Present: Mr Thisun Piyasena (in the Chair), Miss Melinda Ashcroft (minutes), Mr Alex Baker, Miss Imogen Bermingham, Mr Gabe Foley, Mr Kurt Harris, Mr Duin Mcdiarmid, Dr David Poger, Ms Jill Sheridan, Miss Amelia Soderholm, and Miss Raine Thomson.

Apologies: Dr Abigail Downie, A/Prof Stuart Kellie, Miss Sonya Tadrowski, and Prof Paul Young.

1. Business arising out of the minutes

All action items were dealt with in agenda items, as set out below.

2. Social events for RHD Students

Imogen advised committee members that the monthly social mixers were performing well. Increasing patronage has resulted in an increase in the total alcohol consumption; security advised that the permissions would need to be updated and each event must finished by 7pm. A ping pong table has been purchased using the profits from the mixers.

Imogen reported that the SCMB hoodies orders will close on Friday 17th June. Thirty orders have been received; an additional ten are required. The hoodies have been advertised widely via email, posters and on Facebook pages.

3. Honours BBQ

Louise Nimwegen approached the RSAG to host a welcome BBQ for the commencing mid-year honours cohort. A majority vote agreed to host a simple sausage sizzle on Monday 25th July 2016. Melinda, Gabe, Imogen, Thisun and Kurt agreed to help with organising the event. Thisun will organise a meeting to discuss organisation of the BBQ.

4. Annual SCMB Research Students Symposium:

Discussion for social engagement at the symposium:

Members agreed to hold a “double blind” poster competition. Each participant would submit a single PPT slide which would be randomly assigned to another participant to prepare and deliver a 90 second talk (similar to the 3MT format). An MC would be required to keep attendees engaged. A monetary prize would be awarded to the author of the poster and the presenter of the 90 second talk. It was suggested the people’s choice award for the poster presentation be removed and the money used for this competition instead. Suggested prize amounts will be discussed upon a prize breakdown submitted to the committee members at the next meeting (Melinda). Alex agreed to create a logo for the double blind engagement competition.

<table>
<thead>
<tr>
<th>Job</th>
<th>Assigned</th>
<th>Progress/Next Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>Venue</td>
<td>Alex</td>
<td>AEB is unavailable. Members discussed alternate venues such as TRI (hire charge is ~$3,000) and Hawken. Thisun will contact TRI to negotiate a discount on the hire charge and the Head of School to enquire if the Symposium budget could be increased to accommodate the use of TRI.</td>
</tr>
<tr>
<td>Finance and sponsorship</td>
<td>Thisun</td>
<td>A total of 13 sponsors have pledge $6000 so far, with 12 sponsors requesting a trade display table. Members discussed the option for additional sponsors who aren’t attending to donate $200 in sponsorship, which provides advertising space. Members also discussed the potential for bags containing sponsor materials to be handed out to attendees. SCMB plastic bags cost approx. $0.20 per bag.</td>
</tr>
<tr>
<td>Plenary speaker</td>
<td>Raine</td>
<td>Raine will ask Marina Fortes if SCMB is hosting a speaker from another state around the time of the symposium. Raine has provided a list of potential speakers, grouped by region. Members agreed to contact those in Brisbane first. Raine will write up a mock email and distribute to members for feedback.</td>
</tr>
<tr>
<td>Opening and closing speakers</td>
<td>Kurt</td>
<td>Members discussed potential speakers for the opening and closing addresses. Kurt will create a discussion on Blackboard so members can nominate speakers.</td>
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Advocating/Promotion Alex obtained detailed quotes from seven catering companies. Members agreed it was essential to cater for dairy free, gluten free, vegetarian, vegan and halal dietary requirements. St Leo’s was selected as one of the most competitive providers, and Alex would call St Leo’s to see if the quote from this company could be negotiated. Should TRI be chosen as the symposium venue, quotes from companies, which often cater for TRI events, will be obtained.

Booklet production Amelia Formatting of the booklet was discussed and members agreed that abstracts should not contain images or references and will be printed entirely in black and white (exception: Front cover and sponsor page). Amelia asked if members who were on the committee in 2015 could check their notes to find the quote for the booklet production from the 2015 symposium.

Receipt of abstracts, speaker selection Thisun Imogen Thisun has created a Google docs form to collect registration, expression of interest for the presentation options and containing a downloadable form to submit Abstracts. Members are invited to view the form and offer feedback.

General event logistics Everyone

Collecting feedback Gabe

Presentations – develop selection criteria, contact selected speakers Kurt

Prizes and Award certificates Sonya Melinda It was notified that Sonya would be absent until September, and this task may need to be assigned to another committee member. Melinda has offered to take over this task.

Symposium Discussion:

For easier discussion of Symposium topics, Thisun proposed the use of a Slack channel instead of the discussion forum on Blackboard. Thisun will investigate this further and send an email around once the channel has been established.

5. Topics suggested for the next meeting.

Melinda was asked to provide a budget breakdown from the 2015 Symposium and a list of the prizes and monetary values. Members were invited to think about the timing and order of events in the Symposium, to be discussed at the next meeting.

6. Other Business.

UQ Union Student Leaders Conference – 11th and 12th July.

Members were invited to nominate to represent the School at the Student Leaders Conference. Imogen’s nomination was supported unanimously by the committee.

7. Next meeting:

The next meeting is scheduled for Wednesday 20th July in 68-305.

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