

**Mission:** To collect, disseminate, and exchange technical knowledge concerning the exploration, development and production of oil and gas resources, and related technologies for the public benefit; and to provide opportunities for professionals to enhance their technical and professional competence.

Date: Wednesday 23<sup>rd</sup> March 2011  
Time: 5.00 – 6:30pm  
Location: Douglas Hotel, Aberdeen

**Attendees:**

Masud Javid	Total	Chair Elect
Diane Wood	SPE	Board Secretary
Judy Mackie	M&M Media	SPE Review
Allan Montgomery	M&M Media	SPE Review
Sankesh Sundareshwar	Maxoil	YP Co Chair
Alexandra Stacey	Roger and Co	Event Management
Andrew Jaffrey	TechDev Eng	Vice Chair Programme
Michael Heaney	Benchwhistler	CE Chair
Maria Trujillo	Senergy	AP Co Chair
Gbenga Oluyemi	RGU	Comms Committee Chair
Jeb Tyrrie	Focus Energy	Past Chair
Maria Segnini	SLB	CG Committee
Ian Phillips	CO2 DeepStore	Comms Committee
Sergei Kelm	Aberdeen University	Chair Student Chapter
Maria Martinez Zambrano	Aberdeen University	Student Chapter
Sarita Macvicar	SLB	CG Vice Chair
Annabel Sall	ThinkPR	SPE PR Consultant

**Apologies:**

Chris Nussbaum	Archerwell	Chairman
Atul Bhadauria	SLB	YP Co Chair
Colin Black	OptimaUK	CG Chair
Nigel Bradburn	Nigel Bradburn Consultants	CE Committee
Julie Roberts	ThinkPR	SPE PR Consultant
Anthony Onukwu	ITF	Membership Chair
David Liddle	ITF	Programme Chair
Stephanie Nwoko	BlueBack Reservoir	AP Co Chair
Paul Adair	BP (Retired)	DEVEX Chair

**Actions Summary**

All committee Chairs	To submit updated committee lists to Diane
All board Members	Pick a couple of companies to chase up in relation to unpaid invoices
All members	Committee Chair for Student Development needed- contact Daniel Diaz
Diane	To email round vacancy information to all committee members
Gbenga	To talk with Kamilla about the EBook being sent to all members
Gbenga	To provide Board with details of the ABS survey

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### **Chairman's Overview**

Masud welcomed and thanked all board members for attending and welcomed the new Aberdeen University Student Chapter Chair Sergei Kelm to the meeting

### **Matters arising from the previous month's minutes.**

Any outstanding committee chairs who have not submitted their updated committee lists to Diane have to do so ASAP.

Chasing up of unpaid invoices, Chris is the only board member to so far have done this actioned task, so far collecting £7K. .

Position's Vacant; the high profile role of Treasurer is available and needs to be filled as is the chair of the Student Development Committee.

Action: Board Members to go through list provided by Masud in pre read and call companies on it that you know.

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### **HOT TOPICS**

#### **Update on SOAA Proposal.**

Ian Philips presented the proposal that SPE Aberdeen Section take over running the SOAA, this proposal was included in the pre read material

SPE Aberdeen Section Board approval was requested for the following:-

SPE Aberdeen Section to take over all aspects of the ownership and management of the existing Scottish Offshore Achievement Awards from Scottish Enterprise, with the intent of running the event annually.

The event to be renamed as the "Offshore Achievement Awards" and managed as set out in the section entitled "Event Characteristics" below.

The first Awards dinner, under the new SPE management, is to be held in March 2012 to allow time for publicity and organisation.

The financial objective is that it "break even to minor profit" – so the event should have little effect on the Sections finances.

The event cost in 2010 (excluding the previous "prizes") was approx. £70,000. The Section will have some financial exposure as we may have to underwrite some early expenditure and carry exposure to making a loss if sponsorship is not secured.

It is proposed that the appointed contractors be motivated with a financial incentive (i.e. a profit share) similar to that provided to Rodger & Co for our Continuing Education events. This is to be agreed with them.

The event is to be overseen by a new SPE Board sub-committee comprising at least 3 Board Directors plus representatives of each sponsor organisation and each contractor.

Event management and publicity, including raising all necessary sponsorship, is to be undertaken by subcontractors – initially.

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Mearns & Gill will be the lead organisation to develop and manage this event on our behalf (with a condition that the event sponsorship has to cover any fee that they might charge)

Mearns & Gill are recommended on a "sole source" basis as the Director involved (Suzanne Robertson) has personally run and managed the Grampian Chamber of Commerce "Northern Star" awards.

SPE's PR advisors (currently ThinkPR) will undertake the associated publicity and promotional work.

This use of subcontractors should provide continuity and ensure that the event is sustainable as SPE Board members change over time.

The board agreed to the above proposals and the motion was passed.

#### **Request from Aberdeen Business School for research survey help.**

Gbenga updated the board on the request from Aberdeen Business School, (included in Pre Read Material) they would like help in distribution of a link to a survey they have been commissioned to do within the Oil and Gas community in Aberdeen. Gbenga suggested the link would be sent out to our members within an email shot and it would ask people to take part in the survey, he added that they are under no obligation to do this.

The Board requested more information on what the survey would entail and Gbenga is going to obtain more details of the questions etc and report back to the Board on 27<sup>th</sup> April.

Action: Gbenga to provide Board with details on the Aberdeen Business School Survey.

