



Western Australian Section

SPE WA Board Minutes of Meeting

Date: 18th April 2018

Time: 16:00– 17:00

Venue: Quadrant Energy, Level 7, 100 St Georges Tce, Perth WA 6000

1.0 OPENING OF SECTION MEETING 2018-02 & 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 2018-03

Minutes of section meeting 2018-03 were accepted by all meeting attendees.

3.0 ACTIONS

The following actions were closed –

- ~~Dean and Mitch to draft up 2018/19 sponsorship package opportunities.~~
- ~~Mitch to follow up with membership on SPE connect.~~
- ~~Mitch to consider membership strategy for the year.~~
- ~~Frances, Mitch and Brodie to stimulate lapsed members to renew membership.~~
- ~~Social committee to consider networking sundowner in Q2, 2018.~~
- ~~Andrew to upload the lessons learnt from AOG in SPE Connect.~~
- ~~Abbas to follow up on reservoir geological course.~~

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. (Mitch)
- 2018 program; Mitch and Dean to follow-up on a Quadrant talk.
- Andrew to follow-up on possible masterclasses with FESA and PESA.
- Matt to arrange transfer of SPE News Australasia database to SPE WA.

The following new action items were assigned during section meeting 2018-04 –

- Communication –
 - Steve to report to board in May meeting about automated feed of news to our spe-wa.org website.
 - Matt also let the Australasia council know of SPE News result.
 - Steve to check if domain name is available for purchase.
 - Steve to setup a forwarding action from SPE News to our SPE WA website.
- Continuing Education –
 - Matt F to check CVX for possible room hire for CE lecture series. Brodie/Luke to check with WEL auditorium availability and cost.
 - Abbas to ensure logo is taken off the mining event flyer.
- Social –

- Social committee to consider SPE silent auction at ball.
- Mitch to follow up on date/time confirmation for SPE President sundowner.
- Student Chapters –
 - Alwyn to send through article on LIFE program and send detail on Diversity Lunch to include in weekly email.

4.0 CHAIRPERSON UPDATE

Section has 752 members for the 2018 calendar year so far. 16 professional members to reach 81% retention goal. 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 COMMUNICATION

Matt spoke to Brian as website is dead. Brian confirmed we can have the data but have heard nothing yet (Matt F to follow up). Steve proposing to create a new webpage that could bring in news from a variety of sources.

Actions –

- Steve to report to board in May meeting about automated feed of news to our spe-wa.org website.
- Matt also let the Australasia council know of SPE News result.
- Steve to check if domain name is available for purchase.
- Steve to setup a forwarding action from SPE News to our SPE WA website.

6.0 TREASURER

Financial dashboard estimates a revenue of \$412 at end of March. Quadrant Energy have committed to Principal Sponsors for 2018/19.

7.0 CONTINUOUS EDUCATION

- April SPE lecture booked.
- 3x speakers identified for the next 3 months.
- SPE WA to pay for Curtin venue from July onwards.
 - **Action** - Matt F to check CVX for possible room hire for CE lecture series. Brodie/Luke to check with WEL auditorium availability and cost.
- Reservoir characterisation course by Martin Soh has got SLB sponsorship for providing software licenses free of charges during course to attendees. Now we need to secure a free venue as well. Curtin will not provide us free room anymore and the next option is UWA which I will follow up with Luka Zic. We are aiming for 2-day block in late September.
- SPE-WA has been requested to participate in a 2 day seminar on: Lessons in Mitigating Technical Risk across Petroleum and Mining. The organiser had a similar conference last year in London. **The board agreed not to pursue this opportunity at this point in time.**
 - **Action** - ensure logo is taken off the flyer prior to any distribution.

8.0 MENTORING

Arvind provided an update on the mentoring program (in collaboration with SEA, SUT and EA). Over 120 applications have been received. Pairing of mentees/mentors is going with an initial “introduction” workshop will be scheduled for late April/early May.

9.0 SOCIAL UPDATE

- Petroleum Industry Ball –
 - Venue booked, along with MC, Band, and Floor Show. PCWA have done a good job on the main sponsors, with McDermott lined up for Diamond.
 - Charity – PCWA will support Silent Auction during the event, as long as their input is minimal. SPE WA board does not have a preference as to what charity (if any).
 - Last ticket count – PCWA 84 tickets, SPE – commitment for +50 tickets to date.
 - Need to continue to promote ball through our networks, SPE WA website, LinkedIn, etc.
 - **Action** - social committee to consider SPE silent auction.
- Sundowner – end May to coincide with SPE President Visit (at Hilton)
 - **Action** – Mitch to follow up on date/time confirmation
- 10 Pin Bowling Night – August – to be booked at Rosemount Bowl.
- Golf Day with SUT – agreement in place. Scheduled for Sept.

