & DD to organise and present proposals	C/P
2.13	AN suggested that as part of the agreement to present (except for confidential information) we are able to retain copies of the presentations to enable continuity, publish sections if required etc.	AN to obtain after each presentation	
2.14	GR said that pop-ups of own companies could be used at events. Need to identify if IIRSM have their own.	DD to ask SF if IIRSM have pop-ups that could be used by the branch for all meetings	C/P
2.15	GR to complete flyer based on confirmed information of speakers and timings (1430 – 1800 with 30 mins networking in between speeches). Flyers will be distributed through SF and members.	GR	C/P
2.16	Flyers can be sent by Committee through own networks and contacts but it was stressed that all bookings must be made directly through IIRSM to enable us to know numbers	Information	C/P
2.17	In terms of upcoming events these had already been confirmed (2.7 above)	Information	
2.18	In respect of advertising it was suggested that Twitter would be a useful method	Branch can set up their own accounts DD to investigate registration issues	
2.19	In order to manage the Agendas, reminders and schedules AN confirmed that he would create a document for sharing with the Committee	AN to create table	To be produced at next meeting by AN
2.10	In terms of future events, a standard flyer would be published and distributed	Information	
2.11	It was agreed to have N E & C Branch Risk Management Awards. 4 suitable awards were discussed:- <ul style="list-style-type: none"> <li>• Company</li> <li>• Project</li> <li>• Individual</li> <li>• Rising star</li> </ul> The Committee thanked Synergy and Gauged Solutions for the sponsorship.	AN to send suitable application forms to AG to amend accordingly	Completed

	<p>The awards needed to be open to a variety of topics and areas of risk management and suggested that the suitable dates would be:-</p> <ul style="list-style-type: none"> <li>• Dec – launch</li> <li>• Jan 31 – deadline for submission</li> <li>• Feb 14 – shortlist</li> <li>• Mar – announcement at Branch Conference (date tbc)</li> </ul>		
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	TODAY'S AGENDA	ACTION BY	DUE DATE
3.1	Numbers to attend.	C/P	11/6/18
3.2	IIRSM Powerpoint.	C/P	11/6/18
3.3	Timings, arrivals, banners, IT set up etc .	C/P	11/6/18
3.4	Opening and intro from chair – agreement what to include	C/P	11/6/18
3.5	Run through the agenda and ensure all actions are completed	C/P	11/6/18
3.6	Confirmation from MFC on presenting. BC confirmed Mark Ellis pre-brief	C/P	11/6/18
3.7	Confirmation from Sabic presenting	C/P	11/6/18
3.8	Replacement speaker from Able UK – Background and information. Agreed to revisit loss adjustor perspective at future meeting. Committee to share ideas on ice breaker themes	C/P	11/6/18

3.9	Confirmation from Phil – IIRSM CEO speaking	C/P	11/6/18
3.10	Confirmation we have the networking exercise organised	C/P	12/6/18
3.11	Future events, awards meetings and wrap up – who? AG	C/P	12/6/18
3.12	Invoicing and payment arrangements	BC	
4.	Updates and more detail re MGT Visit in July and Sirius in September		
5.	AOB/Initiatives/Ideas, close out and wrap up		
5.1	AG to investigate potential future visit for gas storage decommissioning	AG	
5.2	Date for next committee meeting to be confirmed BC to host.	GR	