



BOARD MEETING MINUTES

Society of Petroleum Engineers, Port Harcourt Section, 103.

Title:	MINUTES OF BOARD MONTHLY MEETING
Date:	Tuesday, 5th June 2018
Venue:	SPE House, Trans Amadi Garden, PORT HARCOURT
Start Time:	6.15 pm
End Time:	7:30 pm

ATTENDANCE

NAME	DESIGNATION	NAME	DESIGNATION
1. Mohammed Othman	Section Chair	9. Anthony Nwachukwu	Ex Officio
2. Erasmus Nnanna	Programs	10. George Iwo	Ex Officio
3. Julia Obuotor	Secretary	11. Pringle EGBE	Ex Officio
4. Abiye Pedro	Membership	12. Catherine Nwachukwu	Ex Officio
5. Bassey Akong	Publicity	13. Dr. Joe Amiebibama	Ex Officio
6. Nuhu Dahiru	Ex Officio	14. Ismaila Ibrahim	Ex Officio
7. Ibianga Sokubo	Ex Officio	15. Gloria Ohaegbulem	SPE Staff (Secretariat)
8. Bright Agbodike	Ex Officio		

REGRETS

1. Choja Ojanomare	Asst. Secretary	4. Tombari Duruzor	Ex Officio
2. Alfred Enyekwe	YP Chair	5. Daniel Abia	Ex Officio
3. Dume-Mene Monday	YP Co-Chair		

AGENDA

Item	Agenda Item	Presenter
1.	Opening Formalities	Mohammed OTHMAN
2.	Review & Adoption of Last board minutes	Julia OBUOTOR
3.	Matters arising from the minutes	All
4.	Section offices' updates	Section Officers
5.	2018 Eleco & AGM	All
6.	AOB	All
7.	Closing formalities	Volunteers

S/N	Matters Arising	Remarks	Line No.	Action Party
1.0	OPENING FORMALITIES	Meeting commenced at 18:15Hrs with the opening prayer said by Dr. Joseph Amiebibama . The Section Chairman in his opening remarks reminded all that the board year was fast coming to an end with the remaining major event being the 2018/19 board elections and 2017/18 board year AGM which are to be concluded before NAICE 2018. He used the medium to appreciate all board members for their commitments in delivering the various board events. He then went on to specifically thank the Secretariat (Julia Obuotor and Choja Ojanomare) for their tireless efforts in the preparation and submission of the section's report to SPEI before the deadline. He also said that the plan was for the meeting to a close on time so members can get home on time.	1 2 3 4 5 6 7 8 9 10 11 12 13 14	Mohammed OTHMAN
2.0	REVIEW & ADOPTION OF LAST BOARD MINUTES	The Section Secretary presented the last board minutes for review by all members present. Minor corrections were made on lines 53, 121, 149 and 187. The motion for adoption of the minutes was moved by Erasmus Nnnanna and seconded by Bright Agbodike .	15 16 17 18 19	Julia OBUOTOR
3.0	SPEI REPORTING FEEDBACK	The Section Secretary briefed the board on the section's report to SPEI. She said the secretariat adopted a proactive strategy right from the start of the board year to collect reports of each event as they occur during the course of the board year to make getting information for the SPEI annual report a seamless task. The challenge encountered was compressing the reports to align with the number of words permitted by SPEI, there was also challenge with the portal at some point but these were surmounted and the report was issued on time. Mohammed Othman also applauded an SPE Council Staff, Basil for supporting with uploading the section's financial report for the board year.	20 21 22 23 24 25 26 27 28 29 30 31 32 33	Julia OBUOTOR / Choja OJANOMARE/ Mohammed OTHMAN/
4.0	MAY DISTINGUISHED LECTURE FEEDBACK	The Programs Chairman gave feedback on the May distinguished lecture. He said logistics arrangements for the lecturer was seamless and the event was a success as it was well attended. The lecture which had the topic: <i>Petrophysical Rock Typing – A solution for modelling heterogeneous reservoirs</i> was very engaging. Mohammed Othman reminded that participants requested for the presentation slides and Erasmus responded that it will be sent out	34 35 36 37 38 39 40 41 42	Erasmus NNANNA
5.0	MTM - Sponsorship for June 2018	On MTMs, Section Chairman hinted the board that a proposal was in the offing from Cyphercrest to sponsor an MTM for June but have requested that it be moved forward and the board was of the opinion that it be moved to Sept or Oct 2018. This was to be decided later. Julia Obuotor enquired about the proposed sponsorship from MountLeigh and Ibianga SOKUBO apologized for not having attended several board meetings. He went on to say that Mountleigh had a strategy to make a couple of	43 44 45 46 47 48 49 50 51	Mohammed OTHMAN / Erasmus NNANNA

