

## Minutes of the meeting of the ITEC group committee

Held on 30 June 2003

Franklin Room, 76 Portland Place, London

**Attendees:** Dr Ian Marshall (Chair), John Gowar, Tim Scaife (Treasurer), Kevin Hyman (Sec), Dr Mervyn Jones (MJ), Dr Simon Chandler (webmaster), Simon Johnson.

### 1. Apologies:

Dr Brian Jones, Richard Horton, Prof Keith Blow, Dr Mike Uren, Dr Keith Kirby, Nick Wright.

### 2. Minutes of last meeting

The minutes were **approved**, with no corrections.

### 3. Review of Actions

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| Action 3.1 KH to book visit to Discovery Centre for a Saturday in July and publicise. Liaise with Vince Smith (Western Section). | Still no action, it was agreed that the date should be set for 15 <sup>th</sup> November   | Ongoing  |
| Action 3.3 KB to circulate a draft email proposal on sponsoring a teacher for discussion.  | Richard Horton had progressed this – see matters arising.  | Ongoing  |
| Action 4.9 KB to contact Sam Ray (IoP Student Member Coordinator).   | Keith reported that he had contacted Sam Ray, who advised that the statement should be sent to John Brindley, John would put it in as part of NEXUS. | Ongoing  |
| Action 4.10 IM to investigate getting prize into the IoP Awards book   | Ian reported that he has found there is a process through the Awards Committee. He would make contact with the committee.                            | Ongoing  |
| Action 6.1 KJH to send letter of thanks to Malvern   | Letter Sent  | Complete |
| Action 6.2 KJH / JG to prepare visit report on Malvern   | Visit report published in Newsletter   | Complete |

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| on Malvern   | Newsletter                                  |          |
| Action 6.3 KH to contact speaker; set AGM date to suit them.                       | Prof Martin Smith had kindly agreed to talk | Complete |
| Action 6.4 KH to send Letter of thanks to John Hutchinson.                         | Letter Sent                                 | Complete |
| Action 6.5 ALL to consider Award nominations and prepare citation for any nominees | No nominations produced                     | Complete |
| Action 6.6 KH to set date for date for next Committee meeting                      | 30 <sup>th</sup> June                       | Complete |

## 1. Matters arising

**Teacher Sponsorship.** Richard Horton had emailed Ian to report that he had approached the IoP regarding sponsorship of a teacher for a week's attendance at a university research project. However, Peter Haines had rejected the idea, as he felt that such proposals should benefit all teachers. The committee expressed its concern that a positive proposal to provide some benefit and interest to the ITEC teaching community had been turned down. Ian will seek clarification from Peter on the actual grounds for objections

**Technogames.** The BBC has dropped Technogames this year. Mentorn are continuing to seek other channels to broadcast it.

**Newsletter.** Leah Zeto from the ITEC secretariat has broken her ankle, hence the newsletter / AGM call may have just missed the three week notice. However, no one had complaints have been received. Committee members confirmed that the newsletter had arrived just after the three weeks, and an email call had also been sent. Next newsletter will go out in the Autumn. **Action 7.1 ALL, prepare a 250-word entry on what they do, designed for a general audience to go in the next newsletter.**

## 5. Correspondence

Brian Jones has indicated that he wishes to step down from the committee. **Action 7.2 KH to send a letter of thanks to Brian.**

Keith Kirby has indicated that he may not be able to continue on the committee due to work commitments, it was agreed to keep him on the committee unless

Four nominations had been received for new committee members in response to the call sent with the AGM papers.

## 6. CVs for committee candidates

The nominations were considered and the committee agreed that all candidates were eminently suitable to join the committee. These were: Simon Johnson, Ashok Nandi, Ian Harrison, and Lionel Sachs. Simon Johnson was welcomed as the first new member; the others had sent their apologies.

**Action 7.3 KH to formally confirm nomination to the new committee candidates.**

Continuing action on all to identify and nominate candidates for the committee.

