

# SPE WA Board Minutes of Meeting

Date: 21<sup>st</sup> March 2018

Time: 16:00– 17:00

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

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

Minutes of section meeting 2018-02 were accepted by all meeting attendees.

## 3.0 ACTIONS

The following actions were closed –

- Andrew to update website about AOG
- Simon/ Mitch to follow up on a sundowner combined with mentoring event.
- Dan to put Regional distinguish lecturer proposal forward to Regional Council.

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.
- Mitch to follow-up with membership on SPE connect.
- Mitch to consider membership strategy for the year.
- Andrew to follow-up on possible masterclasses with FESA and PESA.

The following new action items were assigned during section meeting 2018-03 –

- Abbas to follow-up on reservoir geological course.
- Frances, Mitch and Brodie to stimulate lapsed members to renew membership.
- Matt to arrange transfer of SPE News Australasia database to SPE WA.
- Andrew to upload the lessons learnt from AOG in SPE Connect.
- Dean and Mitch to draft up 2018/19 sponsorship package opportunities.
- Social committee to consider networking sundowner in Q2, 2018.

## 4.0 CHAIRPERSON UPDATE

Section has 728 members for the 2018 calendar year so far. 32 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>

Robyn Tamke nominated as Public Officer by Mitch Sherston and seconded by Ludovic Ricard. Attendees voted with no objections observed.

## 5.0 COMMUNICATION

Matt Flett provided an update on SPE News Australasia. The domain (spenewsaustralasia.org) due to expire on 12<sup>th</sup> March. SPE WA agreed to pay the fees (\$27.50) to secure the domain name but discussed and agreed to shut down the server (significantly outdated software).

Options considered include –

- Future hosting via an external hosting company (estimated at \$1000 for a licence upgrade followed by \$50-\$60/month operating costs).
- Convert website into a database/archive format – would maintain read access to previously posted articles (estimated at \$2000).
- Export/backup the server database onto a hard drive/USB and give to SPE WA for future use; could possibly merge into current website.

Board agreed to progress option to backup server database onto a hard drive/USB for future potential merge into the existing SPE WA website. The board will need to decide on future of the domain (spenewsaustralasia.org).

## 6.0 TREASURER

Financial dashboard estimates a revenue of \$3,849 at end of February. There's been little progress to-date on sponsorship packages for 2018/19.

**Action** – Dean and Mitch to draft up 2018/19 sponsorship package opportunities.

## 7.0 AUSTRALIAN COUNCIL

- No Australian Council meeting scheduled for 2018 thus far.
- Proposal for SPE Australasia Distinguished Lecturer series has been drafted by Dan O'Reilly and Andrew Buffin and submitted via the Regional Council SPE Connect forum.
  - Support received from SA, Vic/Tas, NSW/ACT
  - Awaiting QLD, NZ replies
  - So far it looks like sections want to fund this ourselves rather than seek sponsor
- Way forward
  - Will wait another 1-2 weeks and then reach out to QLD/NZ via email if no luck in SPE Connect
  - After 3-4 weeks will send out finalised proposal document with request for each section to propose their 2 speakers, then vote
  - During this time we will prepare budget and our own proposed speakers from WA

## 8.0 AOG

Andrew presented 5x slides on the AOG and lessons learned.

Knowledge forum –

- Three speakers from service companies.
  - Baker Hughes and Halliburton very quick to accept.

- Weatherford continually retrenched staff – speaker at one days notice!
- Schlumberger ummed and ahed and eventually declined
- Good to moderate audience; 80 at start – 50 at close (max capacity 95)
- Good AV support although sound difficult over general exhibition “noise”
- Speakers followed by Q&A
- Speakers kept on time
- Good slide packs (video failed on one)
- Presented service with case history examples (not necessarily local example)

#### Exhibition booth –

- Good opportunity to promote SPE to a wide engineering audience, increase membership.
- Great student and YP participation good opportunity for students to mingle.
- Brochures and business cards big success (as were Quadrant pens/rulers).
- Good position – central location.
- Constant engagement with a wide range of personnel (75 brochures given out).
- Early AOG sub-committee engagement (AB/MS, YP & student reps).
- Social media updates (LinkedIn / Facebook / Twitter).
  
- Poor wi-fi.
- Not prepared for corporate sponsorship discussions – prepare / include sponsorship brochures.
- Didn’t organise promo codes for an SPE activity (lunch / sundowner).
- Unable to configure SPE laptop with monitor – no visual display.
- Furniture could select a cheaper option with stools and high table
- No wall posters (should be prepared and re-used).

#### Lessons learned –

- Knowledge Forum
  - Engage with more potential forum speakers (5-6) and aim for 3-4.
  - Prepare focused SPE promotion material.
  - Presentation title important – “New Tech in Well Completion” was good for AOG 2018.
  
- Booth
  - Create SPE booth wall posters (Technical / Social / Student).
  - Poster to acknowledge sponsors / student scholarship.
  - Look for \$1,500 sponsorship to cover costs and/or give-aways e.g. Quadrant pens.
  - Success will be measured by possible membership increase

## 9.0 CONTINUOUS EDUCATION

Abbas advised that Curtin University will start charging \$270 (per event) for the use of the Old Boys School venue from July onwards. Mitch and Abbas have agreed to charge non-members \$10 for future CE lecture series classes.

Abbas is in continued discussions for a 2 day masterclass/ seminar in September 2018.

## 10.0 MENTORING

Frances provided an update on the mentoring program (in collaboration with SEA, SUT and EA). So far, a total of 83 applications have been registered. Registrations close on March 24<sup>th</sup> with the mentoring program to commence (roll-out) in April.

