

SPE WA Board Minutes of Meeting

Date: 16th August 2017

Time: 16:00– 17:00

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

1.0 OPENING OF SECTION MEETING 2017-08 & APOLOGIES

Meeting was opened by Mitchell Sherston at 16:00 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 2017-06

Minor revisions were raised for the minutes of section meeting 2017-07 and implemented. Minutes of section meeting 2017-07 were accepted by all meeting attendees.

3.0 ACTIONS

The following actions were closed from section meeting 2017-07 minutes –

- Change SPE WA from Company to Group on LinkedIn (Steve) – Decision revised to not to do it.
- Create and upload online application form for mentoring program (Steve & Lina)
- Update website with future events for student applications (Steve & Dani)
- Upload SPE WA Planner to website or SPE Connect (Mitch)

The following actions are still on-going from section meeting 2017-07 minutes –

- Discuss ideas on how graduates can be used as speakers for SPE WA events (Sam & Frances)
- Approach NOPSEMA as speaker for potential SPE WA luncheon topic (Mitch). Date TBD.
- Raise idea for Australia Distinguished Lecturer at the next Regional Council Meeting (Mitch). Next RCM meeting is planned for October.
- Revise constitution for approval from Dept of Commerce. (Robin/Mitch)

The following new action items were assigned during section meeting 2017-08 –

- Every board member to attempt to login and use SPE Connect (<http://connect.spe.org/>). Send feedback to Mitch. (EVERYONE)
- ANZ account signature: Confirm Dean as a signature and add Mitch and remove Miles. (Mitch)
- APOGCE RSOM: Interested board members to contact Justin directly (Jkijam@spe.org).
- UNSW student chapter visit: Frances to follow-up with students. (Frances)
- DMIR Open day: Event to be added to the weekly email (Matt/Sarah)
- Social: Colour run (5th Nov): Mitch to check with SPE international for possible liability exposure.
- Website: Steve to add the linkedin, twitter and snapchat logo/ links on events and articles on the website.

4.0 CHAIRPERSON UPDATE

Board discussion on –

- **SPE Connect –**
 - Mitch did a demonstration on how to connect and use SPE Connect. SPE Connect will be the discussion platform for section officers.
- **ANZ bank signatory change**
 - Following the change of board leadership, it was agreed that the ANZ bank signatory should reflect these changes. It was agreed that Miles Ponsonby will be removed and Mitchell Sherston be added. Dean Manifis is to be added if not part of the existing signatory persons.
- **APOGCE RSOM invite**
 - As part of APOGCE 2017, SPE KL is organising a regional section officers meeting.
- **DMIR Open Day**
 - DMIR (formerly DMP) is organizing its Petroleum Open day on Friday 15 September 2017.
- **SPE Distinguished Lecturer (Greg Galloway)**
 - Greg is visiting Perth and may stay several days. There might be some opportunities to liaise with him.
- **SPE WA Membership**
 - Section has 795 members to date (24.24% reduction from 2016/17 – 1,048). 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>
 - [Mitch has obtained member information for the section and will initiate a drive to seek feedback from those who have not renewed for 2017.](#)

5.0 TREASURER UPDATE

Financial dashboard as at 15th August, 2017 (see attached) had been previously circulated to board members. Two invoices are outstanding however one (BHPB) invoice to be reconciled. Mitch to follow up on outstanding invoice with Impact Selector.

A reminder to all board members that –

- Responsibility to finance events and hence raise necessary sponsorship is on all board members.
- Every future SPE WA event must have a budget submitted to the board for approval prior to proceeding.

6.0 PROGRAM UPDATE

- **Decommissioning and P&A seminar**
 - Claus Otto approached Andrew for a joint-event (Curtin University/ SPE WA).
 - Event possibly scheduled for December and targeting ~ 50 participants.
 - Curtin providing the venue and coffee/water, etc with no minimum numbers. Any revenue generated will be profit for SPE WA (no financial exposure).
 - Board voted in favour.
- **September Masterclass –**
 - Andrew is seeking speakers for presentations.

7.0 SOCIAL UPDATE

- **Annual ball**
 - Dan commented that the ball was a success which was supported by other feedback. An opportunity for improvement on future balls/dinners or any event which includes an element of selling raffle tickets is to consider sourcing an EFTPOS machine as a lot of people do not carry cash to these events.
- **New events**
 - 10 Pin Bowling proposal for late Sept/early Oct. Board agreed.
 - Colour run proposal: Possible financial and liability exposure. Mitch to follow up with SPEI.
- **Marketing of events**
 - Simon has suggested the section could use EventBrite to assist in marketing future SPE WA events (similar to SUT). It was suggested that the use of social media and LinkedIn is more appropriate as SPE WA has our own registration process through the SPE WA website. The board agreed.