JG inquired whether the gender balance of the committee reflected that of the Group as a whole? It was suggested that we should inquire of the Women in Physics Group. **Action 7.4 KH to email Alison Hodge to ask if she knew of any females who would consider joining, or if there is any known reason for the apparent imbalance.**

## 7. Activities - rolling review

The meetings programme was discussed:

- 1 Explorer centre at Bristol. Plan still planned as a family visit, now aim for 15<sup>th</sup> November.
- 2 Dynamic Firmware. Meeting was to be held in Aston. as a ½ day meeting. However, the conference was cancelled as the American speakers pulled out due to the Gulf War. New Target date end 04 or early 04, David Holding from Aston will assisting with this.
- 3 IOP Publishing: - IOPP is happy to provide a talk on the process of publishing. Plan for 2003. As BJ is leaving the committee the meeting is unlikely to proceed – delete.
- 4 Photonics Applications Specialist Meeting ½ day KB after dynamic Firmware. KB has a meeting on this on Wednesday.2003
- 5 KEW PRO - discuss at next meeting, Tim Scaife agreed to take this meeting on a coordinator.
- 6 Jodrell Bank. It was suggested that this might be an evening meeting, In Keith Kirby's absence, Tim Scaife agreed to take this on as well, aim for the Autumn, and circulate to local groups. KH noted that one of the attendees at Malvern had explicitly asked about this visit.
- 7 Nick Wright' meeting is on the 17<sup>th</sup> September, details in the Newsletter.
- 8 Pervasive Computing.. Ian has taken on new role as director of a PC centre. Could either link up with a DTI meeting on this subject or run our own. ISAT Group is also interested.
- 9 Reconfigurable Computers Simon Johnson reported that he is interested in Reconfigurable Computers with failover and fallback configurations in semiconductor devices.

- 10 Oil Industry / Harsh environments. Mervyn suggested that the oil industry had a large computing and sensing requirement, largely met by Schlumberger. He would investigate whether a conference could be organised on this topic.
- 11 Geotechnics. John asked if we have any contacts in geotechnics. This would have links to the Time Team programme, as discussed at the last year's ARM. Tim Scaife said he might have contacts in this area, would investigate.

John asked who is responsible for publicity for the autumn events, as there was not much time to get another newsletter out for these events. Ian confirmed that it is up to the organiser, if there was no newsletter available then mail shots or email would be used. The next newsletter is planned for October.

## **8. Web Site**

New changing pictures look very good. Simon C reported that he wanted more links from people on useful places to visit. He had attended a training course on use of the web tools provided, but this had been at a beginners level. The course had confirmed that there are no facilities to post forms on the website.

## **9. AGM**

It was agreed to submit all the names received to the AGM for approval. Ian would discuss past and future meetings and plans; Kevin would do treasurer and secretary's report, plus Group Officers Meeting. John would discuss ARM meeting.

## **10. AOB**

### **Officers Meeting**

Main change announced is to group funding, Groups will be capped at 3x income. There is a change to the Qualification procedure, CPhys is now considered separately to Membership. Changes are coming to the email system, which should make it easier to email the Group. Penny Endersby is taking over from Alison Hodge as Chair of the Ceng Committee.

**Annual Reps Meeting (ARM):** A series of presentations. Members set in tables with selected teams to workshop plans for the futures and areas to concentrate on. It was agreed that the IoP main aims included Publishing (Peer Review), lobbying Government, Serving members, with a particular emphasis needed on Industry Members.

**Amateur Radio Society** report. No news as Richard could not make meeting. **Action 7.5 KH to get a report from Richard Horton on any news from the ARS.**

**Associate Parliamentary Engineering Group.** John informed the meeting of the APEG activities, which IoP members are entitled to attend.

**GCSE in Engineering:** John asked if ITEC should be involved. **Action 7.6 JG to send details to KH for circulation with the minutes.**

## **10. DONM**

This was **agreed** to be 30<sup>th</sup> September, at 76 Portland Place, 12:30pm.

Meeting Closed.