Meeting 5/16  20 July 2016  For general publication

Present:  Mr Thisun Piyasena (in the Chair), Miss Melinda Ashcroft, Mr Alex Baker, Miss Imogen Bermingham, Dr Abigail Downie, Mr Gabe Foley (minutes), Mr Duin McDiarmid, Miss Amelia Soderholm,

Apologies:  Mr Kurt Harris, A/Prof Stuart Kellie, Dr David Poger, Ms Jill Sheridan, Miss Sonya Tadrowski, Miss Raine Thomson, 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. Update from the SCMB Research Student Social Committee
Imogen reported that the previous SCMB social mixer on Friday 1st July had been successful and well attended.

Imogen reported that the Social Committee would host an SCMB Olympics competition at the SCMB social mixer scheduled for Friday 5th August.

3. Annual SCMB Research Students Symposium:

3.1. Finance
Amelia reported that the total sponsorship raised so far was $6,800 and twelve of the fourteen sponsors had already paid. Thirteen sponsors have requested promotional tables at the symposium.

Amelia advised that one of the sponsors had requested to pay after the symposium took place. Abigail suggested that all sponsors should pay prior to the symposium as a number of symposium expenses will need to be paid prior to the symposium.

3.2. Catering
Alex reported that Nanos was unable to cater the event, and that quotes had been provided from St Leo’s Catering and Piccalilli Catering. St Leo’s Catering quoted at $6,000 and Piccalilli provided two separate quotes of $8,000 and $8,300. Members agreed that the St Leo’s quote was the most competitive, however they had some concerns that past quotes had included additional food items; Alex will contact St Leo’s to negotiate the quote further.

Imogen reminded the committee that they had previously discussed an afternoon/evening social mixer instead of afternoon tea. Members agreed to investigate cheese platters to serve at the social mixer.

3.3. Plenary speakers
Thisun reported on behalf of Raine that the two plenary speakers had been confirmed—Distinguished Professor Judith Clements from the Institute of Health and Biomedical Innovation, Queensland University of Technology and Associate Professor Neena Mitter, a group leader from Queensland Alliance for Agriculture and Food Innovation.

3.4. Venue
Thisun reported that Hawken was unavailable to book as it was being renovated from October to December, and that Advanced Engineering Building was booked out for a conference. After discussion, it was suggested that Alex contact both the Institute of Molecular Biology and the UQ Centre to enquire about hosting the symposium at one of these locations.

3.5. Sponsor requests
Thisun advised that some sponsors at the 2015 symposium had felt that there was a lack of interest from students in their booths, and that at times access to tables was blocked by people lining up for food.

Members agreed to arrange a game of Sponsor Bingo—a bingo card that attendees would fill out on the day by visiting at least six sponsor tables. A completed bingo card would then allow the attendee to enter a draw for a chance to win one of two $50 Coles-Myer gift cards.
It was decided to ensure placement of food options or other items would not block access to sponsor’s tables.

3.6. Gifts

Members agreed to provide a thank you gift for each plenary speaker and to investigate a small thank you gift (e.g. a small chocolate) for judges.

3.7. Booklet

Amelia advised that Ergo Asia had been approached in regards to managing the printing of the symposium booklet. The estimated quote was $650 for 200 copies of an A5 booklet with coloured printing on the cover / title page and black and white printing on the remaining pages.

It was decided that sponsors’ logos would be placed in colour on the inside title page, and that images of students’ research would be placed on the front cover. A call for submission of images would be included within the registration form and made clear that these were images intended for the front of the promotional booklet.

It was decided that no pictures or references would be permitted within the abstracts and a word limit would be enforced.

Abigail advised that Ergo Asia outsource the printing work and members should allow an appropriate time frame for printing.

3.8. Registration form

Thisun reported that he had constructed a Google Form capable of serving as the registration form, but that it didn’t allow for italicising or bolding text within the submitted abstract.

It was decided that as a final step in the registration form students could download a template Word document for completion and email submission to the committee.

3.9. Preliminary costings and rough timetable.

Melinda advised that she would complete a preliminary costing for the event.

Duin advised he would construct a rough timetable of the order of events for the day.

4. Honours welcome BBQ

Thisun advised that the details for the Honours welcome BBQ had been finalised. Emails would be sent to all SCMB staff and students on Friday 22nd July and Monday 25th July to notify them of the event.

Available members were asked to meet at 9.30am on Monday 25th July to prepare for the BBQ.

5. Next meeting:

The next meeting is scheduled for Wednesday 17th August.

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