



Royal College of Science Union

**Minutes of the 3rd meeting of the Operations Board**

Held at 17:37 on 22nd Jan 2019 at the RCSU Office (Sherfield 214D)

**PRESENT:**

- Yixuan Wang SciChal Chair(YW)
- Michael McGill – RCSU President (MM)
- Yizhou Yu - RCSU Vice President(YY)
- Roxanne Zhang-Sponsorship Officer(RZ)
- Ivan Tang - Web Communication Officer(IT)
- Sheng Chia - Publicity Officer(SC)
- Sulaimaan Mughal– RCSU Honorary Junior Treasurer (SM)

**Clerk:** Kaifeng Wei - RCSU Honorary Secretary(KW)

**Apologies:** Katheryn Plummer - Broadsheet Editor(KP)

*Meeting opened at 17:37.*

**A. Updates**

- Broadsheet: KP: Review is ongoing, paper quality of printing order needs to be lowered;
- SciChal: YW: still looking for venue for SciChal final, potentially with capacity of around 100~150 people (est. based on last year's turnout of 70), Queen's Tower Room might be used, but MM is against it. Drinks reception with canapes should be planned. YW considers an estimation of £2000 for the budget, which is reasonable according to MM; participation needs to be improved-YW will get in touch with different unions' presidents.
- Sponsorship: RZ volunteers to help look for venue. Science magazines have been contacted. Since banks start giving sponsorship in spring, next year's proposal needs to be worked on already.
- Publicity: SC will create a LinkedIn page for RCSU, ImperialPlexus was suggested by MM too. MM: SciChal Facebook posts need to be scheduled, such as a countdown post posted every five days. Posters need to be put up, too.
- Website: broadsheets have been uploaded, so has SciChal's youtube video link. Again promotional video should be uploaded onto Facebook to improve publicity.
- Postgrads could enter SciChal.
- RZ: RCSU profile on Facebook seems disproportionate and needs to be fixed.

To-do: print broadsheets(KP), find venue for final and improve SciChal publicity(YW), work on next year's sponsorship proposal(RZ), publicity for SciChal(SC).

*Meeting closed at 18:15*