

Royal College of Science Union

Minutes of the 4th meeting of the Science Challenge Committee

Held at 12:00 on 6th December 2016 at the RCSU Office (Sheffield 214D)

PRESENT:

- Lloyd James – RCSU President (LJ)
- Griffin Farrow – RCSU Honorary Junior Treasurer (GF)
- Michael Edwards – RCSU Honorary Secretary (ME)
- Rani Mehta – RCSU Science Challenge Chair (RM)
- Abhijay Sood – Physics Departmental Representative (AS)

APOLOGIES:

- Sina Lari – RCSU Vice-President (Operations) (SL)
- Ben Sharpless – RCSU Broadsheet Editor (BS)
- Ben Collier – RCSU Publicity Officer (BC)
- Zack Xiang – RCSU Web Communications Officer (ZX)

ABSENT:

OBSERVERS:

Meeting opened at 12:00.

A. General Update

RECEIVED: RM delivered this item

NOTED:

1. RM asked that the invoices be sorted as soon as possible by LJ and GF.
2. RM has found that the corkage fee for the ORNC will work out to be around £15 per person, and as such it will be easier to work with the caterer rather than pay the corkage fee and find an alternate supplier.
3. Judges - $\frac{3}{4}$ confirmed. Know It Wall will be doing the digital entry, Alice Jamieson from the Wellcome Trust will be doing the Article, and Adam Rutherford from UCL will be doing the Essay. Sponsored question idea has been postponed until the next year. RM happy to continue on the process to confirm the last judge, but ME offered to help.
4. Inner Temple - no updates since last time on the mix-up, but LJ and GF will chase up.

RESOLVED:

- a. LJ and GF to chase invoice.
- b. RM to contact caterer to arrange for the wine and prosecco.
- c. RM to finish inviting judges.

B. Meeting with Felix Editor

RECEIVED: RM delivered.

NOTED:

5. RM and GF will be meeting with the Felix Editor this evening.
6. RM will show the 2014 spread as an example of the previous allotted space, and if this is unacceptable, an article on the importance of science communication will be proposed.
7. A Felix representative will be invited to the Lord Winston interview. Questions to ask will be formulated after the meeting this evening, and a recording device will be used at the interview. The Broadsheet Editor will be invited to attend.

RESOLVED:

- d. RM and GF to meet with Felix Editor.

C. Finances

RECEIVED: RM delivered.

NOTED:

8. ORNC have sent an invoice that needs to be paid in full by the 13th. This is going to be an issue with the Union's finance process, and will require a large block sum to be spent, since the venue and caterer have identified us as a high credit risk organisation.
9. RM will seek an advance on the deadline given by the venue manager.
10. The invoice contains the following - room hire, catering for 60, which can be extended to the previously stated 65 at short notice, security and other sundries. It will be possible to extend and pay extra if required on the night.
11. GF raised an issue with setup and security, especially since we're having an AV company with a stage and such as per previous minutes. RM offered to get an hour extension for set-up.
12. The invoices and contracts will need to be signed by DPFS and LJ.
13. The net cost of the event will be £7,026.40, and is VAT-able, with a gross total of £8431.68.
14. Centrepieces can still be considered.
15. Launch and prizes still need to be considered, but the catering for that can be arranged up to two weeks in advance.

RESOLVED:

- e. RM to contact venue manager to get an extra hour for set-up.
- f. Arrange a timeline for the Launch - 24th January.

D. Launch and Final Admin.

RECEIVED: RM and LJ delivered.

NOTED:

16. Science demonstrations need to be arranged for the Foyer, which also needs to be booked. PhySoc and ChemSoc demonstrators can be enlisted, alongside any Imperial Fringe or Festival demonstrators who are happy.
17. A running order for the Launch needs to be sorted.

Minutes

Science Challenge Committee (Fourth Meeting)

18. Website for entries - for ICL, the system largely works, but it is non-functional for schools. An alternative system using Eventbrite and a Qualtrics form was mooted and agreed. LJ and ZX need to meet to discuss the website, but LJ suggested that the previous editor could be enlisted too.
19. An email needs to be sent to the schools before the Christmas break.
20. Keynote for Launch - it was suggested that LJ email Simon Singh, or that Helen Arney, who was initially going to be a judge, could be brought in.
21. Theme and publicity - BC needs to sort a theme for consistency across the publicity. ME offered to arrange a meeting to discuss.

RESOLVED:

- g. ME to meet with BC re: theme.
- h. Plan and To Do list to be formulated and sent round.

F. AOB

NOTED:

22. None.

Meeting closed at 13:00.