

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 26th May 2010
Time: 4.30pm – 6:30pm
Location: Douglas Hotel, Aberdeen

Attendees:

| | | |
|------------------|------------------------------|----------------------|
| Chris Nussbaum | SeaWell | Chair |
| Diane Wood | SPE | Board Secretary |
| Alexandra Stacey | Hulse Rodger and Co | Events |
| Anthony Onukwu | Eclipse Petroleum Technology | Mem Chair |
| Judy Mackie | M&M Media | SPE Review |
| Allan Montgomery | M&M Media | SPE Review |
| Annabel Sall | ThinkPR | PR Consultant |
| Gbenga Oluyemi | RGU | Communications Chair |
| Cees Vollaard | Shell | New Board Member |
| Masud Javaid | Total | Treasurer |
| Maria Trujillo | Senergy | AP Co Chair |
| Colin Black | Optima | CG Chair |

Apologies:

| | | |
|-------------------|--------------------------|-----------------|
| Michael Heaney | Benchwhistler Associates | CE Chair |
| Ian Phillips | Deepstore CO2 | Comms Committee |
| Jairo Ching | Sparrowsgroup | SD Chair |
| Abhijeet Kulkarni | Shell | YP Co Chair |
| Jeb Tyrie | Focus Energy | Past Chair |
| David Liddle | ITF | Programme Chair |
| Anderson Foster | Total | |

Actions Summary

| | |
|------------------|---|
| Alex Stacey | To provide Lynsey Thompson at Satrosphere with a high resolution logo |
| Judy Mackie | To provide Colin with an Energy 4 Me logo |
| Gbenga Oluyemi | To email members on comments on website |
| Anthony Onuwku | To send out awards nominations email |
| Anthony Onuwku & | To meet and discuss PR for awards event |
| Julie Roberts | |
| Chris Nussbaum | To provide costings and plan using annual report for corporate brochure |

From March meeting and to be carried forward to June Meeting

| By | Action |
|-------------|---|
| Jairo Ching | To collate information on adding website links to Universities and send to Chris and Ian. |
| Jairo Ching | To share amendments to SPE questionnaire with Abhijeet. |
| Jairo Ching | To consult with Hulse-Roger/ThinkPR about running the SPE members survey. |

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Chairman's Overview

Chris welcomed and thanked all board members for attending. He also introduced a new member Cees Vollaard from Shell to the board.

HOT TOPICS

Presentation /discussion of objectives by AP

Maria discussed that she and Stephanie would like to get input from all the committee and were going to meet with Chris to show him the presentation, prior to presenting it to the board at the June meeting.

It was agreed this was a good idea.

The AP committee has met with Chris to discuss forward planning for next year's activities.

AP and Y&P have come to an agreement and both groups will be presenting a single budget and will source for sponsorship together. Both groups will organize one joint event together during the year and there will also be separate events for the different groups.

Comments and Feedback on the new look SPE Review Magazine

The JCC met on 11 May and one of the main topics discussed was the new look SPE Review Magazine. (these minutes are included in the Pre-Read material)

Judy commented that M and M Media had taken on board the comments from that meeting and had made a new mock up of the front page for the June edition of SPE Review, this was then distributed to the board.

It was decided that this new page was much better laid out than the May issue, and in the June issue, Aberdeen events would feature heavily on the front cover and hopefully next month London would take this place.

Judy also commented on advertising in SPE Review, Masud stated that last year the Review had made a £40K loss, Judy stated that advertisers had "fallen out of love" with SPE and this was going to be a slow process in building relationships with potential advertisers. Chris commented that the SeaWell advert featured on the back cover of May's edition had been a success and Judy commented that SPE members could help publicise SPE Review within their companies, hoping that would be a good way of generating their company publicity by advertising in the Review.

PR Steering group first PR review by ThinkPR

Chris commented that the ThinkPR contract was now signed and they had come up with a Workscope and Strategy. (this is included in the Pre-Read material).

Annabel discussed that on the 3rd Thursday of the month ThinkPR will provide the PR Steering Group with a summary of the estimated time spent on the activities of the preceding month and the results of PR completed that month. This report will be circulated to the Board. They will then come to the board meetings to discuss what PR had been done and report on feedback from that. Then discussions can be had on what will make the most impact on the press for the coming months, and agree priorities.

Annabel discussed the PR initiative so far this month, an announcement had been made in the Press and Journal of Chris's appointment to Chair of the Aberdeen Section of SPE; this had been well placed on the page and had been very eye catching. Annabel also discussed the pictorial that had been published again in the Press and Journal, featuring Dr Otto Santos the distinguished lecturer that was presenting on the 26th May.

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The Walking with Dinosaurs soft launch was also discussed and as a sponsor, how could we make the most of the publicity for this event. Colin commented that we could show how SPE was involved by making the connection between Dinosaurs and Hydrocarbons and bringing the focus onto energy.

Annabel discussed the need for visual publicity and asked if a budget could be available for photography. Judy said she would support the need for a budget of that kind. It was agreed that a budget of £500 would be available for photography for the next 6 months. The focus would be on a great story and inclusive picture.

The board agreed to this proposal.

It was suggested that Think PR could flag up an article prior to press release, it was agreed that ThinkPR would contact Diane and Diane would notify all mailing list members.

