

SUT SINGAPORE BRANCH

ANNUAL REPORT
2019



Introduction

This document summarizes the SUT Singapore Branch activities and statement of accounts for the calendar year 2019.

In accordance with the Societies Singapore Branch Constitution, the main objectives of the society are to:

- Promote the further understanding of the underwater environment;
- Encourage cross-fertilization and dissemination of ideas, experience and information between workers in academic research, applied research and technology, industry and government;
- Encourage development of techniques and tools to explore, study and exploit the oceans;
- Encourage proper economic and sociological usage of resources in and beneath the oceans;
- Encourage further education of scientists and technologists to maintain high standards in marine science and technology.

These objectives are achieved by organizing regular industry events we term “Technical Evenings” that provide a platform for subsea technology speakers and also the opportunity for industry networking of members and non-members.

The following section reports on these activities. The statement of accounts follows and the report is concluded by the list of current committee members.

This report has been written and issued in January 2020 by the SUT Singapore Branch Executive Committee.

Activities Report

The AGM was held on the 24th of January, the AGM minutes of meeting attached at end of document. In addition, for 2019 there were five regular committee meetings held as summarized here:

- 24th January
- 5th of May
- 26th of September
- 29th of August
- 21st of November

Copies of the meeting minutes are attached at the end of the document. The objective of the committee meetings is to discuss, organize and action the activities of the Society. The main activity is the Technical Evening Events. A summary of those held for report period, are as follows:

Technical Evening Date	Venue	Sponsors
16/05	Marina Mandarin Hotel	Geotronix Norbit
26/09	Marina Mandarin Hotel	SUT Singapore Branch

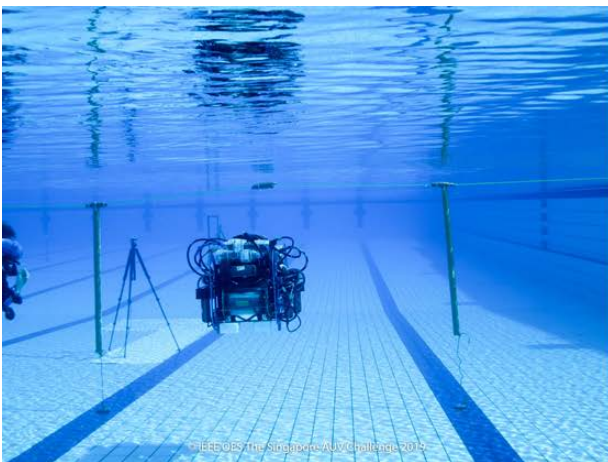
A summary of the speakers and talks as follows:

Technical Evening	Speaker	Topic
16/05	Mikael Nyseth (EIVA)	Navisuite Nardoa & Navisuite Deep Learning
16/05	Jerome Tsu (Norbit)	3D STX Application for Construction and Pipe Lay
29/09	Prof Wai Lam Loh (NUS)	Natural and Terrain Induced Slug Loading In Offshore Pipelines
29/09	Andrew Wong (IMAREST)	IMarEST and Professional Development

An end of year social event was held for the first time in the Singapore Branches history, with 60+ people in attendance. The event was held on the 21st of November at Hero's Bar.

Sponsorship

As per the previous year, the SUT Singapore Branch was a proud sponsor of the Singapore AUV challenge, 8-11 March 2019, organized by the local IEEE chapter, Singapore Polytechnic and National University of Singapore (NUS). It's a competition that has been running since 2013 and is open to Tertiary engineering students from around the world. The objective for the University teams is to develop their own AUV to compete in a set of given tasks in a swimming pool. The game plan is designed to be challenging enough to trigger students engineering creativity and innovation in solving underwater robotics tasks. The competition, stretched over four days, provides an avenue for the students to showcase and present their designs and develop skills for the next generation of subsea robotics engineers.



Financial Report

The only source of income for the Society comes from Company sponsorship of the Technical Evening events and entry fees for attendees of these events. This year we have increased the sponsorship to \$1500 SGD per company, entry fees are charged at \$50 SGD per members and \$60 SGD for non-members.

