

## MINUTES FROM THE (3<sup>rd</sup>) COMMITTEE MEETING OF THE RINA NORTH WEST BRANCH HELD VIA VIDEO CONFERENCE ON 20<sup>TH</sup> July 2020

<b>PRESENT:</b>	Duncan Swinson (DS) Matt Slater (MS) Jonathan Happs (JH) Gabriella Grasu (GG)
<b>APOLOGIES:</b>	David Monks (DM)

NOTES		ACTIONS
<b>1.</b>	<b>Health and Safety</b>	
<b>2.</b>	<b>Approval and Release of Previous Minutes</b>	
	<p>Minutes of last meeting were reviewed</p> <ul style="list-style-type: none"> <li>• DS has been in touch with Trevor Blakeley regards the updates to the constitution, awaiting response.</li> <li>• MS action regards Renewable Energy Lecture to be deferred to next lecture season.</li> <li>• Student committee member – DS expects there may be volunteers available once students return in September.</li> <li>• JH; clarification required from Sally Charity on whether there is a grant or fund available for STEM outreach – from correspondence it does not appear there is.</li> <li>• Bank Account – committee agreed that given the current situation only a single bank account is required for now. MS awaiting response from Sally Charity regarding the correct address to be used to register the account.</li> <li>• Future lectures – current schedule is as agreed.</li> <li>• Membership of more than one branch. GG has confirmed with Sally that membership of more than one branch is common within the Institution and is not a problem. GG to upload the email to the Teams site for reference, or email to the Gmail account.</li> </ul>	GG
<b>3.</b>	<b>Remote Seminars</b>	
	<p>DS noted we have access to the RINA Paid Zoom Account.</p> <p>GG offered that the North West Branch are following the lead of local Universities regarding provision of Seminars. Therefore they have scheduled all seminars for this 'season' to be remote, with the potential to revise this in future if guidance changes.</p> <p>All agreed that this seems a sensible way ahead, DS considers that it is unlikely we will be able to arrange a 'face-to-face' seminar before Christmas.</p>	JH

	JH to revise seminar schedule to reflect this. JH noted that Zoom has the facility to create 'Webinars', including a chat function to ask questions, etc. JH to discuss with Sally Charity whether this facility is available on the RINA account.	
<b>4.</b>	<b>Availability of Office for Meetings</b>	
	DS noted that there is limited access to the Lloyds offices for meetings given the current situation. MS & JH agreed that access to Cammell Laird may be the easiest place to set up a meeting, though DM would require security approval. However, all present consider that given the situation and guidance as it stands, online meetings and email correspondence remains the most responsible solution. This can be reviewed when planning future meetings if required.	
<b>5.</b>	<b>Marketing – how to advertise/ reach local members,</b>	
	DS noted that LinkedIn is available as a focus for updates and for the branch. All agreed that JH should send out a mass email to the membership in the near future, or potentially in September following the summer break, to welcome members to the new branch and advertise the Seminar Schedule. GG suggested a competition could be arranged to find a suitable 'symbol' for the local branch. This could be used to encourage interest. DS to confirm with Sally Charity if there is any guidance on 'Branding' available from headquarters.	<b>DS</b>
<b>6.</b>	<b>AOB</b>	
	<ul style="list-style-type: none"> <li>Sending meeting minutes to Headquarters. Agreed that this was not an issue and understandable given the branch is so new.</li> <li>Teams Site – Committee agreed all are comfortable continuing to use Teams for file sharing etc.</li> </ul>	
<b>7.</b>	<b>Next Meeting</b>	
	Next meeting proposed to be 7 <sup>th</sup> Sept at 17:45 via Video Conference	