

SPE WA Board Minutes of Meeting

Date: 17th January 2018

Time: 16:00 – 17:00

Venue: Quadrant Energy, Level 9, 100 St Georges Tce, Perth WA 6000

1.0 OPENING OF SECTION MEETING 2018-01 & APOLOGIES

Meeting was opened by Mitchell Sherston at 16:05 who thanked all attendees for their attendance. See attached attendance sheet for attendees, apologies and list of 'no shows'.

2.0 MINUTES OF SECTION MEETING 2017-09

Minutes of section meeting 2017-12 were accepted by all meeting attendees.

3.0 ACTIONS

The following actions were closed –

- Setup meeting with Andrew, early 2018 to discuss idea of a regional distinguished lecturer series further (Dan O). **Done**

The following actions are still on-going from previous section meetings –

- Revise constitution for approval from Dept of Commerce. (Robin/ Mitch)
- ANZ account signature: Confirm Dean as a signature and add Mitch and remove Miles. (Mitch)
- 2018 program; Mitch and Dean to follow-up on a Quadrant talk.
- Include question on "value of SPE News publication" in next feedback survey at the Feb luncheon (Mitch).
- Propose a business model for 2018 golf day collaboration with SUT and present to the board for approval (Dan P).

The following new action items were assigned during section meeting 2018-01 –

- Mitch to follow-up with membership on SPE connect.
- Mitch to consider membership strategy for the year.
- Andrew to update website about AOG.
- Arvind to update website about mentoring.
- Andrew/Dan to put regional DL proposal forward.
- Simon to investigate potential luncheon speaker via BHGE.
- Everyone to send distinguished lecturer preferences to Andrew by 24th January 2018.

4.0 CHAIRPERSON UPDATE

Section had 896 members for the 2017 calendar year (retention rate of 74.88% - 14.5% reduction from 2016/17 – 1,048 however only 6% off the retention target of 81.5%). All board members should focus on improving retention of SPE members throughout the year. For current information on section stats, go to – <http://membershipbuilder.spe.org/roster>

5.0 COMMUNICATIONS

- Sarah is away. Matt is sending the SPE WA emails and using the SPE WA website announcements.
- Note to all board members that the SPE WA emails can only obtain event information that is already on the website.

6.0 MENTORING

- The O&G mentoring program is progressing with SEA, SUT, SPE and EA on board.
- EA has planned an “information session” on the mentoring program for 7th February.

7.0 REGIONAL LECTURE SERIES/ DISTINGUISH LECTURER

- Dan and Andrew have written a draft proposal on a regional distinguished lecturer series to be sent to the regional council. The proposal was discussed and approved by the board for submission to the regional council.
- It was noted that PESA has a similar system in place and it might help to have a discussion with them on the ins/outs, pros/cons to hosting regional lecturers.

8.0 YOUNG PROFESSIONALS

- Proposal for some upcoming events and the corresponding sponsorship model has been submitted for comments on SPE connect.

9.0 PROGRAM UPDATE

- The luncheon program is full until July 2018.
- Distinguish lecturer nominations are closing on Wednesday 24th January 2018.

10.0 AOG CONFERENCE

- The upcoming AOG conference will be held 14-16 March 2018.
- Andrew is the focus point for the booth and the 90minute SPE WA session.
- Speakers are yet to be confirmed.
- Andrew and Ayesha are progressing on preparation for the booth.

11.0 SOCIAL UPDATE

- Annual Ball is to be held with Petroleum Club WA. Ball date fixed, budget is ongoing.
- Team to consider hosting a sundowner in late March/ April.

12.0 NEXT MEETING AND CLOSE

Next meeting will be held at Quadrant office, at 1600hrs on Wednesday, 21th February.
Meeting closed at 17:00 hours. All attendees thanked for their participation.



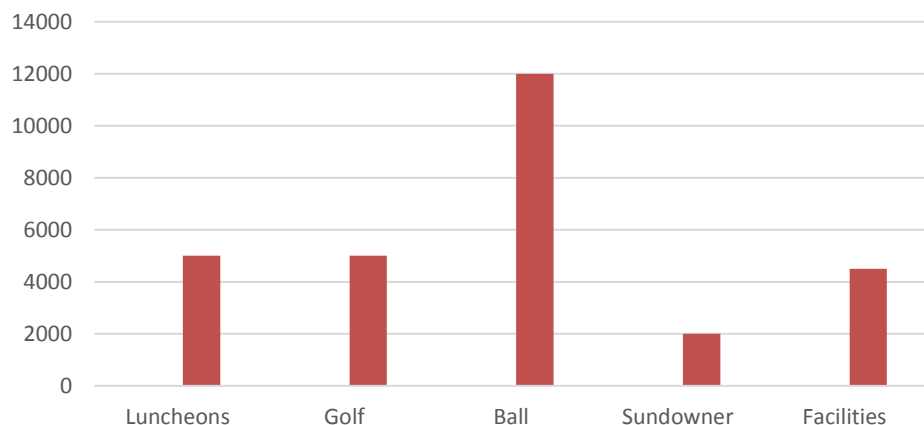
SPE WA Financial Dashboard as at 31st December 2017