2019 P&L summary as follows (Pending 3rd Party Audit) :

**Society For Underwater Technology (Singapore Branch)
Income & Expenditure For The Year of Assessment 2020
For the Period (1st January 2019 to 31st December 2019)**

	S\$	S\$
Income		
Event Entry Fee		6,180.00
Sponsorship Income		<u>5,960.00</u>
		12,140.00
Less Expenses		
Venue Rental	11,190.78	
Event Expenses	1,913.24	
Bank Charges	<u>461.50</u>	
		13,565.52
Net Income/Expenditure		<u><u>-1,425.52</u></u>

Detailed account summary can be found on following page.

Statement of Accounts

Date	Bank Account Balance				Revenue Generating Events				Expenses					P&L		
	Opening	Deposit	Withdraw	Closing	Event Date	Event Entry Fees	Sponsorships	Total Revenue	Venue Rental	Location	Bank Charges	Other Expenses	Descriptions	Income	Expenses	Net Profit
Jan-19	\$ 6,011.23	\$ -	\$ 75.00	\$ 5,936.23							\$ 75.00	\$ 1,000.00	SAUVC Sponsorship		\$ 1,000.00	-\$ 1,075.00
Feb-19	\$ 5,936.23	\$ -	\$ 801.69	\$ 5,134.54							\$ 35.00					-\$ 35.00
Mar-19	\$ 5,134.54	\$ -	\$ 35.00	\$ 5,099.54							\$ 35.00					-\$ 35.00
Apr-19	\$ 5,099.54	\$ 2,980.00	\$ 1,917.75	\$ 6,161.79							\$ 35.00					-\$ 35.00
May-19	\$ 6,161.79	\$ -	\$ 35.00	\$ 6,126.79	16/5/2019	\$ 1,880.00	\$ 2,980.00	\$ 4,860.00	\$ 3,225.00	Marina Mandarin	\$ 35.00	\$ 495.00	Bar Bill SUT	\$ 4,860.00	\$ 3,720.00	\$ 1,105.00
Jun-19	\$ 6,126.79	\$ -	\$ 1,114.19	\$ 5,012.60							\$ 35.00	\$ 121.94	Visit SUT Houston Lunch		\$ 121.94	-\$ 156.94
Jul-19	\$ 5,012.60	\$ -	\$ 35.00	\$ 4,977.60							\$ 35.00					-\$ 35.00
Aug-19	\$ 4,977.60	\$ -	\$ 35.00	\$ 4,942.60							\$ 35.00					-\$ 35.00
Sep-19	\$ 4,942.60	\$ -	\$ 35.00	\$ 4,907.60	26/9/2019	\$ 1,590.00	\$ -	\$ 1,590.00	\$ 3,695.78	Marina Mandarin	\$ 35.00			\$ 1,590.00	\$ 3,695.78	-\$ 2,140.78
Oct-19	\$ 4,907.60	\$ 2,980.00	\$ 1,785.75	\$ 6,101.85							\$ 35.75					-\$ 35.75
Nov-19	\$ 6,101.85	\$ -	\$ 2,141.53	\$ 3,960.32	21/11/2019	\$ 2,710.00	\$ 2,980.00	\$ 5,690.00	\$ 4,270.00	Heros	\$ 35.75	\$ 296.30	Office Supplies and Gift	\$ 5,690.00	\$ 4,566.30	\$ 1,087.95
Dec-19	\$ 3,960.32	\$ -	\$ 35.00	\$ 3,925.32							\$ 35.00					-\$ 35.00
														\$ 12,140.00	\$ 13,104.02	-\$ 1,425.52

SPONSORSHIPS			
EVENT DATE	COMPANY	AMOUNT (SGD)	Paid To
29/4/2019	Geotronix	\$ 1,500.00	DBS
11/4/2019	Norbit	\$ 1,480.00	DBS
1/10/2019	Atlas	\$ 1,500.00	DBS
1/10/2019	Norbit	\$ 1,480.00	DBS

Branch Committee Members

Name	Title of Office Bearer
Anthony Gleeson	Chairman
Colin Campbell	Vice Chairman
Jose M Puig	Secretary
Che Keong Lee	Treasurer
Xiang Liu	Committee Member
Wendy Lee	Committee Member
Mark Colbridge	Committee Member
Andy Ching	Committee Member
Phillip Thomas	Committee Member
Derrick Chow	Committee Member
Andrew Blears	Committee Member
Derek Donaldson	Committee Member
James Christie	Committee Member

