

IPlantE & Ops PSC Meeting
1st July 2024 10:00 to 12:30 BST
Via MS Teams

MINUTES

Confidential

AGENDA

Welcome

Attendees

Apologies

Minutes of previous meeting

29th April 2024

Matters arising:

1. Promotional interview - benefits of being registered from recruiters' - Matthew Jenkinson
2. Provide Tom with 300 hard copies of the Career Pathway to Progress- Emma Thompson.
3. Find another way into Women in Engineering - Emma Thompson
4. The Institute of Physics update - Tom Shelley
5. PSC guides updating and re-publishing - Emma Thompson
6. Operations Engineer - Emma Thompson

Head office update - Emma Thompson

EGM - Emma Thompson

AGM and PSC elections – Emma Thompson and Ian Jackson

Sector Marketing Plan – Greeshma Suresh

One pager (The case for being a registered engineer) – Ian Jackson

Safety & Resilience Awards 2024 – Ian Jackson

Next Meetings

02/09/2024 - Remotely via MS Teams

14/10/2024 - Face-to-face (offsite location to be agreed)

09/12/2024 - Remotely via MS Teams

AOB

MINUTES

Welcome

Attendees

Ian Jackson	[IJ]
Ian MacDonald	[IM]
Emma Thompson	[ET]
Mark Hansford	[MH]
Caroline Harries	[CH]
Tom Shelley	[TS]
Greeshma Suresh	[GS]
Steven Rees	[SR]

The Chair Ian Jackson [IJ] welcomed the group and informed the committee that the meeting was being recorded.

Caroline Harris [CH], a member of SOEs Trustee Board was introduced to the team as a guest attendee.

Apologies

Apologies received from Thomas Baker [TB] and Eugene Kobani [EK].

Minutes of previous meeting

29th April 2024

Everyone confirmed they were happy with the minutes from the previous meeting.

Matters arising:

1. **Promotional interview - benefits of being registered from recruiters' - Matthew Jenkinson**

No update is available from Matt Jenkinson [MJ] because the committee's communications have not been reaching him. They only have his old email address associated with his previous job.

A1: Emma [ET] to obtain an updated email address from him.

2. **Provide Tom with 300 hard copies of the Career Pathway to Progress- Emma Thompson.**

Greeshma [GS] has placed an order.

Action 1.1: Once it arrives, ET will send it to Tom [TS].

3. **Find another way into Women in Engineering - Emma Thompson**

ET attended a Women in Engineering Day event last Sunday. A working group has been formed, and Emma has recently joined the committee.

Action 1.2: ET to report back to SOE with any further updates at the next PSC.

4. The Institute of Physics update - Tom Shelley

Still ongoing.

We discussed GS and TS working directly on this initiative, with the aim of ultimately integrating it into SOE, rather than a PSC.

Action 1.3: GS, ET, & TS to further discussions on how to transition this into an SOE initiative.

5. PSC guides updating and re-publishing - Emma Thompson

6. Operations Engineer - Emma Thompson

ET & IJ to further discuss how to take this forward.

Head office update - Emma Thompson

People update

Isabella Valery, our Receptionist and Admin Assistant, will be departing the organisation on 28 June. Recruitment for her replacement is currently in progress.

The CV Show Team will continue to be employed by the Society until 30 September 2024, marking the end of our notice period as a partner in the Commercial Vehicle Limited Liability Partnership.

The positions of Business Development Manager and Website Administrator have been successfully filled. Details will be shared in due course.

Notice of the Extraordinary General Meeting (EGM) has been distributed. The EGM will take place on 19 July and will focus on amending the articles to allow for changes to the Trustee Board's constitution.

A site visit was conducted with REMIT Training, who are an irtec assessment centre. We are collaborating with them to promote membership to their apprentices.

Emma presented at the annual APSE Transport Seminar, focusing on workforce development and maintenance, technical guidance, and career pathways for transport professionals.

Lapsed member calling:

General consensus is as follows:

Members are not happy to pay £300+ (cost of 2023 and 2024 membership together AND Engineering Council costs if applicable). Even when offered reduced rates, they're still not happy to commit as it's a lot for them in one go. Due to cost-of-living crisis this is unsurprising.

Marketing and Communications

Website traffic has seen a significant drop following what we believe was Google's

recent core update as highlighted in the second graph, although we're investigating this. However, in comparison to 2023, the number of total users and new users are still higher than that of last year's.

IRTE Bus & Coach skills challenge 2024

14 teams signed up, **11** participated (an increase from previous year)

64 competitors

Stagecoach West took part – a win given their reluctance in the past to participate

BYD joined as Prize Sponsor

4 female participants – an increase from the previous year.

IRTE Skills award is taking place 11th July at British Motor Museum,

Hosting in-person panel event on 30th July to extend the conversation featuring Flixbus and Engineering Council at SOE head office.

Note: PSC chairs are invited to join.

Professional Registrations

5009 Registrations

- 1008 CEng
- 1230 IEng
- 2245 EngTech
- 365 CEnv
- 5 REnvP
- 156 Affiliate Registrations

IPlantE total membership

- 3104 paying members
- 73 free members
- 3177 in total

Operations total membership

- 193 paying members
- 311 free members
- 504 in total

EGM - Emma Thompson

The voting date is July 19th. An email was sent to all members on Monday, and hard copies were mailed to those without email access. Voting concludes two days prior at 11am.

