



Western Australian Section

SPE WA Board Minutes of Meeting

Date: 20th December 2017

Time: 16:00– 17:00

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

1.0 OPENING OF SECTION MEETING 2017-12 & 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 2017-10

Minutes of section meeting 2017-10 were accepted by all meeting attendees.

3.0 ACTIONS

The following actions were closed –

- Raise idea for Australia Distinguished Lecturer at the next Regional Council Meeting (Mitch). Next RCM meeting is planned for October. **Done**
- Website: Steve to add the linkedin, twitter and snapchat logo/ links on events and articles on the website. **Done**
- Program:
 - December, Mitch to contact the speaker to liaise with Andrew for details. **Done**
 - 2018, Andrew to finalise the program (avoiding conflicts). **Done**
 - Matt to send Mitch/Andrew a slide about APOGCE 2018. **Done**
- Communications:
 - Matt/ Sarah to add a mention to APOGCE 2018 at the end of the weekly email. **Done**
- Social:
 - Dan to find helpers for golf day. **Done**
 - Dan to confirm (if required), a team of four sponsored by SPE WA. **Done**
- Treasurer:
 - Dean to provide an updated financial dashboard. **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.

The following new action items were assigned during section meeting 2017-12 –

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

4.0 CHAIRPERSON UPDATE

Section has 885 members to date (retention rate of 74.67% - 15.6% 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>

No new updates were given.

5.0 TREASURER

See attached for latest financial dashboard. Section finance has improved significantly since last board meeting. Comments from Dean include –

- Income from SPEI is directly linked to APOGCE profit sharing. Expect less in 2018.
- Education and technical program are financially robust.
- Social events have cost the section money this year. Need to improve this for 2018.
- Operating expenses are in-line with previous years despite the purchase of new items (laptop, projector, etc).

6.0 COUNCIL UPDATE (DAN)

- Regional council meeting held by teleconference on the 11th Dec
- Key issues discussed –
 - Falling membership (consistent across sections)
 - Sections struggling to maintain numbers at events (not particularly an issue for WA section)
- SPE KL raised the idea of an ATW to be held in Perth in 2019. No further update at this point in time.
- Idea of a regional distinguished lecturer series was raised. All sections in favour of the concept but many unknowns around business model and who would take ownership.
 - **Action:** Dan to setup meeting with Andrew, early 2018 to discuss further.
- Dan presented award to Dean for 2017 SPE Outstanding Young Member of the Year.

7.0 SPE NEWS UPDATE (MATT)

- Brian Wickins has decided to cease updating the SPE News website due to lack of advertising support from industry. He aims to try again in early 2018.
- Comments from the board includes –
 - Is there still a need for SPE News publication? Consensus said “no”.
 - **Action:** include question in next feedback survey at the Feb luncheon.
 - Can we share local content with JPT?
 - Money spent on SPE News is less money available to SPE WA.
- Board recommending discontinuation of financial support to SPE News. To be confirmed upon renewal period in March, 2018.

8.0 YP UPDATE (AYESHA)

- A few events planned for Q1, 2018.
 - Sundowner – 4th or 11th Feb

- Gala ball – 10th March
- YP group also assisting Andrew with AOG planning.
- Ayesha and her committee are looking to establish sponsorship packages for 2018.

9.0 PROGRAM UPDATE

- October Masterclass (joint effort with FesAUS) – profit of \$2,516.66
- November and December luncheons (and December Masterclass) very well attended. Continuing to receive great feedback from attendees to improve the luncheon and technical program.
- Program for 2018 locked in and contract with the Hilton signed. SPE WA committed to 10x events (11x dates proposed) for a minimum number of 35x people per event at a cost of \$35/pp (plus \$400 room hire fee per event). Minimum spend is \$16,250.
- Hilton have a rolling deposit from SPE WA. December costs taken from deposit. Remaining balance is \$5,565 (Feb event costs will be taken from this balance as well).
- First event for 2018 is Feb 8th.
- Questions posed by Andrew for 2018 –
 - Should we reconsider lunches as monthly events or every two months and have more co-hosted "Masterclasses"?
 - Should we consider having video lunches with remote speakers?
 - Combine or alternate education and technical lunches?

