

## MINUTES FROM THE (INAUGURAL) COMMITTEE MEETING OF THE RINA NORTH WEST BRANCH HELD VIA VIDEO CONFERENCE ON 30<sup>TH</sup> MARCH 2020

<b>PRESENT:</b>	Duncan Swinson (DS) David Monks (DM) Matt Slater (MS) Jonathan Happs (JH)
<b>APOLOGIES:</b>	Trevor Blakeley (TB) Gabriella Bisou (GB)

### ICT SMT MEETING

NOTES		ACTIONS
<b>1.</b>	<b>Health and Safety</b>	
	All noted the impact of the current 'Coronavirus' situation	
<b>2.</b>	<b>Introductions</b>	
	DS Thanked all for their attendance, and led introductions	
<b>3.</b>	<b>Branch Constitution</b>	
	DM noted the absence of Wirrall, Merseyside and Greater Manchester from the areas listed in the Constitution. <b>DS</b> to discuss with TB and request this be updated. Otherwise Draft constitution was agreed.	<b>DS</b>
<b>4.</b>	<b>Aims of the Branch</b>	
	Aims of the branch were agreed to be: <ul style="list-style-type: none"> <li>To promote the Profession of Naval Architecture in the area</li> <li>Facilitating networking and a sense of community among members in the area, particularly those new to the area or retired.</li> <li>Promoting the Development of CPD amongst all members, particularly those at the start of their careers</li> </ul>	

<b>5.</b>	<b>Open Invite to members of other Professional Institutions</b>	
	<p>Many RINA local branches are joined with the local IMarEst branch. At present IMarEst are not interested in a joint venture, however the committee noted their interest and support of the creation of a joint branch in future. DM noted that the present situation allows greater freedom to the branch in terms of which direction to take, however also that there are advantages to a joint branch regarding pooled resources and organisation.</p> <p>It was agreed to extend invitations for collaboration and/ or membership to other institutions represented locally, vis:</p> <ul style="list-style-type: none"> <li>• Nautical Institute (NI) DS to Notify</li> <li>• National Institute of Marine Surveyors (IIMS) DS to Notify</li> <li>• Navy/ RFA. MS agreed to discuss with contacts in HMS Sultan</li> <li>• Local employers in the Renewables Sector. MS to discuss possible contacts with Andy Askham at Cammell Laird</li> <li>• </li> </ul>	<p>DS MS</p>
<b>6.</b>	<b>Student Committee Member – University Connection</b>	
	<p>DS has contact (Eddy Blanco) at Liverpool John Moores Uni. DS to discuss the possibility of co-opting a member from the Students there.</p>	<p>DS</p>
<b>7.</b>	<b>List of Members and creation of email distribution list</b>	
	<p>Sally Charity (RINA) has list of members available, access is subject to written agreement to the privacy statement and is only for 'relevant' committee members. Agreed that Chair, Treasurer and Secretary will require access. DS, JH &amp; MS to email Sally confirming their agreement and request access.</p>	<p>DS JH MS</p>
<b>8.</b>	<b>Creation of LinkedIn group and shared drive</b>	
	<p>DS proposed setting up a LinkedIn group for advertising the Branch and Networking. DS agreed to set up. DS is also setting up an MS 'Teams' site for file sharing within a closed group, and will be able to send this out to the Committee imminently.</p>	<p>DS</p>
<b>9.</b>	<b>Seminars/ Presentations format</b>	
	<p>Potential locations available for meetings/ presentations were noted to include the Sir David Attenborough Suite at Cammell Laird, and the Cunard Building in Liverpool. Both venues have agreed to host in principle.</p> <p>DM noted that the term seminar may be misleading, committee agreed to refer to these as technical lectures in future, in line with other branches. DM has a list of lectures provided to other branches recently. DM to contact the relevant Committees to see if there is the possibility of repeating these lectures at our Branch, once travel restrictions have been lifted. DM also noted that an alternative format could be presentations by a number of students of their theses, two or three to a session, which can provide an interesting variety of subjects, while providing the Students with useful presentation experience, and exposure to the Association. DM noted that the</p>	<p>DM DS</p>

	tradition is for the Branch to entertain the speaker following the lecture. <b>DS to contact TB</b> for details on the bursary/ grant available from headquarters, and also for details as to how to proceed with setting up a bank account.	
<b>10.</b>	<b>Use of technology for accessing seminars/ presentations</b>	
	DS noted other branches (IMarEst in particular) have pay-to-access recordings of their lectures available via websites. Selling the lectures was noted as a good way of raising funds, however it could conflict with supporting the membership and the social/ professional development of the members. Committee agreed that this was a potential avenue to look into, however a balance needs to be struck between these aspects, should we implement a similar facility in future. JH noted he has access to a HD video camera if required.	
<b>11.</b>	<b>Certificates for CPD points for attending lectures</b>	
	All agreed these would be useful once a lecture programme commences. <b>JH to discuss with Sally Charity whether a standard template exists for CPD certificates/ flyers.</b> If not, will produce a template for use when lectures begin.	<b>JH</b>
<b>12.</b>	<b>Outreach activities for encouraging school aged children towards a Naval Architecture career</b>	
	Committee agreed this was a vital goal and the Branch should pursue available opportunities to support this. DM noted the importance of exposing children to the opportunities of a career in engineering while they were young enough not to have already narrowed down their options.	
<b>13.</b>	<b>AOB</b>	
	Committee agreed that Technical Visits and Social events should definitely be on the Branch's calendar, however these are currently not possible due to the COVID-19 situation. DM noted a key consideration will be the numbers and location of members (to be confirmed from the membership list) to inform suitable locations for events.	
<b>14.</b>	<b>Next Meeting</b>	
	Next meeting to be held 11/05/20, at 6pm, venue to be confirmed. Given the current trajectory of the virus, it is expected that the inaugural meeting/ lecture could be held around the 21 <sup>st</sup> September 2020. Date, topic and venue to be discussed during the next meeting.	
<b>15.</b>		