The EGM aims to amend the articles of association regarding the structure of the trustee board.

MH identified some minor typographical errors in the proposal that was distributed:

- In S22.1.4, replace "company" with "society", which also applies to S33.4.5 and S35.2.5.
- In S35.5, change "bi laws" to "rules".

Action 1.4: ET to make these corrections.

AGM and PSC elections – Emma Thompson and Ian Jackson

The EGM will have subsequent impacts on the AGM and PSC elections. Last week, the PSC sectors chairs met and agreed to implement decisions discussed in the previous meeting across all PSCs. ET is currently drafting personalised emails to attract new members with compelling reasons to join the committee.

Newly registered members will receive one communication, while existing members will receive another, to ensure those who have just registered are not overwhelmed with multiple emails.

Electing the PSC chair before the AGM is preferred. During the meeting, IJ asked if any committee members would be interested in serving as chair after the next October AGM. He requested those interested to notify him of their willingness to serve for at least one year.

Action 1.5: ET to communicate this information via email to committee members who could not attend today's meeting.

Note: The PSCs are reaching out to members to join the committee. IJ acknowledged the limited timeframe. MH mentioned that if there aren't enough candidates for election, he is willing to stand or continue for continuity. However, if there are sufficient candidates, he may consider stepping down.

Sector Marketing Plan – Greeshma Suresh

SWOT Analysis was further discussed. Under weakness, *"Being a Professional Engineering Institution (PEI) called a "society. Having the Special Operations Executive's abbreviated name of "SOE"*- Feedback generally indicates that the name "Society" is a weakness, especially since a search for "SOE" brings up results for the Special Operations Executive.

There was a discussion about potentially changing the name altogether. If a change is made, should it be from "Society" to "Institute" to appeal more to younger members?

At a recent event attended by IJ, attendees at the event were confused about what "SOE" stood for and joked that it stood for "Special Operations Executive." This confusion is why IJ has sometimes referred to SOE as SoOE (Society of Operations Engineers). It was agreed that until a name change is finalised, SOE will remain and not be abbreviated.

Action 1.6: ALL: CH suggested that everyone should brainstorm alternative names for SOE. These suggestions will be passed on to Head Office, as the name change could have a significant impact on the organisation.

Again, under threats.... "Society's low and reducing desire for engineers to be registered." Next steps with the marketing plan, members of the PSC need to inform GS what topic and speakers they would like the CPD webinars.

Action 1.7: PSC to inform GS what content should be put forward for webinars.

Technical Guides

There has been no further progress in getting these onto the website.

Action 1.8: ET to follow up with GS on this matter.

One pager (The case for being a registered engineer) – Ian Jackson

ET had a big success with Engineering Council and will be meeting with the Royal Academy.

Safety & Resilience Awards 2024 – Ian Jackson

Key updates:

Award promotion to drive entries is ongoing

Date and venue confirmed: 17th October 2024, Thinktank Birmingham Science Museum

Sponsorship packages are confirmed, and outreach has commenced.

Confirmed judges:

Caroline Hamilton, SAFed

Emma Wilcox, Society for the Environment

Emma Thompson, SOE

Robin Bates, SOE

IJ noted that there has been no input from IPlantE so far.

Discussed how to generate interest in this. GS pointed out that the entry is free and open to anyone, which is important to highlight. Promotion can be done by tagging on LinkedIn or reposting.

This year, the process has been simplified: individuals no longer need to be nominated and can enter themselves into the direct entry categories. They just need to answer the questions and attach supporting documents.

Emails about the safety awards have been sent to members, and there have been member-specific campaigns. This information has also been communicated through SOE emails, safety and resilience award categories, and biweekly newsletters. Unless members have opted out, they should have received information about the awards.

IJ mentioned that the Safety & Resilience awards emails are not specific to IPlantE members, which may have led to less participation since the email is general. ~
Note: communications are sent out weekly.

We also discussed strategies for encouraging non-members to put themselves forward.

Action 1.9: IJ to send GS the list of publications.

AOB

Next Meetings

14/10/2024 - Face-to-face (offsite location to be agreed)

SR commented it may be beneficial to have it virtually and look at a face-to-face next year.

National engineering day on the 13th October, asked by Royal Academy of Engineering to nominate 2 role models. ET has asked the committee if they would like to nominate.

Table of actions arising

<u>Action</u>	<u>Description</u>	<u>Owner</u>
1	Obtain an updated email address for Matt Jenkinson	ET – Actioned (mattjenkinson@forkliftshireandsales.com)
1.1	Provide Tom with 300 hard copies of the Career Pathway to Progress	ET & GS
1.2	ET will report back to SOE with any further updates from the committee she recently joined at the Women in Engineering event.	ET
1.3	The Institute of Physics- GS, ET, & TS to further discussions on how to transition this into an SOE initiative.	GS, ET, & TS
1.4	MH identified some minor typographical errors in the proposal that was distributed. ET to make these corrections	ET
1.5	IJ asked if any committee members	ET

	would be interested in serving as chair after the next October AGM to notify him of their willingness to serve for at least one year. ET to communicate this information via email to committee members who could not attend today's meeting.	
1.6	CH suggested that everyone should brainstorm alternative names for SOE.	ALL
1.7	PSC to inform GS what content should be put forward for webinars.	PSC Members
1.8	ET to follow up with GS on the technical guides being loaded to SOE website.	ET
1.9	IJ to send GS the list of publications.	IJ