

Royal College of Science Union

Minutes of the 5th Ordinary Meeting of the Operations Board

Held at 17:00 on 23rd February 2015 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)
- Ben Stockton – RCSU Broadsheet Editor (BS)
- Akash Jyoti – RCSU Welfare Officer (AJ)
- June Gan – RCSU Science Challenge Chair (JG)
- Jonas de Beukelaer – RCSU Web Communications Officer (JdB)

APOLOGIES:

- Zoe Hsu – RCSU Academic Affairs Officer (ZH)
- Philip Kent – RCSU Honorary Secretary (PK)

OBSERVERS:

None

Meeting opened at 17:10.

A. CHAIR'S BUSINESS

RECEIVED: This item was verbally presented by AA.

NOTED:

1. The main focus of this meeting is on the Careers Event and Welfare Week

B. APPROVAL OF THE MINUTES OF THE 3RD ORDINARY MEETING

RESOLVED:

- a. To pass the minutes

C. APPROVAL OF THE MINUTES OF THE 3RD ORDINARY MEETING

RESOLVED:

- a. To pass the minutes

D. MATTERS ARISING

RECEIVED: This item was addressed verbally.

NOTED:

2. The credentials for the Science Challenge twitter account have been given to Fred Piech. JG will give them to AA and SY.

Minutes

Operations Board (5th Meeting)

3. It was requested that committee members change their Facebook cover photos to the Science Challenge publicity, and JG stated we need more entries, and more of a buzz should be created through word of mouth.
4. AJ reported that quotes have been obtained for the activities. It was deemed unlikely that we would get publicity on computer screens, since the current Varsity screensavers will not be taken down before Welfare Week.

ACTION: PK to arrange for TV adverts to be shown

E. VERBAL REPORTS

RECEIVED: This item was verbally presented by all officers, with the exception of PK and ZH who presented their reports in the attached appendices.

NOTED:

5. The President reported that the Welfare Week and Careers Fair would require a lot of work as there is not much time left to organise these events
6. The Treasurer had nothing to report.
7. The Secretary had nothing to report (Appendix A).
8. The VPO has reported that he has spent a lot of his time working on the Welfare Week and Careers Event . There are 5 firms interested and 2 firms confirmed for attending; 1 has asked for more information. It was discussed whether speeches at the start of the Careers Event should be given from a podium or in a LT and decided that a LT would work better.
9. See Appendix B.
10. The Welfare Officer reported that himself and AA have met with Andrew Keenan and Chris Kaye in the Union, as well as the RSMU Welfare Officer. RCSU will be contributing £300, RSMU £200 and the Union £400 to bring a total of £900 to the available funding. It was hoped that publicity would start as soon as the Science Challenge submission deadline has passed, in the form of printed leaflets, TV adverts and posters around the college.
11. The Science Challenge Chair reported that there were 16 entries at the time of the meeting. JG would email Judges by Wednesday to inform them about the marking process, as well as to departments (by Wednesday) reminding students to enter. Lots of schools are contacting her about entries, and the guest list for the final needs to be reviewed. Some invites were sent to Heads of Department on Sunday inviting them to the Final.
12. The Web Communications Officer reported that the snow detailing from the website has now been removed. He will look at the Broadsheet website with BS and update it once BS's finals have taken place.
13. The Broadsheet Editor reported that he is currently editing first drafts of articles and has interviews set up for next week. It was noted that the next issue would be out in time for Science Challenge Final on 23rd March. More contributors will be needed for the Summer issue, and someone has shown interest in running for Broadsheet Editor in the Big Elections.

ACTION: AA to enquire about booking LT G34 in SAF for Careers Event to be held 24th March.

ACTION: SY, PK, AA, JB and JG to review guest list for Science Challenge Final.

F. CAREERS EVENT

RECEIVED: This item was verbally presented by AA.

NOTED:

14. JB stated that the budget for the event would be £350 for catering, with an upper limit of £500 since the Welfare Week is costing the RCSU less than anticipated.

15. AA requested that members of General Committee would be needed on the night of the event for manpower and to help set up/tidy up.

ACTION: AA to speak to Fred regarding Careers Event publicity

G. ANY OTHER BUSINESS

1. WELFARE WEEK

RECEIVED: This item was verbally presented by AA and AJ.

NOTED:

16. This week is planned to take place on week commencing 16th March.
17. It was noted that a different name for the event would be wise, to appeal to more students.
18. AA has managed to book Dalby Court for the lunchtime of Tuesday 17th March for the Beer Goggles Obstacle Course.
19. The schedule for the week is: Tuesday – Beer Goggles course. Wednesday – Nothing (due to Varsity). Thursday – Smoothie Bikes. Friday – Inflatables (bouncy castle/ bungee cords) with stalls from visiting charities/organisations
20. SY has contacted Yoga to see if they would be able to provide free classes during the week, but has not heard anything back from them.
21. One idea the RSM had was to advertise an office visit for the Samaritans during Welfare Week (with the visit taking place at another time)
22. The union will help with printing and publicity, provided content is sent far enough in advance.

ACTION: AJ to purchase beer goggles, and design the course

ACTION: AJ to investigate availability/prices of smoothie bikes

ACTION: AJ to brainstorm a name for the event with RSM

ACTION: AA and AJ to speak to RSM about potential activities to organise for Monday

ACTION: SY to contact RAG to use their bubble machine

2. ACADEMIC AFFAIRS COMMITTEE PHD PLANS

Since ZH was not present, this item was not discussed.

Date of next meeting: 9th March 2015, 12pm.

Meeting ended at 18:15.

APPENDIX A – SECRETARY WRITTEN REPORT

The Secretary has nothing to report.

APPENDIX B – AAO WRITTEN REPORT

The AAO currently has little to report however there will be an Academic Affairs committee meeting later this week (date and time TBC) after which there will be some news available upon request.

A Science Studies committee meeting took place last week however due to a conflict of interest (the agenda involved discussion of a module the AAO is studying), the AAO was not present at the meeting.