10.0 AOB

- UWA Student Chapter –
 - Currently in our recruitment phase for committee members
 - Completed third intake of the year for LIFE program (an unpaid internship work program in collaboration with Worley Parsons).
 - Organising annual Diversity Luncheon for the 18th of May.
 - **Actions** - Alwyn to send through article on LIFE program and send detail on Diversity Lunch to include in weekly email.
- APOGCE (Brisbane)
 - Approx. 1,400 abstracts received. A significant amount (over 50%) from China. Abstracts from Australia seem to be of high quality.
 - SPE KL is engaging with local SPE chapters to help with sponsorship and exhibition.
 - So far, 6 exhibitor / sponsorship packages taken. Better shape than 2016.
 - Price has been setup according to shape of industry.
- Young Professional
 - Lost their “main events” committee member so currently re-structuring
 - Tech 101 on 8th May at Halliburton office (Novara well test)
 - Approached by HHG YP group for a collaborative networking event
 - In talks with PCYP and PESA YP group for collaboration ideas
- Comments from Steve –
 - Fostering involvement from INPEX at monthly team meetings to champion “SPE”.
 - Wants to shift focus onto Shell and ConocoPhillips.

- Peter Hogg – enthusiastic to teach uni students on what it's like in the workforce (subsurface engineering team). Steve is putting him in touch with Abbas/Frances/student chapters to discuss opportunities.
- Accenture keen to meet with Mitch re ongoing support.

11.0 NEXT MEETING AND CLOSE

Next meeting will be held at Quadrant office, at 1600hrs on Wednesday, 16th May.
Meeting closed at 17:05 hours. All attendees thanked for their participation.



SPE WA Financial Dashboard as at 31-Mar-2018

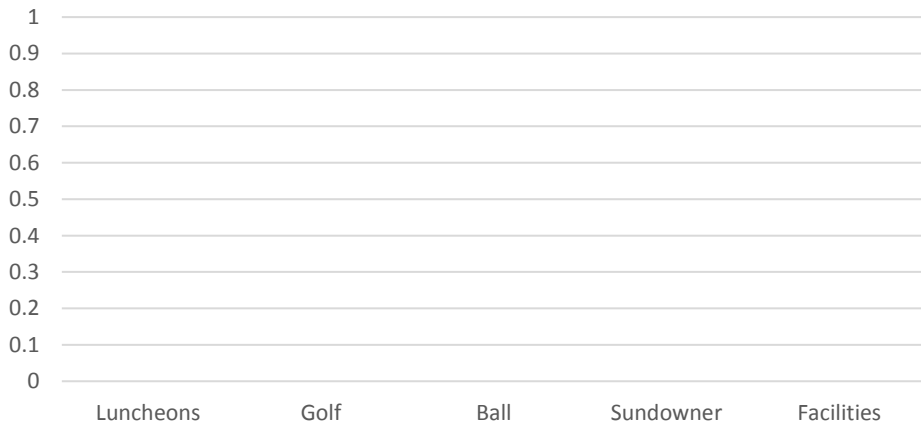
Check Account \$12,168
 Saver Account \$140,425
 Total \$152,593

2018 Budget

	Income (incl sponsorship)	Expenses	Net
Luncheons	\$17,000	\$19,800	-\$2,800
Golf			\$0
Ball			\$0
Sundowner			\$0
YP	\$25,400	\$24,870	\$530
Mentoring			\$0
Training Course			\$0
Continue Education			\$0
Facilities			\$0
Scholarships	0	\$10,000	-\$10,000
OPEX	\$0	\$6,000	-\$6,000
Wages	\$0	\$10,283	-\$10,283
SPE In	\$5,840	\$0	\$5,840
	\$48,240	\$70,953	-\$22,713

	2018 Jan-Feb	2017 Jan-Feb	2016 Jan-Feb
Income			
Educational Courses	\$0	\$3,836	\$9,044
Luncheons	\$8,120	\$5,586	\$4,355
SPE Int.	\$5,841	\$19,364	\$8,775
Social Events	\$5,305	\$1,595	\$450
YP	\$3,527	\$0	\$0
Other	\$173	\$219	\$479
Total Income	\$22,965	\$30,601	\$23,103
Less Cost of Sales			
Educational Courses	\$0	\$1,061	\$50
Luncheons	\$5,733	\$6,950	\$6,498
Scholarships	\$0	\$0	\$0
Social Events	\$6,383	\$0	\$2,427
YP	\$6,400	\$0	\$0
Total Cost of Sales	\$18,516	\$8,011	\$8,975
Gross Profit	\$4,449	\$22,590	\$14,127
Less Operating Expenses			
Operating Expenses	\$1,360	\$524	\$885
Wages and Salaries	\$2,678	\$2,678	\$2,464
Total Operating Expenses	\$4,037	\$3,201	\$3,348
Net Profit	\$412	\$19,389	\$10,779

Sponsorship Targets \$??





Western Australian Section

SPE WA Board Meeting – Attendance sheet

Wednesday 18th April 2018, 4:00pm Quadrant Energy, Level 7, 100 St Georges Tce, Perth

Name	Role	Signature	Apologies
Mitchell Sherston	Chairperson		
Dan O'Reilly	Past chairperson		X
Ludovic Ricard	Secretary		X
Dean Manifis	Treasurer		X
Andrew Buffin	Program Chair		
Abbas Khaksar	Continuing Education Chair		X
Shoaib Memon	Continuing Education committee		DNA
Sam Xie	Continuing Education committee		DNA
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)		X
Brodie Wilkes	YM committee		X
Ochuko Ofoyela	YM committee		DNA
Tony Trifunoski	Curtin Student Chapter President		X
Alwyn Chan	UWA Student Chapter President		X
Rodney Silberstein	InterSociety Chair		X
Robyn Tamke	SPE Australia New Zealand Council Co-Treasurer		X