

Royal College of Science Union

Minutes of the 3rd Ordinary Meeting of the Operations Board

Held at 12:00 on 17th November 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)
- June Gan – RCSU Science Challenge Chair (JG)
- Jonas de Beukelaer – RCSU Web Communications Officer (JdB)
- Ben Stockton – RCSU Broadsheet Editor (BS)
- Zoe Hsu – RCSU Academic Affairs Officer (ZH)

APOLOGIES:

None

ABSENT:

- Akash Jyoti – RCSU Welfare Officer (AJ)

OBSERVERS:

None

Meeting opened at 12:10.

A. CHAIR'S WELCOME

RECEIVED: This item was verbally presented by AA.

NOTED:

1. All were welcomed to AA's first meeting.

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

RECEIVED: This item was verbally presented by AA.

RESOLVED:

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

C. MATTERS ARISING

RECEIVED: This item was verbally presented by AA.

NOTED:

2. It was reported that the DPW is interested in having a inter-CU welfare week. Initial enquiries into this have been made.

ACTION: AA to investigate this further and set up a meeting.

D. VERBAL REPORTS

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

NOTED:

3. SY noted that the Science Challenge launch is next week and therefore the main focus. BS, ZH were praised for their exceptionally good work. The town hall meetings were felt as poor due to low turnout and a conflict with the role of year reps. It was felt that the RCSU should feed back to FoNS on this matter.
4. JB reported that Winton and Morgan Stanley have paid for their sponsorship, we are currently waiting on Teach First. The budgets have now been finalised for Broadsheet and Science Challenge. Shell never rung the RCSU.
5. PK noted that 204/320 normal seats at the Launch have been booked.
6. The VPO had nothing to report due to being new in the role, however stressed the importance of discussing issues with him.
7. ZH summarised recent occurrences in the academic affairs. All DUGS have been met, and NSS plans discussed – Panopto is the main plan for the year. All year reps have been met except for Physics due to time constraints. A handbook for all reps have been written and circulated – it was felt this was a very good initiative to start. Biochemistry and Chemistry SSCs have been attended.
8. AA asked ZH what training for the rep network entailed. The Union training was mostly an introduction to the role and explanations of how to work with people – there was not any description into how to execute the role. There was concern that the Union guidelines have not been very adequately publicised.
9. Panopto is currently slowly rolling out within the Life Sciences.
10. JG reported since the last Operations Board, the majority of the launch has now been organised. Teach First are not present on the PowerPoint, as payment is still pending. There will be no sponsors' videos as they were not provided in time. Stalls have been provided for EEE, ICSEDS, Chemistry, and Physics however whether Winton is having a stall is still to be investigated.
11. SY requested that Science Challenge organisation goes on the Facebook group.
12. O2 have not yet replied to Imperial Hub regarding sponsorship of their question. AA said he could look into O2 sponsoring the final.
13. The dress code will be hoodies except for JG and SY. JB requested that contributors consume alcohol responsibly.
14. JdB reported that the Science Challenge website has taken up the majority of his time at the present. However the main website is slowly in progress and should go up soon. JB requested an events calendar.
15. BS reported that Broadsheet is going well, with most of the magazine now sorted. Many contributors have been recruited. The overall focus of the magazine has been changed to looking at the overlap of science and society, culture, and the arts. The aim is to send off on Wednesday for delivery on the last week of term. 400 copies at 24 pages have been ordered for £480.

ACTION: BS to raise Broadsheet purchase order.

ACTION: SY to chase up Winton stall.

ACTION: AA to look into O2 sponsorship to the final.

E. WEBSITE UPDATE

RECEIVED: This item was verbally presented by AA.

NOTED:

16. The main focuses for next term are the careers fair, sponsorship, and Welfare Week.
17. Sponsorship handover is currently in progress, the bulk of it should commence towards the end of term.

F. TRELLO

RECEIVED: This item was verbally presented by PK.

NOTED:

18. People did not seem particularly interested in using Trello.

RESOLVED:

- a. To not use Trello.

G. BROADSHEET PUBLICATION DATES

RECEIVED: This item was verbally presented by AA.

NOTED:

19. Further issues can likely be published at a more rapid pace now the team has been brought together. The aim is to get the issues out comfortably in the second half of each term with the next issue hopefully out during welfare week.
20. PK suggested online only articles could be published in between issues. There was concern that this could put too high a burden on the team. However, this can be something that is evaluated later.

RESOLVED:

- a. To agree to the publishing schedule as set above.

H. ANY OTHER BUSINESS

NOTED:

21. JB highlighted there have been complaints as to the nature and volume of emails – ideally there should be a reduction in the number of emails that are sent. It was noted that emails from the president may be automatically sent to people's bins in their email and so having one sent by someone else may have caught them by surprise.
22. A consensus was had in having the next meeting from 12-1 on Friday 18th December.

Meeting ended at 12:55.