		presentations to different companies hence the delays. They proposed to sponsor in June but Programs Chair advised that it be moved forward to after NAICE. Section Chairman was of the opinion that if they were ready to sponsor in June then they should go ahead as we could still take one more MTM before NAICE. Ibianga Sokubo promised to discuss with MountLeigh and revert back to the board on the feasibility for June.	52 53 54 55 56 57 58 59	
6.0	YOUNG PROFESSIONALS (YP) UPDATES	<p>The YP Chair and Co-Chair were not available to give updates on YP activities.</p> <p>YP proposed Technical training update: This has been postponed indefinitely as the conveners were not ready. No new date was communicated.</p> <p>2017 YP Legacy project feedback: Ismaila Ibrahim said last info he had on the project is they were looking for someone to supervise the project and that the tank stand had been constructed but yet to be erected and the borehole was also yet to be drilled. Section Chair asked if they had timeline for the project delivery as the board had already disbursed money for the project. Ismaila promised to discuss the timeline with YP Chair and revert back to the board.</p>	60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75	Alfred ENYEKWE / Patience ABIA
7.0	SECRETARIAT DASHBOARD	<p>The Section Secretary gave a brief rundown of the board roaster and secretariat activities during the cause of the board year.</p> <p>On roaster:</p> <ul style="list-style-type: none"> - The 2017/18 board comprised of 42 board members (15 board officers, including the immediate past section chairman and 27 Ex officios) - Average monthly board meeting attendance was 20 members but a few months witnessed less than this number. - Monthly board meetings on the average last between 1 ½ - 2 hours. The board is working towards reducing the duration to 1 hour to create time for members to interact and also to get home in time due to the security situations in the city. - Board members attendance at board meetings on the average was below 50%. - <p>On secretariat activities:</p> <ul style="list-style-type: none"> - The secretariat now uploads monthly sections' report to council and board minutes on SPE connect to enable members have a quick insight into the section's activities and as well to prevent clogging mailboxes with attachments as some companies have email quota limitations - Developed a standardized reporting template for use by each board event committee for preparing 	76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104	Julia OBUOTOR

		<p>their events reports. This made getting information for Newsletter, SPEI report, council report, etc. seamless.</p> <p>Section Chairman commented on attendance stating that operational activities have picked up in most companies and we must acknowledge that people are busy workwise. On timing He said it's our fault not keeping to time as we are not enforcing the tracking of time spent on each meeting item. He was of the opinion that an ex officio be made responsible for this role.</p> <p>Bassey Akong said he recalled at the start of the board year ex officios were attached to board offices but in the case of Publicity the ex officio never featured.</p> <p>Abiye Pedro was of the opinion that roles be defined before nominating ex officios to keep them engaged.</p>	<p>105</p> <p>106</p> <p>107</p> <p>108</p> <p>109</p> <p>110</p> <p>111</p> <p>112</p> <p>113</p> <p>114</p> <p>115</p> <p>116</p> <p>117</p> <p>118</p> <p>119</p>	
8.0	MEMBERSHIP UPDATE	<p>The Membership Chairman reminded that a summary report on membership activities for the board year was submitted for inclusion in the SPEI report. He was proud to announce that during the cause of the board year both Professional and Students membership crossed the 2,000 and 4,000 mark respectively for the first time. There has also been consistent new member addition on a monthly basis. These figures are as a result of the regular reminders to members with lapsed membership and as allowing unpaid members attend our events to rekindle their interest.</p> <p>He thanked Etta Agbor for following up within Shell to restore the bulk dues payment. He also thanked Adegboyega Ajayi, Julia Obuotor and every board member who has contributed to the membership growth in one way or the other.</p>	<p>120</p> <p>121</p> <p>122</p> <p>123</p> <p>124</p> <p>125</p> <p>126</p> <p>127</p> <p>128</p> <p>129</p> <p>130</p> <p>131</p> <p>132</p> <p>133</p> <p>134</p> <p>135</p>	Abiye PEDRO
9.0	GOLF TOURNEY COLLABORATION WITH NHF	<p>The Section Chairman informed the board of the ongoing discussions with Nigerian Heart Foundation (NHF) on their proposal for SPE to collaborate with them on a healthy heart awareness campaign. The proposal received from them was ambiguous without clarity on what their role will be and what that of the section will be. He informed that the plan was to close out the discussion with them before the board meeting but it was not possible as they were not forthcoming. The plan is to reach a landing with them and present them with a dummy cheque of the collaboration amount but the event can come up later due to other ongoing activities of the board.</p>	<p>136</p> <p>137</p> <p>138</p> <p>139</p> <p>140</p> <p>141</p> <p>142</p> <p>143</p> <p>144</p> <p>145</p> <p>146</p> <p>147</p>	Mohammed OTHMAN

