

SPE WA Board Minutes of Meeting

Date: 18th October 2017

Time: 16:00– 17:00

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

1.0 OPENING OF SECTION MEETING 2017-10 & 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 2017-09

Minutes of section meeting 2017-09 were accepted by all meeting attendees.

3.0 ACTIONS

The following actions were closed –

- Website: Steve to change the link to SPENewsAustralasia to the bottom of the spe-wa webpage.
Done

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

- 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)
- ANZ account signature: Confirm Dean as a signature and add Mitch and remove Miles. (Mitch)
- Website: Steve to add the linkedin, twitter and snapchat logo/ links on events and articles on the website.

The following new action items were assigned during section meeting 2017-10 –

- Program:
 - December, Mitch to contact the speaker to liaise with Andrew for details.
 - 2018, Andrew to finalise the program (avoiding conflicts)
 - 2018, Mitch and Dean to follow-up on a Quadrant talk.
 - Matt to send Mitch/Andrew a slide about APOGCE 2018.
- Communications:
 - Matt/ Sarah to add a mention to APOGCE 2018 at the end of the weekly email.
- Social:
 - Dan to find helpers for golf day.
 - Dan to confirm (if required), a team of four sponsored by SPE WA.
- Treasurer:
 - Dean to provide an updated financial dashboard.

4.0 CHAIRPERSON UPDATE

Section has 847 members to date (7 new members since last month but still 20% 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>

The following updates were given –

- New section projector has been received. It is sitting with Mitch at Quadrant Energy office.
- Hosted a meeting with heads of SEA/SUT/EA/PCWA/PESA/FESAus groups. Objectives were to put faces to names; share event planners for 2018; modify planners to avoid any clashes, and; discuss opportunities to collaborate in 2018. All objectives were met with the following actions as a result of the meeting –
 - Create a combined WA Petroleum Organisation event planner for 2018
 - Store planner on a single but shareable online location
 - Organise a follow up meeting in February
 - Establish a steering committee to develop the opportunity of a “Petroleum Industry Ball” for 2018. The idea is that each group commits 1-2 resources to evaluate, design and plan this event. A draft MOU is required to proceed.

5.0 PROGRAM UPDATE

- FESAus/SPEWA Masterclass: 73 attendees. Feedback was good with lessons learned around presentation content and venue. Overall, it was a good collaboration with FESAus.
- November luncheon changed to 22nd November due to conflict with NORSOK conference.
- December luncheon is proposed to be with a NOPSEMA speaker. Mitch is following up with proposed speaker and topic.

6.0 2018 APOGCE

Low number of abstracts submitted to date. Submission deadline is 15th January 2018. Plug-ins to be included in SPE WA emails and technical luncheons with the aim to boost abstract submissions.

7.0 DECOMMISSIONING AND P&A MASTERCLASS

Planned on 6th December with 8 speakers and discussion sessions. 6 speakers confirmed to date. Curtin is sponsoring the event. The board recommends a fee structure similar to any luncheon activity.

8.0 SOCIAL UPDATE

Bowling

- A 10 pin bowling evening is planned for Thursday 26th October. Attendance is 7 to date.

Golf

- Planned for 3rd November. Registrations from SPE are below SUT expectations. It is believed that SPE WA attendance and sponsorship makes up about 25% but this is difficult to confirm.
- Revised registration expectations are 90 (79 to date).
- EFTPOS/CC facility will be used on the day. Dan to confirm suitability for future SPE WA events.

9.0 TREASURER

Budget 2017: Current estimate is for small profit. Continuous education and technical luncheon are balancing each other out.

Budget 2018: Preparation is ongoing.

10.0 COMMUNICATIONS

Few events are coming shortly with close deadlines. Event planners are to advise Sarah if numbers are good or too low in order for her to priorities event marketing/publication.

11.0 CONTINUOUS EDUCATION

- Next lecture planned on 31st October on Geomechanics topic.
- November lecture will be held on 28th November.

12.0 UWA CHAPTER

- Quiz night with industry on 19th October.
- Schlumberger talk about drilling on week starting 23rd October.
- The UWA SPE student chapter was awarded 2017 best club by UWA guild association.

13.0 O&G FACILITIES GROUP

October lecture was well attended.

