

Royal College of Science Union

**Minutes of the 1st (official) meeting of the Science Challenge Board**

Held at 18:00 on 16th of January 2018 at the RCSU Office

**PRESENT:**

- Becky Neil – RCSU Vice-President (Operations) (BN)
- Michael Suarez – RCSU Honorary Secretary (MS)
- Ansh Bhatnagar– RCSU Science Challenge Chair (AB)
- Ivan Tang– RCSU Web Communications Officer (IT)
- Jemima Graham
- Beatriz Estrada
- Shahbaz Khan
- Michael McGill – RCSU Honorary Junior Treasurer (MM)

**APOLOGIES:**

*Meeting opened at 18:05.*

**A. Judging Sessions**

Ansh needs money for Pizzas and wanted 10 people for judges. Pre-selection by PhD students to pass on things to actual judges. Payment through Pizzas. A minimum of 4 sessions are expected based on the 120 submissions last year. Watch videos together.

**B. Budget**

We can allocate 600 pounds from Careers Fair and 200 pounds from Office for 75 pounds of Pizza per Session, Printing (Decoration) and Judges Travel. Claim back VAT receipts!!!

**C. Judges Shortlist**

Shortlist is sent by the 31st of January. Getting 3 people to look at each essay. Marking Scheme? Commentary Provided from Judges. Criteria for each section. Getting a PhD guy from different departments ideally. Advertise it to science communication students (master students). Book a room. 3h max.

**D. Future of the Committee**

As discussed in the Emergency GenCom a policy paper can be written as a mean to appoint an official Science Challenge Committee. Making it more official could be good to have dedicated roles and responsibilities. Having a manifesto could be quite good. Name,

## Minutes

### Operations Board (What Meeting)

email, little text about why you would want to join (google form). Maybe advertise it through Facebook. Venue (Events) Person, Sponsorship Person, Judges Coordinator

#### **E. AOB**

Automate the Website. I.e. School Sign-Up (currently through the Chair). Give judges their accounts so they can read their stuff. Schools as drop-down menu from database. Approve School registration information through email notification.

Dont forget to update the website on the deadline to indicate that the competition submission is over.

Invoice for 75% of the Science Challenge money in the next few days.

Design Certificate and look for trophies for category winners. Banners and other items used on the day have to be sent through Acton three days in advance for the House of Lords.

Judges have to decide by the 15th of February.

*Meeting closed at 19:00.*