Planning is ongoing for workshops that will be of value to the mentoring program.

## 11.0 SOCIAL UPDATE

- Annual ball is to be held in conjunction with the Petroleum Club of WA.
  - Date – 16th June 2018
  - Venue – Crown Towers
  - Theme – black tie
  
- Golf day is to be held (again) in conjunction with SUT on 14th September.

**Action** – Social committee to consider networking sundowner in Q2, 2018.

## 12.0 YOUNG PROFESSIONALS

The YP gala dinner was held on 17<sup>th</sup> March with 67x attendees. Ayesha commented that the event was well received, with \$600 from the raffle going to the Beyond Blue charity.

Ayesha and her YP team are currently planning for future events in collaboration with PESA YP and the newly formed PCWA YP group.

## 13.0 STUDENT

- UWA Student Chapter – presidency transferred from Luka Zic to Alwyn Chan.
- Curtin Student Chapter – Tony commented that a soft skills workshop was recently held and demonstrated good collaboration with UWA.

## 14.0 NEXT MEETING AND CLOSE

Next meeting will be held at Quadrant office, at 1600hrs on Wednesday, 18<sup>th</sup> April.  
Meeting closed at 17:00 hours. All attendees thanked for their participation.



# SPE WA Financial Dashboard as at 28-Feb-2018

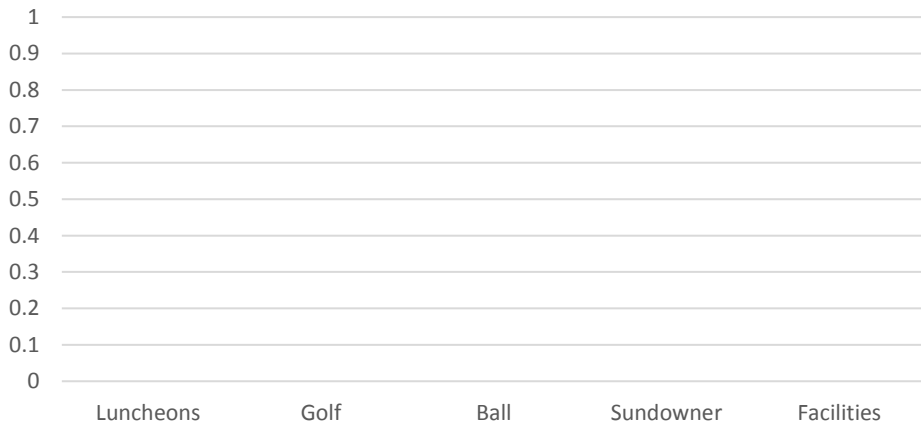
Check Account \$14,272  
 Saver Account \$140,369  
**Total \$154,641**

## 2018 Budget

	Income (incl sponsorship)	Expenses	Net
Luncheons	\$17,000	\$19,800	<b>-\$2,800</b>
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	<b>-\$10,000</b>
OPEX	\$0	\$6,000	<b>-\$6,000</b>
Wages	\$0	\$10,283	<b>-\$10,283</b>
SPE In	\$5,840	\$0	\$5,840
	<b>\$48,240</b>	<b>\$70,953</b>	<b>-\$22,713</b>

	2018 Jan-Feb	2017 Jan-Feb	2016 Jan-Feb
<b>Income</b>			
Educational Courses	\$0	\$3,836	\$0
Luncheons	\$1,655	\$1,709	\$3,545
SPE Int.	\$5,310	\$6,833	\$0
Social Events	\$0	\$205	\$300
YP (revenue)	\$5,305	\$0	\$0
Other	\$117	\$148	\$153
<b>Total Income</b>	<b>\$12,386</b>	<b>\$12,730</b>	<b>\$3,998</b>
<b>Less Cost of Sales</b>			
Educational Courses	\$0	\$1,061	\$0
Luncheons	\$0	\$3,404	\$4,698
Scholarships	\$0	\$0	\$0
Social Events	\$0	\$0	\$0
YP (revenue)	\$6,383	\$0	\$0
<b>Total Cost of Sales</b>	<b>\$6,383</b>	<b>\$4,466</b>	<b>\$4,698</b>
<b>Gross Profit</b>	<b>\$6,003</b>	<b>\$8,265</b>	<b>-\$699</b>
<b>Less Operating Expenses</b>			
Operating Expenses	\$298	\$422	\$276
Wages and Salaries	\$1,856	\$1,856	\$821
<b>Total Operating Expenses</b>	<b>\$2,155</b>	<b>\$2,278</b>	<b>\$1,097</b>
<b>Net Profit</b>	<b>\$3,849</b>	<b>\$5,987</b>	<b>-\$1,796</b>

## Sponsorship Targets \$??





Western Australian Section

## SPE WA Board Meeting – Attendance sheet

Wednesday 21<sup>st</sup> March 2017, 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		
Dean Manifis	Treasurer	-	Site
Andrew Buffin	Program Chair		
Abbas Khaksar	Continuing Education Chair		X
Shaoib Memon	Continuing Education committee		DNA
Sam Xie	Continuing Education committee		DNA
Steve Smart	Communication Chair		DNA
Jack Harfoushian	Communication committee		
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		
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		
Ochuko Ofoyela	YM committee		
Tony Trifunoski	Curtin Student Chapter President		
Alwyn Chan	UWA Student Chapter President		
Rodney Silberstein	InterSociety Chair	-	X
Robyn Tamke	SPE Australia New Zealand Council Co-Treasurer	-	X