AGM 2019 Minutes

Between:	Committee Members	Date:	24 January 2019 @ 1700 hrs		
Location:	Sonardyne Offices 34-B Loyang Crescent, 508993	Minutes By:	Jose Puig		
Attendees:			Attendees	Apologies	Liaison
	Anthony Gleeson	AG	✓		
	Che Keong Lee	CK	✓		
	William Lee	WIL		x	
	Colin Campbell	CC	✓		
	Mark Colbridge	MC		x	
	Wendy Lee	WEL		x	
	Jose Puig	JP	✓		
	Derek Donaldson	DD	✓		
	Xiang Liu	XL	✓		
	Andy Ching	AC	✓		
	Sampaul Singh	SPS		x	
	Maxime Even	ME		x	
	Phillip Thomas	PT	✓		
Circulation:	Committee Members				
Attachments:	2018 Activities report				
Agenda:	<ol style="list-style-type: none"> 1. Welcome 2. Committee Members - Resignations 3. Committee Members – New Members 4. Election of Society Office Bearers 5. Statement of Accounts 6. Registration of New Members / Office Bearers 7. AOB 				

	Discussion / Decisions	Action	
		By Whom	By When
1	Welcome		
	Welcome extended to all and acknowledgement for making the effort to come along to the meeting. Anthony Gleeson Presiding over the meeting	AG	
2	Resignations		
	<ul style="list-style-type: none"> Wendy Lee Sampaul Singh 	All	
3	New Members		
	<ul style="list-style-type: none"> Andrew Blears Derek Chow Rahul Sadasivam 	All	
4	Election of Society Office Bearers		
	No Change	All	
5	Statement of Accounts / Tax Compliance		
	<ul style="list-style-type: none"> 2016-2017 tax report has been submitted and assessed received. Payment in process 2018 activity and accounts presented to the committee during the meeting by JMP and attached to the AGM MOM CORPASS has been created DBS Bank account ownership is being updated 2016, 2017 and 2018 Annual reports pending to be submitted to ROS, they are in process. 	All/JP	
6	Registration of New Members / Office Bearers	CC/JP	
	Will need to update Committee with ROS		
6	AOB.		
	None		

Committee Meeting Minutes

Between:	Committee Members	Date:	24 th January 2019 @ 1730hrs		
Location:	Sonardyne Offices, 34 Loyang Crescent, Block B, Singapore 508993	Minutes By:	Jose Puig		
Attendees:			Attendees	Apologies	Liaison
	Anthony Gleeson	AG	✓		
	Che Keong Lee	CK	✓		
	William Lee	WIL		*	
	Colin Campbell	CC	✓		
	Mark Colbridge	MC		*	
	Jose Puig	JP	✓		
	Derek Donaldson	DD	✓		
	Xiang Liu	XL	✓		
	Andy Ching	AC	✓		
	Maxime Even	ME		*	
	Phillip Thomas	PT	✓		
	Rahul Sadasivam	RS	✓		
	Derek Chow	DC		*	
	Andrew Blears	AB		*	
Circulation:	Committee Members				
Attachments:	N/A				
Agenda:	<ol style="list-style-type: none"> 1. Welcome 2. Matters arising from last meeting 3. Technical Meeting Discussion 4. AOB 5. Next Committee Meeting Date 				

	Discussion / Decisions	Action	
		By Whom	By When
1	Meeting chaired by Anthony Gleeson		
	Welcome was extended to all and acknowledgement for making the effort to come along to the meeting.	AG	
	Attendance recorded	JP	
2	Matters arising from last meeting.		
	Marketing plan 2019 Regain access of LinkedIn Account Update the SUT Int Web Page Obtain SUT SG membership from International	JP	Next Meeting
	Discussion on 2019 proposals, we will hold: <ul style="list-style-type: none"> At least Quarterly committee meeting 2 Technical meetings with 2 speakers and 2 sponsors each Tentative dates 16th May19 and 19th Sep Anthony and Phillip to research new venues 1 x End of year social event 22nd of November at Heroes 	All	Next Meeting
4	AOB.		
	Submit overdue annual reports to ROS	JP	Next Meeting
	Bank Account ownership needs to be updates	JP, CC,AG,CK	Next Meeting
	Sponsor the SAUVC. Approved	All	Next Meeting
5	Next Committee Meeting		
	Tentative Thursday 2 nd of May 5pm. Venue TBA	All	

