



Doc No: WJS/A02/11  
October 2011

## WJS Management Committee Meeting

Wednesday 19 October commencing at 13:00hrs  
(Buffet lunch from 12.00noon)

Alan Wells Conference Room, TWI, Granta Park, Cambridge CB21 6AL

### MINUTES

#### Attendees:

Colin Galbraith	Chairman
Neville Williams	
David Howarth	
Chris Eady	
Ken Sprayson	
Richard Johnson	
Steve Beech	
Alan Smith	
Daniel Weeks	
John Weston	
Bernard Dawe	
Rachel Wall	Secretary

#### 1 Welcome and Apologies

The chairman welcomed everyone to the meeting. Apologies were received from: Ian Hogarth, Tommy Walker, Stephen Billing and Dave Ellis.

#### 2 Health and Safety Notices

H&S instructions were detailed by Chris Eady.

#### 3 Minutes of Previous Meeting

These were read, agreed and signed.

#### 4 Actions not listed elsewhere on the agenda:

KS acknowledged the importance of the Action List and thanks were extended to AS for its implementation.

KS reported that he had not received the re-welcome pack with his W Midlands branch programme card. **Action: RW to look into this.**

Webex to continue to be offered as an alternative to attending MC meetings in person..

**Action: RW to send a reminder on the morning to those who have expressed an interest.**

CE has now sourced a company to supply lapel badges. These have been ordered, for delivery in November. They will be gold instead of silver gilt and are cheaper than previous versions.

KS felt that the loyal service badges were devalued as they did not differ sufficiently from the ordinary professional membership badges. However, CE confirmed that badges are no longer available to purchase.

Highlands & Islands branch information not yet uploaded onto website. **Action: RW to chase IT.**

Professional Board has made the decision that the upper age limit of Younger Members should be 35 (not 30 as stated in the previous minutes).

KS reported that LA had attended a W Midlands branch committee meeting earlier in the year which was very welcome and very useful. He also had discussed the car insurance issue with his insurance company who have confirmed that attendance at meetings on a voluntary basis are considered a social activity, and therefore are covered.

## 5 **TWI Technical Groups**

DE had provided an update on the progress of technical groups meetings which was distributed to the meeting.

There has been a suggestion for a new NDT technical group which will be raised at the next Professional Board meeting. CE confirmed that this could provide a useful liaison with BINDT.

CE also confirmed that, despite Owen Gorton's resignation as Chairman of the Advanced Structures group, he felt it was important for this group to continue in the current climate and a new Chairman would be appointed.

There is currently a shortage of presenters for the forthcoming Pressure & Process Plant technical group meeting and alternative speakers are being sourced. *(Note: This meeting was subsequently postponed until 2012)*

Meeting venues other than TWI should be considered.

Thanks were extended to Dave for his report.

## 6 **2012 WJS Conference**

In their role as Coordinators of future WJS Conferences, CG and RJ have had discussions with Sayee Raghunathan who is helping with the organisation of the 2012 conference. This will now be held on 29 & 30 May, as the Whitsun bank holiday in 2012 has been moved to June.

CG confirmed that part of the conference will be dedicated to Younger Members. He and RJ already have ideas for the 2013 conference, and RJ was thanked for his support.

## 7 **CPD**

CE reiterated that CPD is a priority for this year. RJ has written an article which is being included with the re-welcome packs and all new membership packs. CE confirmed the procurement of a new online system, developed under an Engineering Council project. This has been purchased at a favourable cost and is considered a worthwhile investment. Money saved from sending out diaries has been invested in member benefits of which this is one. The new website will be up and running in the New Year and links will be available between the new TWI website and the new Professional website. LA has discussed the issue of self-certification with the developers and is happy that it will meet both members' and EC requirements. Certificates will continue to be issued to confirm CPD attainment.

## 8 Branches

Where branches currently have no 2011/2012 programme information on the website, they are urged to at least make some information available even if some meetings remain unconfirmed.

**Action: Relevant branches to provide RW with 2011/2012 programme information ASAP**

### Branch News

The Chairman read out reports from branches not represented:

#### Scottish Branch

Meetings have been reasonably attended with an average of 20 – 25 attendees and the Committee numbers are up to strength.. Their Annual Dinner preparations are well under way. Members enjoyed a very successful Golf outing on 9<sup>th</sup> September with good attendance from companies within the area. The branch has also been in contact with local technical colleges with a view to supporting and sponsoring a 'Student prize' for best in the year. They have also discussed the possibility of promoting WJS through apprenticeships and contacting local company's technical training departments.