Check Account \$11,488
 Saver Account \$140,252
 Total \$151,740

Budget	Income (incl sponsorship)	Expenses	Net
Luncheons	\$22,600	\$23,500	-\$900
Golf	\$13,512	\$10,157	\$3,355
Ball	\$57,200	\$53,400	\$3,800
Sundowner	\$4,400	\$3,200	\$1,200
YP	\$21,500	\$22,000	-\$500
Mentoring	\$0	\$2,000	-\$2,000
Training Course	\$3,000	\$2,000	\$1,000
Continue Educatio	\$2,000	\$2,000	\$0
Facilities	\$11,000	\$6,500	\$4,500
Scholarships	0	10000	-\$10,000
OPEX	\$0	\$6,000	-\$6,000
Wages	\$0	\$10,283	-\$10,283
SPE In	\$19,358		\$19,358
	\$154,570	\$151,040	\$3,530

	2017	2016	2015
Income			
Educational Courses	\$10,352	\$19,107	\$0
Luncheons	\$26,036	\$30,270	\$39,621
SPE Int.	\$19,364	\$8,775	\$19,139
Social Events	\$37,273	\$19,176	\$82,411
YP (revenue)	\$570	\$14,741	\$10,627
Other	\$756	\$2,391	\$4,938
Total Income	\$94,350	\$94,461	\$156,737
Less Cost of Sales			
Educational Courses	\$2,136	-\$242	\$0
Luncheons	\$20,972	\$30,039	\$36,591
Scholarships	\$10,000	\$10,000	\$35,045
Social Events	\$40,045	\$32,454	\$75,807
YP (revenue)	\$1,080	\$13,724	\$11,826
Total Cost of Sales	\$74,234	\$85,975	\$159,269
Gross Profit	\$20,116	\$8,486	-\$2,533
Less Operating Expenses			
Operating Expenses	\$8,008	\$8,461	\$6,518
Wages and Salaries	\$10,710	\$10,283	\$10,890
Total Operating Expenses	\$18,718	\$18,744	\$17,408
Net Profit	\$1,399	-\$10,258	-\$19,941

Sponsorship Targets \$28,500





Western Australian Section

SPE WA Board Meeting – Attendance sheet

Wednesday 17th January 2017, 4:00pm Quadrant Energy, Level 9, 100 St Georges Tce, Perth

Name	Role	Signature	Apologies
Mitchell Sherston	Chairperson		
Dan O'Reilly	Past chairperson		
Ludovic Ricard	Secretary		
Dean Manifis	Treasurer		DNA
Andrew Buffin	Program Chair		
Abbas Khaksar	Continuing Education Chair		
Shaoib Memon	Continuing Education committee		xxx DNA
Sam Xie	Continuing Education committee		DNA
Steve Smart	Communication Chair		
Jack Harfoushian	Communication committee	-	x
Matthew Flett	Communication committee	-	x
Sarah Loh	Communication committee		DNA
Simon Cornel	Social Chair		
Dan Pickering	Social committee	-	x
Jane Chua	Social committee		DNA
France Eaton	Young Member Chair	-	x
Ayesha Parsons	YP Chair	-	x
Michelle Lim	YM committee (scholarships)	-	x
Luke Vlasich	YM committee (scholarships)		xxxx x
Arvind Chetty	YM committee (mentoring)		
Lina Velosa	YM committee (mentoring & inter-society)		DNA
Brodie Wilkes	YM committee	-	x
Shawn Chacko	YM committee	-	x
Ochuko Ofoyela	YM committee		DNA
Will Montague	Curtin Student Chapter President		
Luka Zic	UWA Student Chapter President		DNA
Lauren Malaxos	UWA Student Chapter VP		DNA
Rodney Silberstein	InterSociety Chair	-	x
Robyn Tamke	SPE Australia New Zealand Council	-	x