



Women in Measurement, Automation & Control (WiMAC)

Meeting

MINUTES of the meeting held via MS Teams on **Wednesday 1st May 2024**

Attendees:

- Caroline Trabasas (CT)
- Chinonso Onwuegbucha (CO)
- Claire Jones (CJ) (Chair)
- Emma Young (EY)
- Jane Seery (JS)
- Jo Kirkbride (JK)
- Sheila Smith (SS)
- Steff Smith (StS)
- Turan Daspan (TD)

Meeting Outcomes:

- Decisions are recorded in **Table 1**.
- Actions are recorded in **Table 2**.

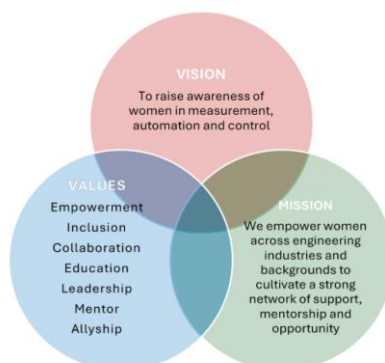
1. Welcome

Claire welcomed the group to its third meeting.

2. Mission Statement and Values

Caroline created the vision, mission, and values for WiMAC which was shared with the group. The group were happy with these guiding principles to steer WiMAC towards its goals with clarity and purpose and had agreed to adopt them.

Action 1: Upload the Vision, Mission, and Value statement to LinkedIn and the WiMAC web page.



3. WiMAC Teams Channel

Jane provided a walkthrough of the WiMAC Teams Channel and showed the group several folders within Teams, including:

Meetings: This folder houses agendas, minutes, and any supplementary documents from past meetings.

Resources: This contains our mission statement, along with blank templates for mentoring, school/college outreach activities, and any other future resources.

Data: This folder contains valuable statistics and data on women in engineering, which can inform various aspects of WiMAC's activities.

These folders serve as repositories for essential documents and information, aiding in our collaboration and decision-making processes. Jane will give access to the Teams platform and encourage members to populate the templates.

Action 2: Invite WiMAC members to the Teams Channel.

Action 3: Populate the templates for mentoring and school/college outreach activities in their local area and key contacts that would be responsible for coordinating presentations or workshops.

4. Engineering UK advice

Claire and Turan had a meeting with Engineering UK to talk about WiMAC and our outreach strategy. Engineering UK suggested we develop a vision and mission statement, which we have already completed. They also recommended starting our outreach activities on a small scale, which aligns with our group discussions.

Claire mentioned that our next steps should be creating a plan and approach for our outreach activities. Engineering UK has already shared some examples to guide us in this process. Claire and Turan agreed to draft a strategy to be shared with the group at the next meeting for wider discussion.

Turan added that Engineering UK highlighted the importance of future collaboration with other bodies for outreach activities once we have established our footing.

Action 4: Send strategy examples from Engineering UK to Caroline and Jane for review.

Action 5: To draft a strategy for the group to discuss at the next meeting.

5. Next in-person meeting

WiMAC's next meeting will be in-person on 4th July at the IOM3 building (InstMC Office) in London.



This meeting will be on the same day as [InstMC Awards Night and UKACC \(United Kingdom Automatic Control Council\)](#). The event is free to attend but please reserve your space via the link provided above.

Jane mentioned that it would be a good opportunity for WiMAC members to attend and meet the wider members and the award members. Caroline also added that some younger members attended last year, and it would be a great networking opportunity and the promotion of WiMAC.

Action 6: Book a room for WiMAC for 4th July, 4pm to 5pm.

6. WiMAC profiles

Jane circulated the questions for the member profiles within the agenda and encouraged volunteers. Turan, Shelia, and Claire have already contributed [their profiles to the WiMAC page](#).

Emma has offered to be the next profile featured on the WiMAC page.

Action 7: To answer WiMAC profile questions and send across to Jane (jane.seery@instmc.org)

7. A.O.B

Caroline shared two reports with the group for information.

The first [report was from Engineering UK](#) regarding the issue of girls turning away from engineering and science. Steff added that an interesting insight from the report was that when girls were given the chance to go on industrial site visits, their interest in engineering and science increased significantly. This shows that the collective engineering industry has more to do and there is scope to bring about change.

The second [report was from WES regarding PPE](#). Steff mentioned that WES is starting an organisation to make PPE for women and are recruiting volunteers to come forward for measurements. The group responded positively and was keen to be involved. To join the steering group, email ppe@wes.org.uk.

The meeting ended at 16:35.

The next meeting will be in-person on **04th July 2024 from 4 pm – 5 pm**.



Table 1: Decisions taken at WiMAC meetings

No.	Agreed decisions log	Date:
1	Turan Daspan is the Vice Chair of WiMAC	30/01/24
2	WiMAC agreed to participate in a Careers Lightning Networking initiative aimed at aspiring engineers	30/01/24
3	WiMAC agreed on an in-person meeting on the same day as the InstMC Awards event on 4 th July.	30/01/24
4	The next virtual meeting will take place on 30th April 2024 from 4pm - 5pm.	30/01/24
5	Vision, Mission, and Values for WiMAC	01/05/24



Table 2: Actions noted at the meeting (01/05/2024).

Action #	Action item	Action Against	Status	Notes
1	Upload the Vision, Mission, and Value statement to LinkedIn and the WiMAC web page.	JS	COMPLETED	
2	Invite WiMAC members to the Teams Channel.	JS	COMPLETED	
3	Populate the templates for mentoring and school/college outreach activities in their local area and key contacts that would be responsible for coordinating presentations or workshops.	ALL	TO START	
4	Send strategy examples from Engineering UK to Caroline and Jane for review	CJ & CT/JS	TO START	
5	To draft a strategy for the group to discuss at the next meeting.	CJ & TD	TO START	
6	Book a room for WiMAC for 4th July, 4pm to 5pm.	CT	IN PROGRESS	
7	To answer WiMAC profile questions and send across to Jane	EY	TO START	

END.