Visual publicity was discussed as Satrosphere need a high resolution logo from SPE and Colin stated that he also needed an Energy4Me logo.

Colin commented that he was trying to include Dundee and Edinburgh in his remit for SPE, and the upcoming event in Edinburgh would highlight that. Chris commented that SPE have clear objectives and if we focus on publicising in our industry we will excite our members, in return they will want to be more involved with SPE.

Action:

Alex to provide Lynsey at Satrosphere with the high resolution SPE logo

Judy to supply Colin with the Energy4Me logo

Committee Communications

Communications Committee

Gbenga discussed the JCC meeting held in May, he discussed the redesign of the website to complement the new look SPE Review magazine. He discussed the rejuvenation of the home page and the need to generate income from the adverts on the home page

As changes have to be made, it was discussed that Gbenga would email the members with questions on their comments on the website and what they would like to see featured on it

It was discussed that pages from SPE Review could be linked to the website and that all articles from CG could be available to put on the website.

Chris stated that the website redesign would make it simpler and easier to navigate.

Action

Gbenga to email members for comments on website design

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Membership Committee

Awards Dinner

Anthony discussed that he had met with Jane Rodger and that it was decided to host the awards dinner at Satrosphere in August during the Walking with Dinosaurs display. This will be combined with the Kick off Meeting. It is also planned to invite some key industry people from Shell and BP for example.

Anthony is going to send out an email asking for nominations for the awards. This is planned to be completed the end of June with the award recipients being announced in the first week of July.

Julie from Think PR and Anthony are to meet and discuss the PR for this event.

It was also discussed that the budget for this event was £6K and as this was the Kick off Meeting for 2010-2011 this was a generous budget and it was inclusive of the awards.

It was also suggested that this Kick Off Meeting/Awards Event could be a good way of having a membership recruitment drive, with the various SPE committees having "stalls" at the event to publicise what each committee does.

It was also commented on that the SPE President 2011 was going to be invited to this event.

Action:

Anthony to send out awards nomination email

Anthony and Julie to meet and discuss PR for Kick off Meeting and Awards Event.

AP Committee/YP Committee

Maria commented on 2010 Devex workshop Young Professional "Making the Unconventional resources conventional".

The event was attended by 25 members amongst them geoscientists, researchers, petroleum and drilling engineers. The participants were divided into four round table groups; two groups discussing CBM and the other two discussing Tight Gas. The Outcome of the workshop will be published on the SPE website.

This event had been the first of its kind in Aberdeen, where the Aberdeen YP SPE section, AP- SPE, YP and AFES joined forces together and produced an excellent forum to discuss issues affecting the oil & gas industry. This had set a new era and could be the pioneer for more events of its kind to follow suit.

Maria also mentioned that Jairo's event in Dundee had been a great success and had good positive feedback.

She commented on the organisation of a summer BBQ, this could be held at Shell's club and that Abijeet was investigating this possibility.

Anthony commented that YP were in crisis, and needs revigorating, he is meeting with Jon Donachie to discuss a member that is keen to come to that committee. AP are keen to help out YP and as YP Aberdeen was the pioneer of YP worldwide, Annabel questioned how do we target new volunteers? Colin commented that YP always come to events when asked and that there is a big "disengage" at the moment as people are afraid to ask for time off work in a voluntary capacity.

Career Guidance Committee

Colin spoke on the All Energy initiative, he had brought in teachers and they had discussed linking learning resources to renewable through lesson plans, the teachers are delighted as this links with energy in the curriculum for excellence and one teacher has already a wind turbine project planned which includes a visit to the Glens of Foundland Wind Turbines.

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SPE/ICoTA, Colin discussed that he plans to take 12 teachers to this event to showcase what SPE are doing.

He commented that MIP now has a Dundee event to branch out within Scotland.

The NorthSound Oil and Gas quiz is going ahead in July and as SPE have funded £2000 for this we are developing energy4me specific questions for this. It was commented that this is an excellent way to embed SPE within the school and a great way to include the YP's to interact with the pupils.

Colin described the EYF (Energise Your Future) a Career focused event at AECC on 24th Nov 2010 with over 30 companies presenting their technology and discussing career and education choices with pupils.

SPE CG will have a stand at this event and present energy4me resources & lesson plans. YPs will also be on hand to talk about their personal experiences, education and actual job roles within the Oil & Gas Industry

Continuing Education

In Michael Heaney's absence, Chris discussed the summit series, these are one day events to take place on a Friday, the first one is at the end of July focusing on Health and Safety and Environment, and it is scheduled to take place in Norwood Hall.

Chris also spoke briefly on SmartEnergy 2011, this event will be held in May 2011 and volunteers are needed for this committee.

AOCB

Discussions were held on the locations of the meetings after the summer break.

The kick off meeting will be held in Satrosphere, the September meeting will be an evening at ITF at AECC and the October meeting will return to the Douglas Hotel.

Chris also commented that the annual report is almost ready to submit and that we could use some of the information within the report to produce a corporate brochure to publicise the SPE

Action

Chris to come back to the board with costings and a plan to use the annual report within a corporate brochure

Items to be held over till next meeting

- Relaunch of Membership Survey – an update from Jairo
- YP succession planning?

The meeting closed at 6.10pm

The next meeting is to be held on Wednesday 23rd June at the Douglas Hotel

Please note the 4.15pm arrival with a prompt start at 4.30pm.