

School of Chemistry & Molecular Biosciences Research Student Advisory Group

DATE: Thursday, 16th May 2024

TIME: 11:00 am – 12:00 pm

PLACE: 68-306 (Chemistry Building)

Present: Mitchell Sorbello, Sean Riek, Connor Scott, Julia Huang, Zhihe Yang, Jiankun Yang, Quinn Zhao, Yixuan Liu, Gabriel Wolvetang, Jody Peters, Pallav Joshi, and Jiayu Li.

Apologies: Evelyn Deplazes, Ella Graham, Jun Jet Hen, Carol Pomfret, Amanda Carrozi, and Anthony Bengochea.

1.1 Acknowledgement of Country

An Acknowledgement of Country was spoken by Mitchell, in recognition of the traditional owners of the land on which the meeting was taking place.

1.2 Welcome and Apologies

Mitchell welcomed everyone and commenced the meeting at 11:05am.

New member Jiayu Li was welcomed, who is completing their PhD in A/prof Michael Landsberg's group.

2 Confirmation of minutes and business arising from meeting held 18 April 2024

Job	Assigned
Prepare agenda and circulate before meeting	Chair
Prepare minutes and circulate after meeting	Secretary
Send out save the date for symposium	Chair with help from Gabriel

The previously circulated minutes were confirmed a true and accurate record of that meeting by Sean Riek.

❖ A 'save the date' has been sent out by Gabe.

3 Research Student Social Committee report

Mitchell Sorbello reported:

- The student social committee is continuing to host social mixers and are happy to set up a drinks event after the student symposium.

4 RSAG representative reports (if appropriate)

4.1 SCMB Research Committee

Mitchell Sorbello reported:

- There was a large discussion regarding grants which are not directly relevant to RSAG.
- The school is becoming stricter on when you can take interruptions. It has been decided one can't be taken during the final research quarter of a PhD to ensure that people finish on time. This is with the exception of a genuine medical certificate however it has been noted this cannot be stretched out purely for the purpose of thesis writing.

4.2 SCMB HDR Committee

- Last meeting was about scholarship ranking. Yixuan did not attend the last meeting but will be invited to the next.

4.3 SCMB EDIC Committee

Gabriel Wolvetang reported:

- There was a brief discussion about a possible plenary speaker in the EDIC meeting that will be dispersed to members via Slack. More detail is outlined in the below section 6.2.

4.4 SCMB EAC Committee

Sean Riek reported:

- No update

4.5 HDR Student Representative Forum

Mitchell Sorbello reported:

- No update.

5 Topics of relevance to SCMB research students

5.1 HDR

Yixuan Liu discussed the possibility of social events for international students:

- Proposed to meet with a group leader in Faculty of Humanities, Arts and Social Science (HASS) about previous events organised by them.
- Questionnaires will be sent out at the beginning of next semester so that people are more likely to respond.
- It has been noted that international students will likely prefer events with less domestic students present

Action: Yixuan to contact HASS and discuss previous events they have organised for international students.

Quinn Zhao discussed interruptions as relevant to international students specifically:

- Latest time for interruption is 3.75 years into a PhD. It should be planned in advance if more time is needed to complete theses. It was noted that RSAG members should relay this information to their lab if possible and relevant to specific students.
- Sick and personal leave can still be applied for.
- Supporting documents are required outlining reason for interruption.
- The announcement has been sent out by the Graduate School to students and academic staff, but people may not regularly check for updates. We will send the update via the SCMB mailing list.

5.2 Honours

- Nothing reported for Honours students.

6 Annual SCMB Research Students Symposium

6.1 Sponsorship

- Pallav Joshi says that the 4 people assigned have divided sponsors and already made contact with a substantial amount.
 - John Cook and Lab Co. have agreed to be gold sponsors.
 - Australian society for biochemistry and molecular biology have agreed to be silver sponsors.
 - Australian society for Parasitology has agreed to be a bronze sponsor.
 - ABS has not yet replied.

