

Royal College of Science Union

Minutes of the 4th Ordinary Meeting of the Operations Board

Held at 12:00 on 18th December 2014 at the RCSU Office (Sherfield 214D)

PRESENT:

- Serena Yuen – RCSU President (SY)
- Nas Andriopoulos – RCSU Vice-President (Operations) (AA)
- James Badman – RCSU Honorary Junior Treasurer (JB)
- Philip Kent – RCSU Honorary Secretary (PK)
- Ben Stockton – RCSU Broadsheet Editor (BS)
- Zoe Hsu – RCSU Academic Affairs Officer (ZH)

APOLOGIES:

- June Gan – RCSU Science Challenge Chair (JG)

ABSENT:

- Jonas de Beukelaer – RCSU Web Communications Officer (JdB)

OBSERVERS:

None

Meeting opened at 12:05.

A. CHAIR'S WELCOME

RECEIVED: This item was verbally presented by AA.

NOTED:

1. AA will be presenting a report of the Board to the General Committee later this term. The Board was asked if there was any feedback to add to the report, none was available.

B. VERBAL REPORTS

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

NOTED:

2. The President had nothing to report.
3. The Treasurer reported that Welfare Week has a budget allocated of £600.
4. The Secretary had nothing to report.
5. The VPO has reported that work on sponsorship has commenced. The careers fair is planned for before Welfare Week, which itself is planned in early March. The Board was asked if there were any firms in particular to contact for the Careers Fair, however no feedback was provided. The Careers Fair is likely to take place in SCR or Union rooms, as QTR is quite expensive.
6. The Academic Affairs Officer had nothing to report.
7. The Welfare Officer reported that the Union is on board with the Careers Fair, and a collaboration with the RSM is on the cards. Stress Less is not working in the same way to previous years so there is no likelihood of a clash. The Union has pledged £400 towards Welfare Week. In return, budgets and underlying objectives have been requested. The

Minutes

Operations Board (4th Meeting)

proposal this year is different to last year – aiming for early intervention on getting help and advice. The aim is to also get the Faculty of Natural Sciences involved, such as using TV screens, and potentially also creating posters and brochures. It was proposed that Welfare Week is renamed.

8. As the Science Challenge chair was unable to attend, the report is attached in Appendix A. However, it was questioned as to why JG is the only person with access to the Twitter page.
9. The Web Communications Officer was not present.
10. The Broadsheet Editor has confirmed that posters have been put up around campus, and the publication has been publicised in Felix and via the RCSU email. Distribution is in JCR, Library Café, Chemistry Café and SAF. Current writers are expected to carry on.

ACTION: AA to obtain Twitter password from JG.

ACTION: All to publicise Science Challenge including via Facebook cover photos.

C. WELFARE WEEK

RECEIVED: This item was verbally presented by AJ.

NOTED:

11. The proposal for Welfare Week currently consists of: 1) Stress tips/health awareness/smoothie bikes, paired with flyers and talks. 2) Exam motivation and handling, paired with talk and flyers, and beer goggles/assault course as a secondary event. 3) Society Day such as knitting event and yoga, secondary health tips and free condoms. 4) Bouncy castle/ball pit/balloon giveaway. 5) Stress balls/toothpaste – with food watch programme (perhaps even RCSU meal plans).
12. One concern raised was that there is a lack of welfare provision. There is an issue of people not being aware that the position exists. ZH suggested having joint drop in sessions with the AAO. PK supported this suggestion, as the AAO brand is quite strong. AA replied in that there is a need to publicise both the role and the person.
13. There is a concern that the role exists only to direct people to existing welfare provision, and not provide advice. This leads to confusion, and so there should be a long-term review of the purpose of the role.

ACTION: AJ to obtain quotes for items noted in item 11.

ACTION: AJ to discuss publicity/support with FoNS and departmental representatives.

ACTION: AJ to arrange TV screen publicity with PK.

D. ANY OTHER BUSINESS

NOTED:

14. BS noted he will work with JdB to update the Science Challenge website.

Meeting ended at 12:40.

APPENDIX A – SCIENCE CHALLENGE WRITTEN REPORT

- Launch went quite well
 - Roughly 100 attendees (VIPs, Imperial, Schools)
 - Thank you to everyone on the gen com who helped out, you made the evening run very smoothly!
- Competition should run smoothly
 - website is up
 - all schools have been sent their PIN numbers for entry
 - markers have been secured, although (ideally) we need one more person
- Publicity strategy has been discussed
 - department emails sent out
 - ICTV is making us a trailer for the competition, should be finished soon
 - Twitter feed is happening roughly weekly
 - Flickr has launch photos up (they should be scrolling on computer screens), the RCSU page should be posting these soon (hopefully?) and I'll upload them on my FB and tag everyone over Christmas so they get a constant but not overwhelming feed
 - **Fred is in the process of making cover photos in the Dropbox - (I'm not expecting much) but it would be an amazing help if you guys changed your cover photos, I'll let you know when we have the file!**
 - **PLEASE TELL ALL YOUR FRIENDS!!! I will genuinely love you forever**
 - I will email Abi at some point to let us have posters up for ages
- Preparations are underway for the Final
- Merry Christmas guys :) and good luck with revision/exams