



Royal College of Science Union

Minutes of the 3rd meeting of the Science Challenge Committee

Held at 16:00 on 20th November 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)
- 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)

APOLOGIES:

None

ABSENT:

None

OBSERVERS:

None

Meeting opened at 16:15.

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. RCSA still have not got backed to us
3. The President has not replied, the Provost will attend the Final.

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4. The banner has not yet been ordered pending Teach First.
5. Publicity with other faculties will take place after the bar night.
6. All departments have been emailed in regards to publicity; those who have not got back to us will be re-contacted.
7. The College and Union TV screens have been set up – tills are awaiting correct size image for sending to College.
8. SY requested the posters are larger but asides from that, they should be put up as soon as possible.

ACTION: SY to contact RCSA.

ACTION: SY to push Science Challenge with other faculties.

ACTION: FP to send PK the till sized advert.

D. TREASURER'S BUSINESS AND SC BUDGET

RECEIVED: This item was verbally presented by JB.

NOTED:

9. Finances have now been tidied up and so reasonable travel expenses for judges can now be reimbursed; judges have been informed of this.
10. Tables and catering has come to around £1,100.
11. If Teach First funding is pulled, the total budget will decrease by £450.
12. Hubs funding is awaiting confirmation as they are applying to O2. It was suggested that the Science Challenge could also apply to this for the Final.

ACTION: AA to investigate O2 Think Big.

E. PRIZES

RECEIVED: This item was verbally presented by JG.

NOTED:

13. Lord Robert Winston has agreed to the internship over the phone however we are awaiting email confirmation. SY stressed the need for the email so the RCSU can ensure it has proof.
14. The proposal for use of the Aeronautics flight simulator has been taken up with the department with no news as of yet. It was noted that the idea of a separate video entry prize is new and as such not obtaining a prize is not an issue.
15. The cash prize for the video has been reduced to £500 to reflect the reduced number of entries compared to the essay competition.

ACTION: JG to chase up with Lord Winston.

F. PUBLICITY

RECEIVED: This item was verbally presented by JG.

NOTED:

16. Publicity is on the whole good to go, however Facebook advertising has been poor. All were advised to change their cover photos to advertise the Science Challenge.
17. PK noted he can send out a dedicated Science Challenge email over the mailing lists now he has access to it.

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18. JG requested committee members send her funny posts to make the Twitter feed seem less mundane when advertising the Science Challenge.
19. It was suggested we could give out hints of the judges to build anticipation, but not actually reveal who the judges are.

ACTION: PK to send out email via mailing list for Science Challenge.

G. BOOKLET

RECEIVED: This item was verbally presented by PK.

NOTED:

20. The booklet is complete except for the part from Prof. Tom Welton.
21. SY requested her section is rearranged with JG's and Prof. Welton's to avoid confusion with judge's bios – the aim being for them to look different.
22. If there is still a delay in obtaining Prof. Welton's bio, it was suggested the RCSU write it and sent it in for approval.

ACTION: AA/JG to write bio.

H. MARSHALS

RECEIVED: This item was verbally presented by JG.

NOTED:

23. PK stated he had a list of marshals however others could perhaps do with training.
24. A total of four marshals are needed.

I. SIGN UP PROGRESS

RECEIVED: This item was verbally presented by PK.

NOTED:

25. There is a total of 65 of 170 normal sign ups at the present.
26. It was suggested we overbook to account for no-shows, around 20% is the standard for overbooking.
27. Currently a total of 8 school pages have booked, however we are waiting to hear back from a lot of schools.
28. It was felt that contacting other schools is not a sensible use of time as by now it may be too late for schools to arrange due to parental consent.

ACTION: JG to continue chasing up.

J. FILMING

RECEIVED: This item was verbally presented by JG.

NOTED:

29. ICTV have offered tips for filming a video.
30. It was noted that members of ICTV can borrow cameras for free, which would be useful for filming video entries.
31. ICTV have offered to film and edit for free.

RESOLVED:

- a. To instruct ICTV to film the launch.

K. STALLS

RECEIVED: This item was verbally presented by JG.

NOTED:

32. PhySoc have offered to run a stall however this will require confirmation.
33. EEE are being chased up and a reply will be obtained tomorrow.
34. It was noted that we only have 8 tables and care should be given to not overuse our tables.
35. ChemSoc have confirmed fully however risk assessments require chasing up.
36. No work has been made in chasing up sponsor's stalls.
37. Robotics have been asked but require chasing up. SY also suggested asking ICSEDS. Matt Allinson from Physics also needs chasing up.
38. It was noted last year that Physics used an incredibly large amount of space and this was undesirable.

ACTION: JG to ask ICSEDS.

ACTION: JG to chase up all stalls holders.

L. ANY OTHER BUSINESS

39. PK explained to the committee how eTickets worked, however there was concern the list of under-18s have not yet been obtained.
40. It was asked how long videos for sponsors should be. The consensus was 3 minutes for Winton and 2 for Teach First.
41. FP asked that all committee members advertised the Launch on Facebook.

ACTION: PK to arrange for list of under-18s to be loaded into the system.

ACTION: SY to chase up stalls and videos with sponsors.

Meeting closed at 17:15.