Committee Meeting Minutes

Between:	Committee Members	Date:	09 th May 2019 @ 1730hrs		
Location:	Boulevard Bugis Duo	Minutes By:	Jose Puig		
Attendees:			Attendees	Apologies	Liaison
	Anthony Gleeson	AG	✓		
	Che Keong Lee	CK		x	
	William Lee	WIL	✓		
	Colin Campbell	CC	✓		
	Mark Colbridge	MC	✓		
	Jose Puig	JP	✓		
	Derek Donaldson	DD		x	
	Xiang Liu	XL		x	
	Andy Ching	AC	✓		
	Maxime Even	ME		x	
	Phillip Thomas	PT	✓		
	Rahul Sadasivam	RS		x	
	Derek Chow	DC	✓	x	
	Andrew Blears	AB		x	
Circulation:	Committee Members				
Attachments:	N/A				
Agenda:	<ol style="list-style-type: none"> 1. Welcome 2. Matters arising from last meeting 3. Technical Meeting Discussion 4. AOB 5. Next Committee Meeting Date 				

	Discussion / Decisions	Action	
		By Whom	By When
1	Meeting chaired by Anthony Gleeson		
	Welcome was extended to all and acknowledgement for making the effort to come along to the meeting.	AG	
	Attendance recorded	JP	
2	Matters arising from last meeting.		
	Marketing plan 2019 Obtain SUT SG membership from International (Pending) SUT Singapore Branch Website has been updated on SUT International site https://www.sut.org/branch/singapore/ LinkedIn site up and running SUT email also working	JP	Next Meeting
	Discussion on 2019 proposals, we will hold: <ul style="list-style-type: none"> At least Quarterly committee meeting 2 Technical meetings with 2 speakers and 2 sponsors each Tentative dates 16th May19 and 26th Sep Pending one sponsor and speaker for 26th event. They will be held at Marina Mandarin Hotel, all booked. 1 x End of year social event 21st November at Heroes all booked, will start advertising 50 SGD flat rate at door 3x sponsors 1000 	All	Next Meeting
4	AOB.		
	Submit overdue annual reports to ROS, need update. I have submitted all and pending approval from EXEC committee since April. Will need to resubmit for approval as need to be approved within 15 days	JP	Next Meeting
	All Tax matters are up to date and have been paid	JP	Completed
	Bank Account ownership needs to be updated. Pending Account Signatories change to go through. Change of address to SON ASIA also pending	JP, CC,AG,CK	Next Meeting
	Sponsor the SAUVC. Approved. Completed	All	Completed
	Participate with IEEE as partners w SUT, we will contact SUT international Meeting to be held with IEEE and further action to be decided	AG	Next Meeting

	<p>Technical evening 16th of May</p> <p>Point of contact with Hotel will be Andy Ching</p> <p>Difference of cost will be sorted by Anthony</p> <p>Door will be managed by Colin (Fugro)</p> <p>We will go with their beverage service</p> <p>60 chair arrangement</p> <p>Food to be served at 7:30, ten platters</p>	AC, AG, CC	16 th May
	Meet IMAREST for possible cooperation and them speaking on next event	SUT EXEC	Next Meeting
5	Next Committee Meeting		
	Tentative Thursday 15 th August 5pm. Venue TBA	All	