Action: Sponsorship team to confirm plan for contacting remaining sponsor candidates

- Eppendorf said that their sales representative is currently finished up at the company and the email contact we have for them is therefore outdated. Sean suggested to email the regional Eppendorf address to attempt to get the new contact.

Action: Sponsorship team to organise someone to send this email in order to get the correct Eppendorf contact.

- \$2250 has been secured from confirmed sponsorships already but GST is yet to be subtracted from this amount.
- \$6000 is estimated to be enough if no speakers require payment.

6.2 Plenary Speakers

Gabriel Wolvetang gave an update on potential speaker:

- Talaru Hotsprings – EDIC is still waiting to confirm on the hotsprings speaker and will be able to confirm after the next EDIC meeting on the 13th of June.

Closing address:

- Closing speaker is proposed to be James DeVoss.

Action: Mitchell to contact him and confirm before next RSAG meeting.

Welcoming address:

- Specific people mentioned as potential good fits for this role:
 - Evelyn Deplazes.
 - Dr Rosemary Cater
 - Dr Kylie Agnew-Francis

Action: Mitchell to Confirm which of these people need to be contacted and by when.

- Discussed that it would be good to have an ECR from Chemistry do this presentation.

Action: RSAG members are to let Mitchell know if they know of any ECRs in chemistry within the SCMB that might be interested.

Action: Connor will ask if any chemistry ECRs would be interested in giving the opening address at the next ECR committee meeting.

6.3 Timeline

Job	Assigned	Progress	Next Steps
Venue	HLO	Already confirmed and booked (see previous minutes)	n/a
Finance and sponsorship	Pallav Joshi, Yixuan Li, Jun Jet Hen, Julia Huang	Contacting of sponsors is underway, some have already replied and agreed – see above discussion in 7.1 for more detail.	Sponsorship team will continue to contact and confirm sponsors.
Plenary speaker	Mitchell Sorbello	Investigation of EDIC Talaru hotspots speaker is in progress – should be an update on this at the next meeting.	Gabe will confirm update on this after next EDIC committee meeting.
Opening and closing speakers	Mitchell Sorbello	Discussion above in 7.6 – proposed Dr Evelyn Deplazes as opening and Professor James Devoss as closing speaker (potentially).	Confirm with proposed speakers whether they would be interested.
Advertising/Promotion	Gabriel Wolvetang	n/a	Gabe to start designing posters that will be released in July/August when registrations open.
Sourcing of judges	Anthony Bengochea, Connor Scott	n/a	Will source judges closer to the date.

Catering	Ella Graham, Sean Riek, Julia Huang	No progress as yet (waiting for more information on budget) <ul style="list-style-type: none"> Estimating ~ 150 people (based on last year) 	Quotes to be investigated once there is more of an idea of the budget allocated to catering.
Booklet production	Jianjun Yang, Zhihe Yang	n/a	Waiting for timeline and speakers to be confirmed before this task is commenced.
Receipt of abstracts, speaker selection	Mitchell Sorbello, Zhihe Yang, Jun Jet Hen	n/a	Set to open up nomination of abstracts in July. QR code to be developed.
General event logistics	All	n/a	Will be organised closer to the date.
Collecting feedback on the event	Gabriel Wolvetang	n/a	Will be organised closer to the date.
Prizes and Award certificates	Josh Pallav	n/a	Will be organised closer to the date.
Timetable	All	n/a	Will be organised closer to the date.
Printing: e.g. nametags, feedback sheets, marking sheets, etc	Jiankun Yang, Zhihe Yang	n/a	Will be organised closer to the date.

7. Other Business

Induction session: Quinn Zhao

- Yixuan and Pallav will join RQ2 induction session on date 05/06/2024 to talk about RSAG and the group's purpose

Update on Scholarship extension: Quinn Zhao

- Living stipend comes with 3.5 years with 1 possible extension.
- An industry placement could be taken at any time, but remember to be eligible for the placement scholarship or award, students need to have registered their intent and obtained approval from the Graduate School within the first 18 months of candidature (FTE).

8. Next Meeting

- ❖ 13th of June 12:00-1:30pm in room 68-306.

Meeting concluded 11:34am