With reference to a query from Scottish branch, it was confirmed that free membership can still be offered to students for one year, with the same level of access as other members. However, CE emphasised that we do not encourage too many free memberships to be offered to individuals who do not engage with the branches and who are unlikely to renew their membership at the end of the year. Free memberships should therefore be restricted to worthy causes such as prize givings, awards and project work. Free for all memberships do not address WJS growth. *(Also mentioned under Item 11)*

#### Manchester

Stephen Billing is trying very hard to resurrect the Manchester branch. RJ suggested that Stephen should concentrate on following up the 6 volunteers he already has, rather than sending out a second flyer. The potential linkage with Air Products in Crewe should be very beneficial. RJ has been invited to their upcoming meeting for his knowledge and support.

#### Highlands & Islands

The branch held a very successful inaugural meeting on 8 September which was attended by 36 people, including both CE and CG. The branch 2011/2012 programme has been confirmed and is awaiting upload onto the TWI website.

AS questioned how the new branch would impact on the N Scottish branch grant. He stressed that they are very supportive of the new branch but were concerned that if they lost several of their members to the new branch this would impact on their branch grant. CE confirmed that the issue of finances would need looking into but confirmed that as the second part of the 2011 branch grant had already been paid out, there would be no impact until 2012.

**Action: CE to discuss with Sandie Gibbs and RW**

### Branch Reports from those present:

#### Kent

BD reported that Kent branch have a good programme organised for the coming year. This consists of several joint meetings which Norman Baldwin had set up before he retired as Branch Chairman. Not much branch grant is spent on meetings as joint events are jointly funded, but the main problem is that although attendance figures are fairly good with joint meetings very few attendees are WJS members.

The branch committee now consists of five members and is struggling to find more. Norman Baldwin is currently acting as Chairman in addition to being treasurer. BD reported that as he has now retired from work and has sat on the committee since 1989 he feels that young blood is paramount. Any offers of help from suitable potential members would be welcome

There are currently only 64 members in the Kent area which is due to economic factors and the job situation is not good in the area. The committee do support Canterbury College with a student prize, which is a memorial to one of the branch founder members Charlie Floor. The committee were disappointed that the Air Products prize did not materialize as it was their intention to offer this also. The branch intends to keep contact with colleges in the area but their welding departments are either shutting or diminishing, or linking with other engineering departments. Despite a drive around three years ago to enrol several free student members, none have renewed once payment was due. They will, however, have another drive at local colleges and companies.

Thanks were extended to BD and the branch members for their commitment.

### **Eastern Counties**

JW reported that joint meetings (mostly held at TWI) were very active. Members attend from Suffolk and Norfolk which is quite a trek. They have a very active Programme Secretary in Alan Shand from Lloyds. They are, however, disappointed that they have never managed to arrange a joint NDT group meeting with BINDT.

Over £1000 was raised for charity at the branch golf day.

College recruitment is very difficult, but they will continue to pursue Colchester.

### **West Midlands**

KS reported that their first meeting after the summer break had been rather poorly attended, possibly due to the break. Their new Programme Secretary is based at Doosan Babcock and they are very fortunate to have the support and hospitality of Doosan. They look forward and are hopeful of better attendance.

The branch had intended to present the bronze prize winner of WorldSkills with a welding helmet. However communications have not been straightforward.

**Action: CE to contact Martin Fletcher**

### **South Wales**

NW reported reasonable attendance at meetings which have been split between daytime meetings at Neath & Port Talbot College which have a captive audience, and evening meetings which attract fewer attendees. A number of older members are now turning up at the daytime lectures.

Committee numbers have increased from four to seven.

### **London**

DW reported that London branch have only held a couple of meetings since the last MC meeting. The last one he attended was well supported. They have lost a couple of joint meetings with the Institute of Physics but are working to fill the gaps, possibly with IMechE plus one other. The branch Chairman has just retired and moved up North so after the end of this year he may be joining Northumbria branch!

The branch has been discussing social events but these are still under discussion.

## **Sheffield**

RJ reported that the branch had enjoyed a very successful first meeting of the current session which was hosted by Chris Cheetham on 3D applications. Last night's joint meeting with Sheffield Metallurgical Association was very well attended. In November an informal dinner has been organised, together with a visit. Tiziana (branch secretary) is being transferred to Cambridge early next year so hopefully can transfer to the E Counties branch committee.

## **Leeds**

RJ reported that the recent meeting on NDT had attracted an attendance in double figures. They still struggle to get people to the meetings but are hopeful of swinging the balance as some speakers will be travelling quite a distance. They are finding that practical demos and works visits are better attended than guest lecturers. The next meeting at BOC tomorrow is on practical welding so it will be interesting to gauge the response.

