



Western Australian Section

SPE WA Board Minutes of Meeting

Date: 22nd May 2019

Time: 16:00 – 17:00

Venue: Santos Ltd, Level 7, 100 St Georges Tce, Perth WA 6000

1.0 OPENING OF SECTION MEETING 2019-05 & APOLOGIES

Meeting was opened by Mitchell Sherston at 16:00 who thanked all attendees for their attendance.

2.0 MINUTES OF SECTION MEETING 2019-04

Minutes of section meeting 2019-04 were accepted by all meeting attendees.

3.0 ACTIONS

The following actions were closed –

- ~~Commence the creation of a SPE WA Strategic Plan.~~ Steve has commenced. Will share prior to next strategic session (potentially July)
- ~~Steve to investigate the ability to access the Bankwest's room.~~ Steve is negotiating a hire rate for the room. Will report back to the board when more known. Steve is also pursuing options to host the evening lecture series at The Globe bar or a room at the Perth City Council.
- ~~Student chapters: more advertising to continue membership with SPE.~~ An ongoing requirement.
- ~~Improve board visibility on the website as part of the SPE WA Strategic Plan.~~ Planning to take professional photographs of board members during the next strategic session (see above).
- ~~Matt F. to push UNSW query to the SPE ANZPNG Council.~~ Done. SPE WA will not support UNSW request.
- ~~Matt F. to contact possible candidates for APOGCE YP representative.~~ Ongoing as part of the APOGCE committee process. First meetings to be held first week of July.

The following actions are still on-going from previous section meetings – NIL

The following new action items were assigned during section meeting 2019-05 –

- Marketing team to share news of Curtin Uni SC award via SPE WA emails and LinkedIn page.
- Mitch/Dean/Steve to meet to strategise and coordinate an approach to hit up our contacts for interest in the ball.
- Technical and Marketing teams to ensure extended June luncheon timing requirement is communicated via emails/LinkedIn/website event page, etc. Communication of AGM and a call for any nominations also to be published.
- Dean to amend dashboard to show “surplus” instead of “profit”.
- Steve will follow up with the individual re mentoring ticket issue to understand what happened and why. Steve will also look at ways to improve the website to remove the risk of a repeat event.
- Matt to chat to Jane Chua about the Protocol Chair role for the APOGCE Conduct Committee.
- Mitch to request individuals to send an email to him with a request for a seat (including partner) to the industry ball by COB, Friday 31st May. Mitch to decide on successful applicants and advise the following week.

4.0 CHAIRPERSON UPDATE

Membership

Section has 735 members for the 2019 calendar year so far, 33 more than last month. 29 professional members to reach 81% retention goal and 167 professional members to reach 3% growth goal. Mitch commented that the 81% retention target is being achieved earlier year on year; a good sign. A commitment is now required to continue to push for retention and new members as the 3% growth goal is achievable.

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>

2018/19 Annual Report

The 2018/19 annual report is underway. Expecting to have a draft report ready for review by end of this week (24th May). Mitch will issue to key board personnel for comment prior to submission by the 1st June.

The financial audit is complete and reflects an AUD\$30k surplus last SPE term (31/03 to 01/04). Two thirds of this was due to the industry ball combined with no scholarships being issued.

2019 Student Chapter Awards

Curtin University Student Chapter has received the SPEI 2019 Student Chapter Excellence Award. This is a fantastic achievement. Well done to Andrew and his team! **Action:** Marketing team to share this news via SPE WA emails and LinkedIn page.

2019 industry ball

Date is set for 22nd June at Crown Casino. Ball preparations are ongoing. Current ticket sales are nearing 450; capacity is 800. Current sales through SPE WA is 82 yet we have “pushed” 30x tickets onto PCWA through sponsorship leads. **Action:** Mitch/Dean/Steve to meet to strategise and coordinate an approach to hit up our contacts for interest in the ball.

AGM

Mitch stated this year’s AGM will be held during the June luncheon on the 18th June. The luncheon is being presented by Chevron so expecting a large audience. Previous Chevron luncheon did go past 1pm. **Action:** Technical and Marketing teams to ensure extended luncheon timing requirement is communicated via emails/LinkedIn/website event page, etc. Communication of AGM and a call for any nominations also to be published.

5.0 TREASURER REPORT

The section is in healthy situation with \$17k profit to date. **Action:** Dean to amend dashboard to show “surplus” instead of “profit”.

6.0 ITEMS RAISED DURING MEETING

1. Marketing team – Mario is a member of the marketing team although he is only a student SPE member hence can’t access the Informz email system. Steve proposed the board pay for his SPE membership until the end of 2019. Board approved for one year only. Steve to supervise Mario and ensure he remains an active member of the marketing team.
2. Mentoring workshop booked for 30th May. There was an issue with the RSVP tickets when someone (inadvertently??) RSVP’d for 160x tickets thereby using up all tickets available. Mitch removed the excess tickets and now there are tickets available for others to book. **Action:** Steve

will follow up with the individual to understand what happened and why. Steve will also look at ways to improve the website to remove the risk of a repeat event.

3. Anelle queried why Wayne Needoba buys a student ticket. Mitch confirmed Wayne is indeed a university student so no issue. Steve suggested we remove student tickets from sales and just offer them for free through the application form.
4. APOGCE 2020 update
 - a. Ian Sylvester confirmed as Conference Chair
 - b. Matt is working with Pieter Jachenburg to develop the Technical Committee. First meeting is 1st July.
 - c. Matt is working to setup the Conduct Committee. First meeting is 2nd July.
 - i. Need a YP representative and someone for the Protocol Chair. A potential for the Protocol Chair is Jane Chua. **Action:** Matt to chat to Jane about the role.
 - d. Matt has confirmed David Low (Woodmac) as a speaker for the conference dinner. Great presentation on LNG outlook during the May technical luncheon.

7.0 AOB

Mitch proposed SPE WA to buy a table for board members to the upcoming industry ball. Proposal seconded by Steve. **Action:** Mitch to request individuals to send an email to him with a request for a seat (including partner) by COB, Friday 31st May. Mitch to decide on successful applicants and advise the following week.

There was insufficient time left to discuss the strategic theme: **APOGCE 2020: How to make it the best event ever**. Steve to consider hosting this topic at a later meeting.

8.0 NEXT MEETING AND CLOSE

Next meeting to be held at 1600hrs on 19th June, 2019. Venue to be confirmed by Steve Smart (will be new Section Chair). Section meeting 2019-05 closed at 16:55 hours.