14.0 OTHER BUSINESS

Nothing to report.

15.0 NEXT MEETING AND CLOSE

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

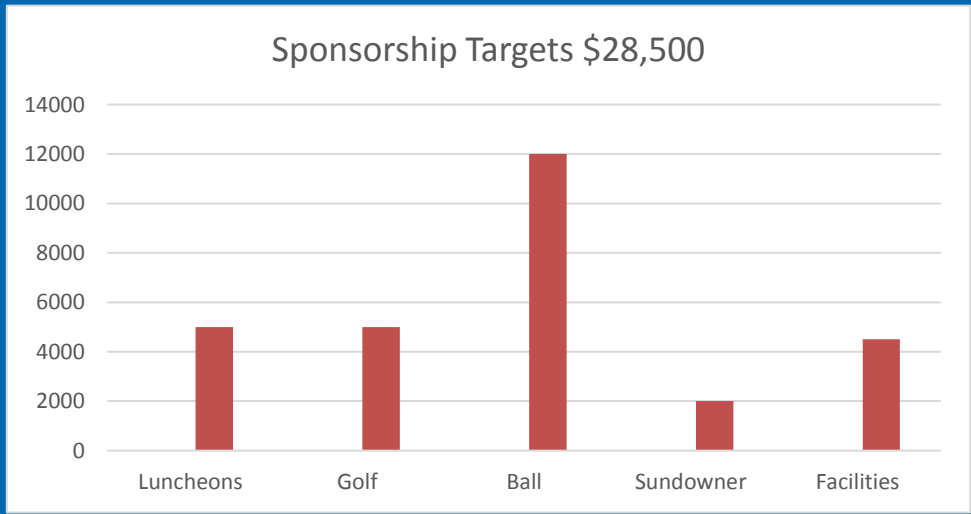


SPE WA Financial Dashboard as at 1st October 2017

Check Account \$11,600
 Saver Account \$140,000
Total \$151,600

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	\$6,177	\$13,180	\$0
Luncheons	\$20,727	\$25,173	\$31,644
SPE Int.	\$19,364	\$8,775	\$19,139
Social Events	\$31,841	\$10,568	\$82,411
YP (revenue)	\$0	\$14,741	\$1,909
Other	\$1,162	\$2,488	\$5,292
Total Income	\$79,271	\$74,925	\$140,395
Less Cost of Sales			
Educational Courses	\$1,061	\$68	\$0
Luncheons	\$16,254	\$20,871	\$29,491
Scholarships	\$10,000	\$10,000	\$35,045
Social Events	\$31,661	\$7,505	\$60,136
YP (revenue)	\$898	\$13,724	\$1,599
Total Cost of Sales	\$59,874	\$52,168	\$126,272
Gross Profit	\$19,397	\$22,757	\$14,123
Less Operating Expenses			
Operating Expenses	\$6,126	\$6,127	\$6,017
Wages and Salaries	\$8,033	\$7,605	\$7,605
Total Operating Expenses	\$14,159	\$13,732	\$13,622
Net Profit	\$5,238	\$9,025	\$501





Western Australian Section

SPE WA Board Meeting – Attendance sheet

Wednesday 18th October 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		
Andrew Buffin	Program Chair		
Abbas Khaksar	Continuing Education Chair		
Shaoib 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		
Simon Cornel	Social Chair	-	x
Dan Pickering	Social committee		
Jane Chua	Social committee		DNA
France Eaton	Young Member Chair	-	x
Ayesha Parsons	YP Chair	-	x
Michelle Lim	YM committee (scholarships)	-	x
Luke Vlasich	YM committee (scholarships)		DNA
Arvind Chetty	YM committee (mentoring)		DNA
Lina Velosa	YM committee (mentoring & inter-society)		DNA
Brodie Wilkes	YM committee		DNA
Shawn Chacko	YM committee	-	x
Ochuko Ofoyela	YM committee		DNA
Will Montague	Curtin Student Chapter President	-	x
Luka Zic	UWA Student Chapter President		
Lauren Malaxos	UWA Student Chapter VP		
Rodney Silberstein	InterSociety Chair		DNA
Robyn Tamke	SPE Australia New Zealand Council	-	x