

Royal College of Science Union

**Minutes of the 2nd Ordinary Meeting of the Operations Board**

Held at 11:00 on 3rd October 2014 at the RCSU Office (Sherfield 214D)

**PRESENT:**

- Serena Yuen – RCSU President (SY)
- James Badman – RCSU Honorary Junior Treasurer (JB)
- Philip Kent – RCSU Honorary Secretary (PK)
- June Gan – RCSU Science Challenge Chair (JG)
- Akash Jyoti – RCSU Welfare Officer (AJ)
- Jonas de Beukelaer – RCSU Web Communications Officer (JdB)
- Ben Stockton – RCSU Broadsheet Editor (BS)

**APOLOGIES:**

- Zoe Hsu – RCSU Academic Affairs Officer (ZH)

**ABSENT:**

- Guillaume Trojani – RCSU Vice-President (Operations) (GT)

**Observers:**

None

*Meeting opened at 11:00.*

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**A. CHAIR'S WELCOME**

**RECEIVED:** This item was verbally presented by SY.

**NOTED:**

1. SY praised the handbook made by BS.
2. It was noted that the Website is overdue works, PK apologised for the slow handover he has provided.

**B. APPROVAL OF THE MINUTES OF THE LAST MEETING OF THE OPERATIONS BOARD**

**RECEIVED:** This item was verbally presented by SY.

**RESOLVED:**

- a. To pass the minutes as a true and accurate record.

**C. MATTERS ARISING**

**RECEIVED:** This item was verbally presented by SY.

**NOTED:**

3. The contacts for PwC and Microsoft have been sent over.

## Minutes

### Operations Board (2nd Meeting)

4. BS has passed on the Wellcome Trust contact for Science Challenge however is not confident that they will be interested.
5. JG has sent PK the names for the committee, and a first agenda has been sent out.

#### **D. VERBAL REPORTS**

**RECEIVED:** This item was verbally presented by each officer in turn.

#### **NOTED:**

6. SY noted that dep reps are really involved in the representation handbook, being worked on by PK.
7. SY also is a big fan of the welcome handbook and email template.
8. GT will be removed in ICU Council via a motion of no confidence, with an aim to re-elect in November.
9. Officers will be reserved ball tickets however will only be allow them for free if they pull their weight in the committee.
10. JB has no business to report.
11. JB did highlight that claims should be avoided for the time being as the ICU Finance Department have been slow at paying them.
12. There is a total sponsorship amount of 8k at the present.
13. It was noted that some Science Challenge sponsors have been selected and venues seen.
14. AJ complained that he has not been able to arrange a handover with his predecessor, which is holding up welfare week preparations. The welfare budget is still pending creation.
15. JG summarised Science Challenge as having one confirmed judge, with more contacted. A final decision on the venue will be made soon.
16. Enquiries are still to be made regarding the filming of the Launch.
17. JdB stated that sponsors' logos will soon be added to the email template.
18. A mobile-friendly version is the next step.
19. JdB said in the mean time, pending future decisions on the website, the minimum amount of content on the website will be brought up to scratch.
20. Regarding the Science Challenge website, the theme will be updated pending PK finishing off code handover.
21. BS stated that a web copy of the Handbook will go online post freshers.
22. Broadsheet committee will meet soon to publish in December.

#### **E. WEBSITE UPDATE**

*This items was skipped as it was covered above.*

#### **F. FRESHERS' WEEK UPDATE**

**RECEIVED:** This item was verbally presented by SY.

#### **NOTED:**

23. A rota for Freshers' Fair will be sent out soon.
24. For other events, all helpers will be appreciated and expected, but no rota will be sent. People are to notify SY and PK if they are unable to help at an event.
25. It was noted that the Tea Party handbook and print advert are incorrect.
26. People can turn up to the ball at 8:30 for light snacks and a trip on Jez.

## **G. TRELLO**

**RECEIVED:** This item was verbally presented by SY.

**NOTED:**

- 27. Trello.com is an interesting service being used by the Exec for todo lists.
- 28. Ops Board members were invited to try it out.

**RESOLVED:**

- a. To decide next meeting.

***ACTION:*** PK to include in next agenda.

## **H. FRESHERS' WEEK EVENT ROTA**

*This items was skipped as it was covered above.*

## **I. WELFARE WEEK**

**RECEIVED:** This item was verbally presented by AJ.

**NOTED:**

- 29. A provisional budget has been set at £600.
- 30. February/March may be a good time to host the event as January is during Life Sciences exams and hence busy.
- 31. The event is not designed to replace Stress Less or compete with it.
- 32. Some possible ideas for events were discussed, such as having mental health workshops and smoothie bikes on Monday; exams and alcohol advice on Tuesday; Dr Bike, knitting soc guest activity, sexual health workshop on Wednesday; ball/balloon pit and self-defence on Thursday. Cookery classes were also suggested as a potential activity.

***ACTION:*** AJ to continue to think of ideas.

**RESOLVED:**

- a. To set the budget at £600.
- b. To host the event in February or March, to be decided upon at a later date.

## **J. WELFARE OFFICER OFFICE HOURS**

**RECEIVED:** This item was verbally presented by AJ.

**NOTED:**

- 33. Presidential Office Hours are every other week on Thursdays, 12-1.

**RESOLVED:**

- a. To set office hours to the weeks there are no Presidential office hours, Thursdays, 12-1.

## **K. BROADSHEET ISSUES**

**RECEIVED:** This item was verbally presented by BS.

**NOTED:**

- 34. No decisions have yet been made.
- 35. A budget for Broadsheet has been set around £1.5k.

## Minutes

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36. Broadsheet may need to source adverts to pay for it.
37. Some adverts will be provided by sponsors.

#### **RESOLVED:**

- a. To find adverts for Broadsheet.
- b. To produce 1 issue per term to fit within the budget set.

#### **L. ANY OTHER BUSINESS**

38. It was asked who has keys to the office.
39. SY reported it is the entirety of Exec, plus BS and a spare key.
40. Facilities also have a key.

*Meeting ended at 12:00.*