Committee Meeting Minutes

Between:	Committee Members	Date:	29 th August 2019 @ 1700hrs		
Location:	Fugro Offices	Minutes By:	Jose Puig		
Attendees:			Attendees	Apologies	Liaison
	Anthony Gleeson	AG	✓		
	Che Keong Lee	CK		x	
	William Lee	WIL		x	
	Colin Campbell	CC	✓		
	Mark Colbridge	MC		x	
	Jose Puig	JP	✓		
	Derek Donaldson	DD		x	
	Xiang Liu	XL		x	
	Andy Ching	AC	✓		
	Maxime Even	ME		x	
	Phillip Thomas	PT	✓		
	Derrick Chow	DC		x	
	Andrew Blears	AB	✓		
Circulation:	Committee Members				
Attachments:	N/A				
Agenda:	<ol style="list-style-type: none"> 1. Welcome 2. Matters arising from last meeting 3. Technical Meeting Discussion 4. AOB 5. Next Committee Meeting Date 				

	Discussion / Decisions	Action	
		By Whom	By When
1	Meeting chaired by Anthony Gleeson		
	Welcome was extended to all and acknowledgement for making the effort to come along to the meeting.	AG	
	Attendance recorded	JP	
2	Matters arising from last meeting.		
	Marketing plan 2019 Obtain SUT SG membership from International (Pending) Update website with upcoming events https://www.sut.org/branch/singapore/ Andrew Blears to start comprehensive Outreach List and to be distributed when completed to the Committee for further comments, action list to be discussed next committee meeting based on this list.	JP AB	Next Meeting
	<ul style="list-style-type: none"> Next technical evening on 26th of Sep Itech 7 on-board for sponsor IMAREST FOC speaker Pending one Sponsor Start advertising from Friday 30th Sep 1 x End of year social event 21st November at Heroes all booked, will start advertising 50 SGD flat rate at door, agreed 3x sponsors 1000 (Atlas confirmed, pending two sponsors) 	All	Next Meeting
4	AOB.		
	Submit overdue annual reports to ROS, need update. I have submitted all and pending approval from EXEC committee since April. Will need to resubmit for approval as need to be approved within 15 days. Look at it for this year's submittal	JP	Jan 2020
	Bank Account ownership needs to be updated. Pending Account Signatories change to go through. Change of address to SON ASIA also pending	JP, CC,AG,CK	Completed
	Participate with IEEE as partners w SUT, we will contact SUT international Meeting has been held with IEEE, we will participate in some shape or form, probably with volunteers JP to email Dr Venu to narrow this down	JP	Next Meeting

	<p>Technical evening 26th of May</p> <p>Point of contact with Hotel will be Jose Puig</p> <p>Food was minimal, to discuss options and even catering</p> <p>Door will be managed by Colin (Fugro)</p> <p>60 chair arrangement</p> <p>Food to be served at 7:30, ten platters</p>	AC, AG, CC	Communicate in WhatsApp group
	Meet IMAREST for possible cooperation and them speaking on next event	SUT EXEC	Completed
5	Next Committee Meeting		
	Tentative Thursday 24 th October 5pm. Venue TBA	All	

Committee Meeting Minutes

Between:	Committee Members	Date:	26 th Sep 2019 @ 1700hrs		
Location:	Marina Mandarin Hotel	Minutes By:	Jose Puig		
Attendees:			Attendees	Apologies	Liaison
	Anthony Gleeson	AG	✓		
	Che Keong Lee	CK	✓		
	William Lee	WIL		x	
	Colin Campbell	CC	✓		
	Mark Colbridge	MC		x	
	Jose Puig	JP	✓		
	Derek Donaldson	DD		x	
	Xiang Liu	XL	✓		
	Andy Ching	AC	✓		
	Maxime Even	ME		x	
	Phillip Thomas	PT	✓		
	Derrick Chow	DC	✓		
	Andrew Blears	AB	✓		
	Wendy Lee	WL	✓		
Circulation:	Committee Members				
Attachments:	N/A				
Agenda:	<ol style="list-style-type: none"> 1. Welcome 2. Matters arising from last meeting 3. Technical Meeting Discussion 4. AOB 5. Next Committee Meeting Date 				