10.0 SOCIAL UPDATE

- A 10 pin bowling evening was held on Thursday 26th October. Great event that should be considered an annual event. Trophy purchased and given to winner (Nate Buma).
- Golf day held in conjunction with SUT on the 3rd November at Maylands (92 attendees). Great feedback from golfers and SUT – main concern was with Maylands staff but was well managed by SUT staff. Official SPE WA support was approximately 25% however still received 50% of profits - \$4,741 (includes \$2,670 deposit paid).
 - Mobile payment device (Square Up) used and worked well. Cost is \$19 for chip reader, \$59 for tap and go system plus 2% per transaction.
 - SUT grateful for SPE WA support however would like us to reconsider the business model for a combined event in 2018. Proposed date is 14th September at Maylands.
 - **Action:** Dan to propose a 2018 business model and present to the board for approval.
- Industry ball (collaboration with PCWA) is proposed to be held on Saturday, 16th June. Proposed venue is Crown Towers. Target numbers is 400x people.
 - Simon/Dan/Jane are working on a steering committee to progress planning with the PCWA. Plan is to commence advertising in January.

11.0 OTHER BUSINESS

- Will M stepping down from President of Curtin Student Chapter. Tony Trifunoski is new President. Welcome Tony. A big thanks to Will for his time and efforts into leading the Curtin chapter.

12.0 NEXT MEETING AND CLOSE

Next meeting will be held at Quadrant Energy office, at 1600hrs on Wednesday, 17th January. Meeting closed at 17:05 hours. All attendees thanked for their participation.

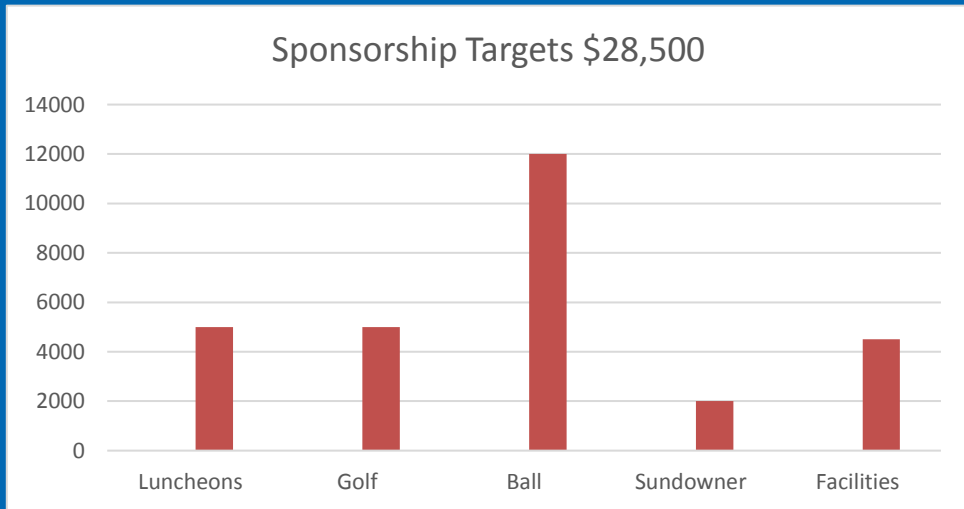


SPE WA Financial Dashboard as at 1st December 2017

Check Account \$11,897
 Saver Account \$140,077
 Total \$151,974

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	\$10,352	\$19,107	\$0
Luncheons	\$24,186	\$30,270	\$39,621
SPE Int.	\$19,364	\$8,775	\$19,139
Social Events	\$32,926	\$19,176	\$82,411
YP (revenue)	\$570	\$14,741	\$10,627
Other	\$581	\$2,391	\$4,625
Total Income	\$87,979	\$94,461	\$156,424
Less Cost of Sales			
Educational Courses	\$2,136	-\$242	\$0
Luncheons	\$18,381	\$30,039	\$36,591
Scholarships	\$10,000	\$10,000	\$35,045
Social Events	\$37,988	\$32,454	\$75,807
YP (revenue)	\$1,080	\$13,724	\$11,826
Total Cost of Sales	\$69,586	\$85,975	\$159,269
Gross Profit	\$18,393	\$8,486	-\$2,845
Less Operating Expenses			
Operating Expenses	\$7,827	\$8,461	\$6,518
Wages and Salaries	\$10,710	\$10,283	\$10,069
Total Operating Expenses	\$18,537	\$18,744	\$16,587
Net Profit	-\$144	-\$10,258	-\$19,432





Western Australian Section

SPE WA Board Meeting – Attendance sheet

Wednesday 20th December 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	-	X
Dean Manifis	Treasurer		
Andrew Buffin	Program Chair	-	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	-	X
Jane Chua	Social committee		DNA
France Eaton	Young Member Chair	-	x
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	-	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		DNA
Robyn Tamke	SPE Australia New Zealand Council		