

Royal College of Science Union

**Minutes of the 4th meeting of the Science Challenge Committee**

Held at 12:00 on 15th December 2014 at the RCSU Office (Sherfield 214D)

**PRESENT:**

- Serena Yuen – RCSU President (SY)
- Philip Kent – RCSU Honorary Secretary (PK)
- Jonas de Beukelaer – RCSU Web Communications Officer (JdB)
- June Gan – RCSU Science Challenge Chair (JG)
- Frederik Piech – RCSU Publicity Officer (FP)
- Nas Andriopoulos – RCSU Vice-President (Operations) (AA)
- James Badman – RCSU Honorary Junior Treasurer (JB) – *arrived around 12:30*

**APOLOGIES:**

None

**ABSENT:**

None

**OBSERVERS:**

None

*Meeting opened at 12:08.*

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**A. CHAIR'S WELCOME**

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

**NOTED:**

1. JG welcomed everyone to the meeting.

**B. APPROVAL OF THE MINUTES OF THE LAST MEETING OF THE SCIENCE CHALLENGE COMMITTEE**

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

**RESOLVED:**

- a. To pass the minutes.

**C. MATTERS ARISING**

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

**NOTED:**

2. AA confirmed that the RCSA have agreed to provide some money towards the Science Challenge as per previous years. This will be in return for publicity of the RCSA in the competition.

## Minutes

### Science Challenge Committee (4th Meeting)

3. SY noted that other faculty unions have been asked to publicise the launch but this requires following up at a future inter-CU meeting.
4. AA reported that it is unlikely that O2 will sponsor the Science Challenge Final as it does not align with their core aims, however an attempt will be made to apply regardless.
5. JG reported that the prize with Lord Winston has been confirmed over the telephone however written confirmation is still outstanding.
6. PK reported that the whole-faculty email has been sent out.
7. JG reported that the booklet was completed with a bio agreed with Prof. Welton.
8. JG reported that there has been an increase in schools registering for the launch compared to last year however actual attendance was poor.
9. JG reported that everyone except sponsors and Robotics who wanted a stall got one. Robotics did not reply in sufficient timeframe.
10. PK reported that under-18s at the Launch had been handled by the Union.
11. SY reported there were no sponsors' stalls due to a lack of organisation

**ACTION:** AA to arrange funds with RCSA.

**ACTION:** SY to push Science Challenge with other faculties.

**ACTION:** AA to apply to O2.

*At this point in time the agenda was reorganised to consider item G next.*

#### **G. RCSA DEBRIEF**

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

#### **NOTED:**

12. The RCSA have agreed to sponsor the Science Challenge with up to £1,500 subject to information being provided on what happened with last year's competition. PK noted this money will not increase the overall budget for the competition. Additionally the RCSA would like crediting and a copy of all of last year's videos.

**ACTION:** JdB to put credits online.

**ACTION:** PK to obtain list of videos.

*At this point in time the agenda was restored to its usual running order.*

*Item D was not presented as the Treasurer was not present at this point during the meeting.*

#### **E. LAUNCH DEBRIEF**

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

#### **NOTED:**

13. The main criticism for the night was the delayed search for judges and delayed publicity, the latter potentially leading to poor attendance. FP noted that the publicity was ready in advance but was not distributed likely due to the tri-union bar night publicity.
14. SY suggested the Science Challenge could be advertised at Freshers' Fair for next year – FP agreed that having a mailing list was a good idea. PK noted that it would be possible to set one up now in the current system.
15. It was felt that organisation on the night was poor and last minute, PK apologised for poor delegation on his part.

16. JG noted that, whilst invitation for stalls were sent out two months in advance, more effort should have been put into chasing it up.
17. PK noted that the timings may not have been ideal, with too much time spent mingling downstairs. He continued that this is the second year the Launch was held prior to the Christmas break and it is possible that people were busy with end of term exams and coursework. Therefore it was suggested that the schedule could be returned to a launch towards the end of January. FP questioned whether this would lead to a reduced time for entries however PK suggested the timings for the entire competition could be altered.

#### **F. ICTV**

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

#### **NOTED:**

18. The attendance at the first ICTV workshop was zero, however the second one had reasonable numbers of attendees.
19. Editing of the launch video has almost reached completion, with publication expected towards the end of the week. A trailer video is also being produced and there is no cost for these services.

#### **H. DETAILS FOR THE FINAL**

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

#### **NOTED:**

20. PK confirmed there are currently two postgraduate judges however both are finalists and hence having some judges able to serve for a number of years would be ideal for continuity and training purposes.
21. The intention is for prizes to function as last year with a giant cheque prop, cheques, certificates, and trophies. Trophy selection was inconclusive.
22. It was confirmed that the prize structure is online.

***ACTION:*** JG to confirm trophy choice.

## I. PUBLICITY STRATEGY

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

### NOTED:

23. Whilst a mass email has been sent out around the faculty, there is nothing to keep track of people with a particular interest in the competition. PK replied that a mailing list feature can be added to the website.
24. JG demonstrated the publicity for entries, which feature questions on them. As this concept was liked by the Committee, it was suggested posters are created for each question, and the House of Lords prize is added to the appropriate posters.
25. JB suggested we seek exemption to the regulation specifying that publicity cannot be up longer than two weeks in advance, as this would lead to longer publicity for entries. It was confirmed that publicity will commence following the holidays.
26. It was suggested that we tag the pictures on Flickr so they show up on the College screensaver.

### RESOLVED:

- a. To include questions and prizes on the posters.
- b. To seek approval for displaying the posters for a longer period of time.

**ACTION:** PK to implement mailing list feature for website.

**ACTION:** JG to tag pictures and seek approval for publicity with Union.

## J. WEBSITE CHANGES

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

### NOTED:

27. Changes detailed on Facebook have been actioned.

### RESOLVED:

- a. To add the RCSA logo and some blurb to the website.

## K. ANY OTHER BUSINESS

### NOTED:

28. There was concern that members of the General Committee who are not helping to organise the competition are not able to enter it, when there does not appear to be a conflict of interest. There was interest in such members for entering. JB noted that the wording does permit departmental representatives to enter however it was felt there would be a greater reputational concern if other General Committee members were able to enter as that Committee is able to overrule this one. This could potentially be an issue for sponsors who would be giving money to committee members if one was to win.
29. PK requested that judges' travel expenses are reimbursed as feedback was that this was not made clear to judges.

*Meeting closed at 13:10.*