.A golf event has been organised and the branch has a good social programme.

The Committee are very enthusiastic with two existing members glad to be continuing

## **North Scottish**

AS reported that the first meeting held jointly with the Institute of Corrosion was well attended. Preparations are in hand for their dinner in November, despite fewer people booking initially. They have a full calendar for this year. Their branch Secretary Louise will shortly be on maternity leave and they have no secretary to cover at the moment. Generally all is OK.

## **East Midlands**

SB reported that he has organised a publicity drive. The branch is trying to engage with the membership more, so they would like to reinforce the committee which is in danger of losing another younger member due to a career change. They would be interested to hear other branches experiences. Financially they are OK. The branch Annual Dinner in June was successful. Their meeting in November has a sporting theme, describing the work on giving our competitors the edge in the Olympics.

## **Northumbria**

CG reported that there have been no meetings so far this Autumn. However, the programme has been set, with two slots still to be filled. The branch continues to be very successful financially. There are trying to improve communications with their members in order to improve membership numbers. They have enjoyed a very successful dinner and golf tournament.

### **8.1 Dubai**

CE reported that the Middle East branch is continuing to schedule meetings. CE has been invited to speak at the next meeting on 5<sup>th</sup> October and will be talking about the benefits of professional membership.

### **8.2 India**

CE reported that TWI training has appointed a Manager for India in Chennai. CE will not be pressing him to set up a branch immediately. There is also support from Mr Shahani who is offering to coordinate events in partnership with other institutions in the region. He will be organising technical talks with visiting TWI personnel, thereby supporting CPD in the area.

### 8.3 Global

CE reported that the virtual branch has been very successful for those without access to branches. Meetings are very well attended by both UK and overseas members. SB reported that he has been encouraging Rolls Royce employees from all over to attend. CE also reported that better quality audio equipment is being looked into. CG encouraged everyone to log in to view the global meetings..

### 8.4 Branch map boundaries

In 2012 the branch manual is due for an update. Branches are encouraged to look at present boundaries to see if they are working for the branches in relation to where the attendees are travelling from. The new Highlands & Islands branch will be shown on the new map.

JW commented that historically E Counties meetings used to be held at various colleges but now meetings are mainly held at TWI Cambridge. However, members still attend from Norfolk and Suffolk.

AS reported that the N Scottish branch still attracts a few members from Dundee and Arbroath but this is dependent on the meeting venue.

KS reported that the W Midlands branch is based in Wolverhampton and was historically an amalgamation of Wolverhampton and Birmingham branches.

**Action: All branches are encouraged to look at boundaries and make comments before the next meeting.**

DW requested more detail as to the postcode allocation of the London branch members.

**Action: Tom Howes to provide DW with postcode details.**

CG reiterated that members living just over branch boundaries and possibly closer to a neighbouring branch are welcome to attend either branch. In fact, members are welcome to attend any branch meetings.

When the new website is up and running it is hoped that it will be possible for the 'My membership' page to allow members to select a second branch in order to receive details of meetings in that area in addition to their main branch area. CE confirmed that HQ are also looking into the possibility of an i-phone app.

### 8.5 Speaker presentation pen sets

RJ raised the possibility of HQ sourcing presentation pen sets for the branches to present to speakers. London and E Midlands branches currently offer their speakers either a pen set or engraved paperweight. It was reported that paperweights are less popular than the pen sets. N Scottish branch are looking into getting some whisky glasses engraved with the WJS logo. W Midlands branch have just re-ordered paperweights etched with the WJS logo. Kent branch provide their speakers with a locally sourced plaque engraved with the speaker's name and date. It was generally thought that it is better to have different gifts from the various branches, especially for speakers who travel around several branches.

Branches to be asked if they would be prepared to purchase six pen sets from HQ, suitably badges with the WJS logo.

#### **Actions:**

1. **Members to email Rachel detailing what their branch already offer to speakers and if they would commit to buying 6 centrally sourced pen sets**
2. **RW to send a high resolution version of the WJS logo to AS.**
3. **Tom Howes to look into prices of centrally sourced engraved pen sets.**

## 9 Branch Diaries

These were available for collection by the committee representatives for distribution to the branches.