#### **Student Development –Scholarship Application and Chair Vacancy**

Masud updated the board on the number of applications received so far was 51 and that the closing date was Friday 25<sup>th</sup> March. Daniel had requested some volunteers to help assess the applications, so board members, Gbenga Oluyemi, Maria Segnini and Andrew Jaffrey have volunteered to do this along with Deji Adebeshin, the RGU student chapter president.

Appendage to this, is on the closing date there were 107 applications received by Diane

Masud also discussed the urgent need to for a new SD chair, more details can be obtained from Daniel Diaz. Sankesh commented that YP could provide cover for Daniel in the short term. Diane is to send an email shot round our members and see if that generates any interest.

Action: Diane to doing email shot with SD Chair vacancy information

#### **Treasurer: Invoice Payment Policy and Treasurer Vacancy.**

Masud spoke at length on the information given in the pre read material. He discussed that we have nearly £67K of outstanding invoices which need to be chased-up. A strategy for future events needs to be defined to ensure that all invoices get paid prior to the events.

Masud also spoke on the need for a new Treasurer, it is a high profile role but most of the work is done by a book keeper. Details are available from Masud

Action: Members to check the list included in the pre read and if they know someone in the companies then please use that contact to chase up the invoices.

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### **Committee Communications**

#### **AP Committee:**

Maria discussed the event that ran on the 2<sup>nd</sup> of March which was very successful and had been fully supported and fully booked. They had received very good feedback from a short survey that was distributed on the evening and the AP committee are going to share that feedback with the event sponsor.

Maria also discussed the upcoming Technical Presentation due to be held on 27<sup>th</sup> April, the sponsor is Conoco Phillips and the event will be 100% profitable due to the sponsorship. Maria commented that more publicity for this event on the website would be very helpful.

#### **M and M Media**

Allan gave a report on SPE Review Magazine, so far the March Issue has shown a slight profit and the company are awaiting confirmation and payment on an advert booked for next month, if this advert does not run there would be a £4k loss but they are confident the advert will be included.

#### **Communications Committee**

Gbenga discussed the last month's proposal to no longer send paper copies of the SPE Review to members outside the UK, the EBook had been sent out and the comments had been included in the pre read material.

The feedback had been very positive and the statistics had shown that 67% had liked the EBook and 33% stated there had one or two issues with it. It was commented that when there are big events being advertised it would be interesting to monitor the effect the EBook has on booking numbers – as more members might read the electronic copy.

It also was noted that the EBook had also been sent out to all members, which had been a mistake on Kamilla's part. This had to be sorted out, so that only the European members at this stage get the EBook. Gbenga is going to talk with Kamilla.

Allan commented that M and Media had received some very negative comments from their advertisers over this mistake, and advertisers were commenting that they would not advertise again in SPE Review if it goes out as an EBook and not paper copy. A small apology is to be placed in SPE Review explaining the mistake. In future all UK members will get a paper copy and European members will receive the EBook.

**Action:** Gbenga to talk to Kamilla about the distribution of the EBook mistake.

#### **Continuing Education**

Michael discussed the forthcoming CO2 storage event with 50 delegates registered so far. He is hoping for more before the day, and this event is also raising money for UNICEF.

He also commented that Well Abandonment that is running on the 29 March. The programme has been finalised for the Smart Energy Event on the 7<sup>th</sup> June and the organisers are now looking for exhibitors for this event with the cost being £700 to exhibit there.

#### **ThinkPR.**

Annabel updated the board on the media coverage this month (included in Pre Read) and that the Facebook page is continually being updated. She commented that there will be post event media coverage of the CO2 Storage conference and that ThinkPR have been working with Colin Black on CG events.

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### **Programme Committee**

Andrew commented that he was representing David this month, and updated the Board on a committee meeting held that only 3 members attended, it was decided that a time change would be of benefit for these meetings and the hope is that more committee members would be able to attend in future.

He commented that an email had been sent round to the 17 committee members with a poll on timing of meetings but only 6 had responded, so there is a concern that members are not interested.

He commented that a speaker has still to be found for the May evening meeting, he also commented that there is to be a discussion/meeting on event planning and the Year of Chemistry (this year).

### **Career Guidance**

Sarita updated the board on the activities of the CG committee; she commented there are a few initiatives being worked on at the moment, including the successful Maths in the Pipeline. She commented that Maria Segnini is going to work with OPITO on behalf of CG, and that the CG workshops have been very successful. Sarita also talked about the Energy for Me kits now being put into schools which was a great success.

### **Treasurer**

Masud commented that ICOTA had been very profitable this year with £43K being SPE's share of the profits; he mentioned that Heavy Oil had broken even.

Masud also discussed that **£67K** was still outstanding in unpaid invoices.

### **AOCB**

Masud introduced the new Aberdeen University Student Chapter president Sergei Kelm to the board, also a student chapter member Maria Zambrano.

Sergei discussed that Aberdeen University Student Chapter is just starting up again and they would like to get more input from the section and the board. and with that help he hoped that more recent graduates could become more involved in other SPE committees.

Sarita commented that Sergei could come back to the Board with specific requests, targets and goals, Maria commented that AP would be available to help with events.

It was suggested that Sergei talked with Deji from RGU student chapter on how that Chapter is run. Gbenga also suggested that they keep in close contact with himself and the YP and AP committees for help and information.

The meeting ended at 6.10pm.

The date of the next meeting is **Wednesday 27<sup>th</sup> April 2011**

There will be a SPE Evening Networking Meeting and dinner following that board meeting, run by the AP committee, with the speaker being Elisabeta Isaj, from ConocoPhillips talking on Salt Mitigation in SNS gas wells – case study.

Sponsored by ConocoPhillips



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