

SPE WA Board Minutes of Meeting

Meeting Date: 29/01/2020 4:00 PM

Location: Helvetica - Rear, 101 St Georges Terrace, Perth WA 6000

Apologies:

Lina; Claudio; Mitch; Matt; Dean F

Minutes:

Section Chair – Steve

Activities completed in the last month:

- Negotiated the 3-year MoU with Petroleum Club for the Gala Ball.
- Wood and BHP sponsorship negotiations. (ongoing)

Goals for the next month:

- Finalise provisional 2020 calendar.
- Engage DrillWell\DrillSafe\DISC for joint events in 2020.
- Obtain sponsorship for our Sundowner and Hydrogen event.
- Restart Data Analytics CoP.

Facilities Group – Dean

Activities completed in the last month:

- 2019 Lessons learnt review - many positives and a few areas for improvement. Good attendance, positive feedback on speakers/topics, and networking. Improvement areas are marketing; and improved use of our standard event checklist.
- 2020 planning workshop was complete.
- Sponsorship search: some success! However, further sponsorship required for venue/event catering. Steve is supporting sponsorship discussions with Wood.

Goals for the next month:

- Run first technical and networking event for 2020
- Follow up further sponsorship leads
- Prepare for AOG Technical Facilities session in early March

Marketing - need to improve standard process and templates. Do marketing team require training or additional volunteers?"

Career Development – Claudio

Activities completed in the last month:

- Besides further high level discussions and reviews for suitable venues there was no further progress due to the holiday period and my work related travel since start of the new year.

Goals for the next month:

- Get into it. Our earmarked speaker should be available in February/March so hopefully we can finally get the first session under way with about 4 weeks of marketing.

Technical Program – Jeff

Activities completed in the last month:

We held the first tech committee meeting at 21st Jan and all team members joined in person. The main activities are as follows:

1. AOG Knowledge Forum: Speakers finalized and presentation template sent out.
2. Technical Luncheons: Five speakers confirmed from Feb to Jul.

3. Hydrogen Technical Event: Held team discussion on the way forward plan on sponsor/format/time/venue and existing stakeholder management.
4. Cross-company Collaboration Event: Held team discussion on seeking potential help from experienced operator personnel, such as Arsham, to participate into the event organisation.

Goals for the next month:

1. AOG Knowledge Forum: Follow up with AOG organizers&speakers for finalizing presentation sequences and review speaker presentation slides as per SPE guideline.
2. Technical Luncheons: Host the Feb one; Confirm venue for the Mar one and upload onto website for marketing/registration.
3. Hydrogen Technical Event: Progressing the event planning with sponsor/format/time/venue.
4. Cross-company Collaboration event: Progressing the event planning to decide sponsor/format/timing and then contact potential participants.

Assistance required with the following:

1. Hydrogen event: Need help to work out the overall strategy and plan on sponsor/format/time/venue.
2. Cross-company collaboration: Need help to work out the overall strategy and plan on format/timing before approaching potential participants.
3. Technical luncheon venue selection: whether continue the Ibis Hotel or trial some other places from Mar. Timing wise whether waiting for Feb audience feedback to decide the Mar venue.
4. Hydrogen Technical Event: Need help to work out the overall plan on sponsor/timing/format before finalizing speakers and developing technical program details.
5. Cross-company Collaboration event: Need help to work out the overall plan on format /timing before finalizing speakers and developing technical program details. Decide the priority between this one and the Hydrogen event.
6. Feedback: Consider to add survey link / feedback button to SPE WA website page or member email list as part of the event marketing emails about the upcoming technical luncheons

APOGCE 2020 – Matt

Activities completed in the last month:

- Holidays!
- In the meantime - pushing through approvals for principal sponsorship from chevron for APOGCE and getting papers into the conference.

Goals for the next month:

- Review abstracts submitted. Ensure plans for teachers day, paper contest are coming together, get prices sorted for the conference dinner (for conference registration material).

FYI - I am holidays til February - so less time than usual has been on SPE matters.