**Action: Branches not represented at the meeting to inform Rachel Wall of their requirements.**

## 10 Value

CE requested suggestions from the committee on what is considered a value to membership. Branches were urged to publicise their successes. Despite centrally written articles supplied to journals and local press on involvement in Big Bang and other educational outreach activities, there is little feedback on branch activities and events. The importance of publicising welding was stressed, and the possibility of local press coverage leading to a mention in the national papers was highlighted.

CE confirmed that the new website will be manageable by Professional Division but cannot be controlled by individual branches. However, branches can promote their activities via LinkedIn by putting in links between their branch page and their own LinkedIn group. It was confirmed that, at present, TWI cannot be associated with either Face Book or Twitter.

There is also an on-going problem with invalidated emails. Members are prompted by surveys, emails and when renewing their membership. However where members pay by DDR, their contact details do not get updated.

It was confirmed that the new website will include a 'My membership' area where details can be updated.

**Action: RW/LA to check what can be done about invalidated emails**

## 11 Membership Statistics

CE reported that Professional membership numbers had taken a slight fall over the year. The main challenge is demographic with the loss of senior grades in membership. Branches are urged to encourage their members to upgrade and to stress the importance of progression through the Institute.

WJS membership statistics have also dipped during the year, mainly due to fewer WJS student members. A conscious decision has been made not to award so many free memberships, which is in line with the KPI to increase fee paying members who participate in membership. The aim is for a 5% increase in both professional and WJS fee paying members.

CG urged branches to introduce themselves to free members and actively encourage continuation of membership after the free year expires. CE emphasised that in the case of free memberships offered to prize winners of the SummitSkills finals, the relevant branches from where those prize winners were located had been requested to encourage them into the branch.

Some branches acknowledged that they have tended to lose track of their free memberships after the year, but will try to keep track of them in future.

CE reminded branches that a further way of promoting WJS is through apprenticeship schemes. It is the responsibility of the branches to speak to local companies and colleges, as MDs are often not aware of the benefits of WJS membership. CG confirmed that Northumbria branch try to tell as many local companies and colleges as possible of their existence. To assist with this, research member company ORs (official representatives) are listed on the TWI website.

JW reported that the E Counties branch did not get one reply from letters sent to local companies asking them to be represented on the branch committee.

Members were reminded that branches can request a list of ORs for their specific area from Tom Howes. Any mass e-mailings can be sent out from HQ if the branches provide their proposed wording. However, it was acknowledged that by doing this rather than the branch sending out the email, it is difficult for the branch to gauge feedback.

## 12 Professional Board

CE reported that the last PB meeting covered a routine business report on TWI from Christoph, together with reports on membership statistics, a MERC committee report detailing the number of applications and registrations received; a report on the OU foundation degree in fabrication; AWFTE, IIW and EWF reports, plus a WJS Management Committee report, Younger Members Committee report and nominations for awards. A draft copy of the new Professional members' handbook was discussed and this is now nearing completion and will be available on the website shortly.

The unsuitability of the current Professional Members meeting room was also discussed, due to there being no lift and limited access to toilet facilities. Suggestions for an alternative have been encouraged by Christoph. JW commented that an accessible room would be beneficial for E Counties branch meetings and also for the WJS Conference. CE stated that if plans for a new conference centre development go ahead, linked to the development of the Phase II land, this would offer an opportunity to replace the existing professional members' room, but still maintaining the boards and photographs of past presidents. CE also confirmed that capital expenditure approval has been received to improve the current Conference Centre audio visual facilities in the interim.

Nominations for Professional Board and Council are due to be discussed at the Professional Board meeting on 20 October.

## 13 Younger members Committee

### 13.1 Educational outreach

It was reported that LA and CE had met with Andy Low to discuss the aspirations for the Younger Members committee. This had been a very productive meeting and the committee are highly motivated to the needs and requirements for the development of the Younger Members. Chris Eady encouraged the branches to consider opportunities for younger members to be given a larger role within the branch activities, possibly dedicating one event a year to the younger members. Younger members should be encouraged onto every branch committee, thus influencing the needs of younger members.

DW suggested the possibility of younger members having their own branch, but CE stressed the importance of younger members meeting with people who will give them support and whose knowledge will be remembered as they develop their careers. DW highlighted the importance of the networking aspect of branch meetings which would not be as significant in younger member only events. Suggested activities of interest to YM included the Bloodhound thrust project, industrial visits and the inclusion of a virtual welder machine.

Despite negative feedback from younger members that they are not being engaged with sufficiently, some branches reported that they have tried to get younger people involved but to no avail. CE encouraged both younger members and branches to engage, with branches taking an interest in younger members input.

