



Royal College of Science Union

Minutes of the nth meeting of the Operations Board

Held at 12:04 on 3rd Dec 2018 at the RCSU Office (Sherfield 214D)

PRESENT:

- Katheryn Plummer - Broadsheet Editor(KP)
- Michael McGill – RCSU President (MM)
- Yizhou Yu - RCSU Vice President(YY)
- Sulaimaan Mughal– RCSU Honorary Junior Treasurer (SM)
- Roxanne Zhang-Sponsorship Officer(RZ)
- Ivan Tang - Web Communication Officer(IT)

Clerk: Kaifeng Wei - RCSU Honorary Secretary(KW)

Apologies: Sheng Chia - Publicity Officer(SC)

Meeting opened at 12:05.

A. Reports from Web Comms Officer

- IT: Update for science challenge: logo should be ready soon. Still looking into the flowchart. SC poster needs to be finalised before sending off the order. Minutes will be uploaded to RCSU website gradually.
- MM to IT: Publicity on instagram should be started; a livestream of the launch should be put up on facebook.

B. Broadsheets

- Before printing: reviews of submissions need to be done, photographs for the magazine need to be ready.
- A quote for the printing of the first edition(printing company: 'Hello print'/publish date: 22nd Jan) should be ready by the end of the week.

C. Publicity

- Science Challenge poster needs to be printed and put up well before the launch;
- High-quality A5-sized posters of RCSU banner need to be put up around the campus.

C. Sponsorship

- Grants will be applied for with science challenge proposal. One offered by the Royal Society of Biology will be applied for for £500.
- Proposal needs to be proof read a few times before the application(SM).
- Science magazines will be contacted to possibly provide prize winners with their free subscription.

D. Science Challenge

- Logo: there will be a final draft for science challenge logo to be reviewed on slack by committee members, with changes such as colour change and explicit spelling of 'science challenge' to the current design. It needs to be reviewed soon for the printing of banners.
- It needs to be made sure the judges come to the launch. Communication will be set up through e-mails and possibly skype.
- Panopto livestream will be sorted after YS's meeting with panopto team this Friday.
- The focus will be on schools and year 10-13 students.
- Tentative dates: mid-February for submission deadline, early/mid-March for SciChal final(reach out to postgraduate markers should start now to avoid low turnout.)

To-do: update on website, judges, logo, banner, sponsorship and grants(to be acquired before January), contact with postgraduate markers, submissions to Broadsheet, figuring out how finals will be carried out (next term?).

Meeting closed at 13:51.