10.0	2018 Eleco & AGM	<p>The Section Chairman proceeded to give a proposal for the electoral process and annual general meeting (AGM). - Eleco members to be elected and terms of reference (TOR) and members list issued to them by 8th of June. - Nomination into the various board positons from 18th – 23rd June - Ratification of nomination outcome via an emergency board meeting by 25th of June - AGM by 10th of July.</p> <p>On the eleco committee nomination, Abiye Pedro talked about the rancorous process of last board election which was not healthy for the board and so he proposed that board neutral persons be nominated for this purpose to forestall a repeat of last year’s occurrences. He further proposed a 3-man eleco spread across companies.</p> <p>Othman asked to know the status of the Survey monkey used for last eleco. The board said He should reach out to the last eleco chairman.</p> <p>Erasmus raised a concern about delays in having the AGM booklet ready last board year but noted that this is not likely to be a problem this board year as most of the information needed for the booklet were readily available as a result of secretariat efforts.</p> <p>For the Eleco committee it was decided that the eleco has to be an odd number and the plan was to have past board chairmen occupy this position. There were several deliberations amongst board members and finally a 3-man committee was agreed upon comprising; Sam Ubah, Cyrusba Dagogo-Jack and Felix Anikpo.</p>	148 149 150 151 152 153 134 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178	Mohammed OTHMAN
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11.0	AOB	<p>Bassey Akong: Informed the board that the newsletter was completed and issued for final review. Monograming was also ongoing. Section Chairman said the plan is to make the newsletter topnotch considering the board had delivered a number of good quality programs during the cause of the board year and thanked Pringle for sharing that of Lagos section which has given further insight on how to make ours more appealing.</p> <p>Dr. Joseph Amiebibama: Apologized for having been absent from the board for a long time and said He can't remember what his role was meant to be and will be glad if this can be communicated to him again.</p> <p>Erasmus Nnanna: Said he just received a confirmation from MountLeigh to sponsor MTM by the end of June 2018. Last Thursday of June was agreed for this MTM. Details of the</p> <p>Mohammed Othman: Introduced one Emmanuel who is currently serving in Port Harcourt and willing to integrate and serve in the section. He appreciated everyone for their wonderful and excellent contributions and for the new innovations brought on board this board year citing the use of SPE connect for circulating board minutes, collaboration with and induction of board members as Special marshals by FRSC, etc. He said truly the board year is very short and that the most challenging part of the board year was the SPEI report and it's not Chairman's report but the board's report and needs to be consistent with previous information. It is a report that can't be written alone but requires collaboration and corporation of all board members. He further pledged to support the incoming section chairman as much as possible.</p>	179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211	All
7.0	CLOSING FORMALITIES	The meeting ended at 19:30 Hrs. with the motion for adjournment of the meeting moved by Julia Obuotor and seconded by Nuhu Dahiru. Closing Prayer was said by Dr. Joseph Amiebibama.	212 213 214 215	

Signed:

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Mohammed OTHMAN

Board Chairman 2017/2018

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Julia OBUOTOR

Board Secretary 2017/2018