DW stressed that YM needs should be tailored to the branch area as, with the London branch, YM are graduates now working for the big contracting companies. YM needs should be tailored to the branch area, i.e. whether college or industry based.

Andy Low is also looking into linking up with counterparts in other societies. It was suggested that a CPD workshop could be part of existing branch meetings – either before or after the main meeting. There could also be either an annual or bi-annual event to coach people into what their career progression might be.

A request was made for younger members to be indicated on the branch membership lists so that they could be encouraged to attend branch meetings.

**Action: Tom Howes to identify younger members on branch membership lists.**

Every success was wished to the younger members.

CE reported that The Welding Institute will be taking part in the Big Bang Science Engineering Fair in Birmingham from 15-17 March 2012. Smaller regional fairs will only be considered if WJS branches can engage younger members to be involved in these educational activities, as HQ do not have the resources to continue with all outreach activities nationwide.

CE reported that a Welding Careers Awareness Day has been held at TWI in conjunction with the BOC apprentice welder competition.

## 14 Promotion and Development

### 14.1 Posters

The Chairman distributed a copy of a suggested poster to the meeting. This is currently available as a pdf, but the content can easily be changed. Copies have been sent to all branch secretaries in order to promote WJS. Free membership for students is promoted but branches must follow this up. DW requested two versions of the poster – a high resolution copy for printing and a low resolution copy for email purposes.

**Action: CG to send DW both versions of the poster - Done**

It was suggested that a white box could be incorporated into the design in which branches could insert their own messages, e.g. next branch meeting. It was also suggested that the background image should be welding related.

CG stressed that Adobe illustrator would give the opportunity to change the poster. The current style resonates with the new Welding Engineering booklet which LA has just created.

**Action: CG to make suggested changes in the interim**

**Subsequent note from CG:** White box not possible. Background Image is now changed.

The decision was made to trial the poster for a year and then review the content. We will endeavour to monitor any increase in membership relating to the poster distribution.

Thanks were extended to CG for his efforts. In return, CG requested members' feedback once the posters have been displayed.

### 14.2 Welcome packs

These are currently being distributed with branch programmes.

### 14.3 New branding / Website

In an effort to double the WJS membership, ideas are being sought for captions and logos to capture the imagination. Membership numbers do not currently even scratch the surface of the number of welders nationwide.

**Action: Members to send ideas for captions and logos to RW**

## 15 Institute of Rail Welding

A report written by Tim Jessop outlining the reorganisation and relocation of Network Rail which could affect their future commitment to IoRW, was distributed to the meeting.

## 16 **Welding & Cutting Journal**

CE reported that the issue about skills competitions had been well received. W&C were a media partner for the WorldSkills event. All feedback and contributions for content are gratefully received. All reports received are published and branches should encourage reports on branch meetings.

## 17 **AWFTE**

The AWFTE MC met on 2 September and are working to create career route maps for Scotland, Wales and England. The date for the 2012 conference has been confirmed as 10-11 May. The latest newsletter was published before the World Skills event. TWI is to build a consortium of SMEs in the East of England to create a group training association. If 100 SMEs each took on one apprentice that would equate to 100 apprenticeships. If successful, this could be rolled out nationally.

It was suggested that Reza Razmjoo could mention this initiative at the Scottish branch dinner; likewise a mention could be made at other branch dinners.

**Action: CE to speak with Reza Razmjoo**

## 18 **Any Other Business**

18.1 SB confirmed that condolences had been passed on to Barry Bagnall's widow and a Loyal Service certificate had been delivered. A photo is to be taken of his name when it is engraved on the Loyal Service board and this will also be presented to his wife.

18.2 Congratulations to be sent to Jake Rambaldini, bronze winner of WorldSkills and also to the BOC finalist winner, WJS membership to be offered to all finalists. **Action: RW**

18.3 CE outlined the proposal from TWI marketing department to move from the production of several different printed newsletters (e.g. AWFTE, IORW) to a single combined electronic newsletter.

Concerns were raised that retired members are invariably those who do not have access to electronic versions. Additionally, electronic copies are not read in the same way as printed matter and cannot be distributed in reception areas etc. There are certainly benefits to printed media. At the very least, anything electronic should be in a printable version.

**Action: CE to report back the members' comments.**

18.4 RJ asked if branch chains of office are up to date, although he acknowledged that some branches do not have chains. It was confirmed that Kent, London and W Midlands are up to date. The old Birmingham Branch chain is now on display in Birmingham museum.

**Action: Branches to let RJ know the state of their chains of office.**

## 19 **Date of Next Meeting**

4 April 2012 . 09.30am. Webex to be offered.