



## Women in Measurement, Automation & Control (WiMAC)

### Meeting

MINUTES of the meeting held via MS Teams on **Tuesday 30<sup>th</sup> January 2024**

#### Attendees:

- Caroline Trabasas (CT)
- Claire Jones (CJ) (Chair)
- Emma Young (EY)
- Felicity Hobbs (FH)
- Jane Seery (JS)
- Jo Kirkbride (JK)
- Lindsay Scott (LS)
- Sheila Smith (SS)
- Steff Smith (StS)
- Turan Daspan (TD)
- Ernest Kyei (EK)

#### Meeting Outcomes:

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

#### 1. Welcome and Introductions

Claire welcomed the group to its second meeting.

As the group is still in its early stages, Claire encouraged the group to share their thoughts on topics they feel passionate about and to get direction for WiMAC's future trajectory.

New attendees joined the meeting. Emma Young is a lead systems engineer and is also part of the committee for the North of Scotland Local Section. Felicity Hobbs, an Electrical Engineer, specialises in functional safety and Turan Daspan is an Instrument and Control Engineer. Additionally, Ernest Kyei, a staff member at InstMC, joined to explore and support the group from a marketing perspective.

#### 2. Project Ideas

Jane presented the feedback gathered from our initial survey, which sought input on thoughts, topics, and potential activities to explore within the network, and encouraged the group for any additional suggestions.



The group engaged in a discussion regarding mentoring and explored the various forms and structures of mentoring schemes. The group suggested creating a "Bank of Mentors" along with a list of mentees to facilitate matches. Mentors from WiMAC could be matched based on their available skills and expertise. Mentees would specify areas in which they are willing to mentor, ranging from boosting confidence, and CV help to enhancing specific skills. This initiative would involve acting as a resource.

The group also explored informal mentoring where members are paired up and exchange experiences and insight, knowledge, in their area of expertise.

Claire has a few ideas around mentoring and will feedback to Jane on initiatives that might work for WiMAC.

**Action 1:** CJ to feedback mentoring ideas to JS.

### 3. Outreach & Networking

The group discussed creating a list of schools and colleges in their local area i.e. North East, North West to engage with regarding STEM initiatives, CV building, and skill improvements. The group further discussed building resources for the InstMC approval which could be delivered by member(s) of WiMAC.

Sheila emphasised the importance of role models and representation of women in engineering. It was mentioned that members of WiMAC could reach out to schools and run robotic workshops, become STEM ambassadors, offer a range of talks, and panel-type discussions, create a podcast etc. Turan shared previous experience of presenting to primary schools "a day in the life of an engineer". Turan added that giving a relatable example, such as heating a room sells the philosophy of instrumentation, automation, and control. It can be a fun way of learning with animation, toys, and cases for the bigger picture and could be an idea for WiMAC.

**Action 2:** The group to create a list of schools and colleges within their local area, and identify key contacts within each institution who would be responsible for coordinating external presentations or workshops.

Caroline proposed a career lightning networking event for colleges, where students interested in engineering would have the opportunity to spend 15 minutes with engineering professionals from various fields, gaining insights into their roles and engineering journeys. Claire suggested that the event could be conducted virtually, making it accessible to a wider audience. The group agreed they would be keen on participating in this initiative for aspiring engineers.

### 4. Future Meetings

The group agreed that the WiMAC meetings would run quarterly.



The group agreed to an in-person meeting on the day as the InstMC awards event on 04th July. This will help with the logistics and maximises participation and networking opportunities and also celebrate members of the Institute.

### 5. Marketing

Jane encouraged the group to utilise the LinkedIn platform as a private space for sharing thoughts and ideas among the group and as an effective means of communication and collaboration between meetings.

Ahead of the meeting, Jane shared Claire's profile with the group. These profiles intend to provide visibility of women on the website and raise the profile of women in the Institute. Jane added that a copy of the questions is on the agenda and also available on the WiMAC page on the website. These profiles are kept succinct, with a maximum of 200 words, ensuring they remain fresh and engaging for readers. The aim is to feature a new profile each month, inviting interested members to contribute by emailing [member.communications@instmc.org](mailto:member.communications@instmc.org).

### 6. A.O.B

Turan Daspan has been appointed as the Vice Chair of WiMAC.

Claire informed the group that there are volunteering opportunities available for WiMAC. For any questions and interest in volunteering, please feel free to email Jane and Caroline at [member.communications@instmc.org](mailto:member.communications@instmc.org).

Felicity highlighted the importance of establishing a mission statement and goals for WiMAC. Currently the mission statement is: WiMAC is aimed at advancing the awareness and inclusion of women in engineering. It was agreed that having a preliminary version provides a direction to guide WiMAC activities and ensure alignment with the overarching mission. Additionally, setting specific goals such as expanding networking opportunities and implementing outreach initiatives in colleges and universities will further support our mission of promoting women in STEM fields.

**Action 3:** JS and CT to draft a mission statement for WiMAC and feedback.

The meeting ended at 16:43.

The next virtual meeting will take place on **30th April 2024 from 4 pm – 5 pm.**



**Table 1:** Decisions taken at the meeting (30/01/2024)

<b>No.</b>	<b>Agreed decisions log</b>	<b>Date:</b>
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 <sup>th</sup> July.	30/01/24
4	The next virtual meeting will take place on 30th April 2024 from 4pm - 5pm.	30/01/24



**Table 2:** Actions noted at the meeting (30/01/2024).

Action #	Action item	Action Against	Status	Notes
1	CJ to feedback mentoring ideas to JS.	CJ	In Progress	
2	Create a list of schools and colleges within their local area and identify key contacts within each institution who would be responsible for coordinating external presentations or workshops.	ALL	In Progress	
3	JS and CT to draft a mission statement for WiMAC and feedback	JS/CT	In Progress	

END.