	Discussion / Decisions	Action	
		By Whom	By When
1	Meeting chaired by Anthony Gleeson		
	Welcome was extended to all and acknowledgement for making the effort to come along to the meeting.	AG	
	Attendance recorded	JP	
2	Marketing		
	Marketing plan 2019 Obtain SUT SG membership from International (Pending) Colin Campbell will chase with Stephen Hall	CC	Next Meeting
	Update website with upcoming events https://www.sut.org/branch/singapore/ JP to update end of year social	JP	Ongoing
	Andrew Blears to start comprehensive Outreach List and to be distributed when completed to the Committee for further comments, action list to be discussed next committee meeting based on this list. Almost completed, to be sent out next week (1 st week OCT)	AB	Next Meeting
	Flier for end of year social to be prepared asap	AG	1 st Oct
	Create Sponsorship Program to be marketed for next year	AG	1 st Oct
	SUT evaluation questionnaire to be sent out again	AG	Next Meeting
4	Events		
	End of year social event 21 st November at Heroes all booked, will start advertising 50 SGD flat rate at door, agreed 3x sponsors 1000 (Atlas confirmed, Norbit confirmed, Sonardyne to confirm) CK to send invoice to Jerome Tsu	JP,AG,CK	Next meeting
	Oceans 2020 participation Meeting has been held with IEEE, we will participate in some shape or form, probably with volunteers. JP and PT to meet w Dr Venu to narrow this down.	JP,PT	Next Meeting
	Better name tags for next event?	JP,CC	Next Meeting
5	Outreach		
	JP and PT to meet with Andrew Wong of IMAREST to discuss possible collaboration Look at it for this year's submittal	JP ,PT	Jan 2020

	PT to discuss possible collaboration with NUS	PT	Next Meeting
6	Treasury & Reporting		
	Need to set up internet banking	CK	Next meeting
	Secretary to start end of year report in time for social event	JP	Next meeting
7	Committee Matters		
	Maxime Evans resignation		
	Wendy Lee to replace William Lee		
	<p>Creation of three new working subcommittees:</p> <ul style="list-style-type: none"> • Events – For now main responsibility will be to attract sponsors and speakers • Marketing – Event pictures, LinkedIn and social media, event fliers, etc • Outreach – Grow links in to Academia and likeminded organizations <p>Committee members to select what group they would like to be in and elect a head person.</p>	All	Next meeting
5	Next Committee Meeting		
	January 2020 AGM (TBA)	All	

Committee Meeting Minutes

Between:	Committee Members	Date:	21 st Nov 2019 @ 1700hrs		
Location:	Hero's Bar	Minutes By:	Jose Puig		
Attendees:			Attendees	Apologies	Liaison
	Anthony Gleeson	AG		x	
	Che Keong Lee	CK	✓		
	Colin Campbell	CC	✓		
	Mark Colbridge	MC		x	
	Jose Puig	JP	✓		
	Derek Donaldson	DD		x	
	Xiang Liu	XL		x	
	Andy Ching	AC		x	
	Phillip Thomas	PT	✓		
	Derrick Chow	DC		x	
	Andrew Blears	AB	✓		
	Wendy Lee	WL	✓		
Circulation:	Committee Members				
Attachments:	N/A				
Agenda:	<ol style="list-style-type: none"> 1. Welcome 2. Matters arising from last meeting 3. Technical Meeting Discussion 4. AOB 5. Next Committee Meeting Date 				

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	Discussion / Decisions	Action	
		By Whom	By When
1	Meeting chaired by Anthony Gleeson		
	Welcome was extended to all and acknowledgement for making the effort to come along to the meeting.	AG	
	Attendance recorded	JP	
2	Marketing		
	Marketing plan 2019 Obtain SUT SG membership from International (Pending) Colin Campbell has received the list and he is chasing formal reply from SUT regarding funding for us from this	CC	Next Meeting
	Update website with upcoming events https://www.sut.org/branch/singapore/ JP to update end of year social.	JP	Completed
	Andrew Blears to start comprehensive Outreach List and to be distributed when completed to the Committee for further comments, action list to be discussed next committee meeting based on this list. Pending	AB	Next Meeting
	Flier for end of year social to be prepared asap	AG	Completed
	Create Sponsorship Program to be marketed for next year Proposal as follows Gold Sponsor \$TBC Silver Sponsor \$TBC Bronze Sponsor \$TBC We need to agree on what we want it to include but here is a general starting point. Gold sponsor Annual sponsorship fee \$TBC Presentation slot at 1 evening Technical Seminar Free attendance for 2 people from the company at all 4 events (3 technical seminars plus social)? Company banner display and recognition at all 3 Technical Seminars and Social Event Recognition with large company logo on SUT Singapore website and banner at all seminars. Presentation slot at the half day Seminar – if we have one?	WL	Completed