8.0 YOUNG MEMBER UPDATE

- **UNSW Student chapter visit**
 - The SPE UNSW student chapter is visiting Perth for a field trip and hopes to liaise with the section for some collaborative/ networking event. Frances will follow up on the contact and any opportunities.
- **Mentoring**
 - SPE WA has been contacted by Engineers Australia with interest in the SPE WA's mentoring program. Frances recommended the SPE WA program go ahead ASAP with plans to be developed to collaborate with EA and other groups for Q1, 2018. The board agreed.
- **Energy4Me**
 - The UWA student chapter has initiated their own highschool outreach program. Mitch highlighted that SPEI has a resource (Energy4Me kits) that can be used for this or other school visits. Further discussion should be made on SPE Connect around SPE WA involvement with a dedicated highschool outreach program.

9.0 OTHER BUSINESS

- Continuous education
 - Reservoir simulation course has only 4 registrations to date. Early bird is until end of the month. Minimum of 10 registrations to go ahead.
- Communication
 - Steve did a demonstration on uploading content to the SPE-WA website live.

10.0 NEXT MEETING AND CLOSE

Next meeting will be held at Quadrant office, at 1600hrs on Wednesday, 20th September.
Meeting closed at 17:15hrs. All attendees thanked for their participation.



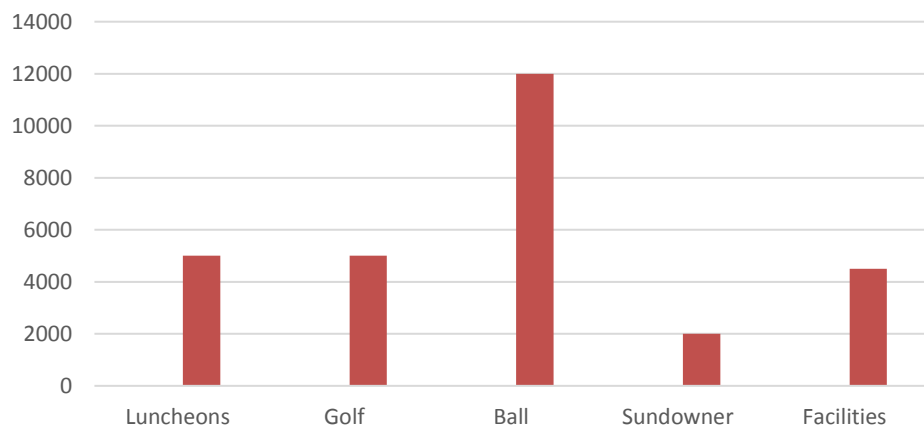
SPE WA Financial Dashboard as at 1st August

Check Account \$19,546
 Saver Account \$139,962
Total \$159,508

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

	YTD 2017	YTD 2016	YTD-2015
Income			
Educational Courses	\$3,836	\$9,044	\$0
Luncheons	\$18,536	\$21,450	\$22,554
SPE Int.	\$19,364	\$8,775	\$19,139
Social Events	\$30,510	\$2,950	\$79,426
YP (revenue)	\$0	\$14,286	\$545
Other	\$219	\$1,112	\$1,568
Total Income	\$72,465	\$57,617	\$123,233
Less Cost of Sales			
Educational Courses	\$1,061	\$68	\$0
Luncheons	\$14,490	\$16,426	\$12,382
Scholarships	\$10,000	\$10,000	\$0
Social Events	\$22,847	\$7,505	\$31,627
YP (revenue)	\$898	\$4,227	\$1,599
Total Cost of Sales	\$49,296	\$38,226	\$45,608
Gross Profit	\$23,168	\$19,391	\$77,625
Less Operating Expenses			
Operating Expenses	\$10,690	\$10,100	\$835
Wages and Salaries	\$6,390	\$5,963	\$5,963
Total Operating Expenses	\$17,080	\$16,062	\$6,798
Net Profit	\$6,088	\$3,328	\$70,827

Sponsorship Targets \$28,500





Western Australian Section

SPE WA Board Meeting – Attendance sheet

Wednesday 16th August 2017, 4:00pm Quadrant Energy, Level 9, 100 St Georges Tce, Perth

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