	<p>Silver sponsor Annual sponsorship fee \$TBC Presentation slot at 1 evening Technical Seminar Free attendance for 2 people from the company at the 3 technical seminars? Company banner display and recognition at 2 Technical Seminars Recognition with medium company logo on SUT Singapore website and banner at all seminars. Presentation slot at the half day Seminar – if we have one?</p> <p>Bronze sponsor Annual sponsorship fee \$TBC Presentation slot at 1 evening Technical Seminar Free attendance for 1 person at the 3 technical seminars? Company banner display and recognition at 1 Technical Seminar Recognition with small company logo on SUT Singapore website and banner at all seminars.</p>		
	SUT evaluation questionnaire to be sent out again	AG	Pending
4	Events		
	<p>End of year social event 21st November at Heroes all booked, will start advertising 50 SGD flat rate at door, agreed 3x sponsors 1000 (Atlas confirmed, Norbit confirmed, Sonardyne to confirm) CK to send invoice to Jerome Tsu We never got third sponsor</p>	JP,AG,CK	Completed
	<p>Oceans 2020 participation</p> <p>Meeting has been held with IEEE, we will participate in some shape or form, probably with volunteers. JP and PT to meet w Dr Venu to narrow this down.</p> <p>We will be technical sponsors, with a small booth. This means we might help them with some volunteer work at events as required. Under this agreement their members would enjoy the same registration fee as IEEE and MTS members for the conference. In return SUT would help to promote the conference and also serve on the LOC (we have Phillip in our LOC already).</p>	JP,PT	Completed
	Better name tags for next event?	JP,CC	Completed
5	Outreach		
	<p>JP and PT to meet with Andrew Wong of IMAREST to discuss possible collaboration</p> <p>Met with Andrew Wong on 8th Oct and discussed a CDP (Continual Professional Development) course structure consisting of 1-2 day short courses on subjects of industry relevance, for example:</p> <ul style="list-style-type: none"> -Introduction to Met Ocean -Introduction to Oceanography 	JP ,PT	Jan 2020

	<p>-Introduction to Marine Geology</p> <p>We have two ways of working with IMAREST:</p> <p>A) We pay them to accredit the CPD courses, this last three years and would cost £905 per accreditation</p> <p>B) We collaborate w IMAREST and jointly organize the courses, split cost and profits</p> <p>Need to research government funding and develop idea further</p>		
	<p>PT to discuss possible collaboration with NUS</p> <p>Update: JP met with Dr Venu</p> <p>Jose wanted to explore the interest of OES to be part of course organisation in the field of Acoustics, Oceanography, Geoacoustics etc for offshore and other interested parties in collaboration with ImarEst. NUS staff will have to seek approval if they are to be engaged with such an event as it would be considered as external consultancy. Our lab members may have an interest to be part of the proposed course.</p> <p>Jose wanted to engage more students and possibly organise workshops to get them trained for at-sea jobs. This is something that could be looked into depending on the interest from students. If there are openings for the students the conference can help to advertise them</p> <p>We also agreed to work together and co-organise events to promote ocean related activities in Singapore</p>	PT	Next Meeting
6	Treasury & Reporting		
	<p>Need to set up internet banking</p> <p>JP has all the forms, just need time to complete, hopefully during xmas quiet period</p>	CK	Next meeting
	<p>Secretary to start end of year report in time for social event</p> <p>Presentation to be given at end of year social</p>	JP	Completed
7	Committee Matters		
	<p>Creation of three new working subcommittees:</p> <ul style="list-style-type: none"> • Events – For now main responsibility will be to attract sponsors and speakers. Headed by Wendy Lee • Marketing – Event pictures, LinkedIn and social media, event fliers, etc. Headed by Andrew Blears • Outreach – Grow links in to Academia and likeminded organizations. Headed by Philip Thomas <p>Committee members to select what group they would like to be in and elect a head person.</p>	All	Next meeting
5	Next Committee Meeting		
	January 2020 AGM (TBA)	All	