

Meeting 1/18

15 May 2018

For general publication

Present: Mr James Beckett (in the Chair), Mr Bowie Chong (minutes), Prof. James De Voss, A/Prof. Stuart Kellie, Miss Clara Jiang, Miss Vaidehi Pandit, Miss Yuk Ping Chin, Miss Sheena Chua, Miss Sabrina Sadiq, Ms Rochelle Soo, Mr Sajid Tahir, Mr Maxwell Rank, Miss Khushboo Manubhai Patel, Mr Garrick Spencer, Ms Jill Sheridan, Ms Tess Dobinson.

ACTION

Apologies: Prof. Paul Young

1. Welcome

New members were welcomed to the committee and continuing members welcomed back.

2. Terms of reference and membership/introductions:

2.1. Terms of reference, membership and responsibilities

Members were referred to the terms of reference and mode of operation of the committee and its membership for 2018, as set out in the agenda papers (and viewable on the School's website). James De Voss thanks the students for willing to take up the role as a member of the committee and reiterated to students that the key roles of the committee was to facilitate two-way communication between academic staff and RHD students. Stuart Kellie added on that the student will also be tasked with the responsibility of organising the SCMB annual Research Students Symposium.

Stuart invited members to discuss the guidelines for committee membership. Members agreed to appoint a chair, deputy chair, and treasurer. The role of secretary will alternate between committee members on a rotating basis.

2.2. Membership

Each member introduced themselves, with staff members explaining their role on the committee.

2.3. Election of office bearers and provision of secretarial support

It had been foreshadowed in the agenda papers, circulated ahead of the meeting, that the committee's chairperson be elected from the student members. Following a call for nominations in the meeting, James Beckett nominated himself for Chair, Clara Jiang nominated for Deputy Chair and Bowie Chong nominated for Treasurer. The nominees were elected unopposed by the student members of the committee. Sabrina Sadiq elected to take on the role of secretary for the next meeting.

3. Business arising out of the minutes (note elsewhere listed):

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

4. Honours and RHD applications and enrolments 2018:

30 new HDR candidates have started so far this year, with an additional 13 international students commencing in RQ 3 and RQ 4. The number of domestic students starting in RQ3 is not yet known. There are 32 HDR applications being processed. To date, 63 honours students have commenced with SCMB.

5. Research Student Social Committee representative:

James Beckett suggested to have an additional committee member who could represent the research student social club.

6. Annual SCMB Research Students Symposium:

The suggested date for the 2018 symposium is Thursday 22nd November, noting that the School's examiner's meeting will be held on Wednesday 21st November. This date is equivalent to the same date in the academic calendar as symposia of recent years – i.e. after exam marking but before staff begin to depart for conferences and leave. Members agreed to further discuss and confirm the

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22nd November as the date for the symposium in the next meeting as other conferences or symposia might be around the proposed date.

It was recommended that an organising committee to be formed as soon as possible to commence planning for the event. In recent years, the student members of the RSAG had formed the core organising committee. They had been assisted by other RHD students and were able to call on staff members of the RSAG and Jill Sheridan, the School's Research Administrative Coordinator, for advice. Members nominated for the following tasks:

Job	Assigned	Progress/Next step
Venue	James, Kushvoo	Members agreed that Sir Llew Edwards was not a good venue for poster presentation and sponsors space allocation. The following venue have been proposed: <ul style="list-style-type: none"> • Hawken Engineering • Global Change Institute The mixer after the symposium will be held on Chemistry podium
Finance and sponsorship	Bowie, Maxwell	Members agreed that contacting sponsors should be a priority
Plenary speaker	Ping	
Opening and closing speakers	Garrick	
Advertising/Promotion	Vaidehi, Sabrina	
Sourcing of judges	James, Maxwell	
Catering	Clara, Kushvoo, social reps	
Booklet production	Ping, Sheena	
Double Blind	Bowie, Clara, James	
Receipt of abstracts, speaker selection, contact selected speakers	Sajid, Kushvoo	
General event logistics	Everyone	
Collecting feedback	Sabrina	
Timetabling	Bowie	
Prizes and Award certificates	Valdehi, Kushvoo	

Student members as per Table

7. Closing of the Committee's Account with Commonwealth Bank

Members agreed to close the existing committee's account with Commonwealth Bank as this was no longer needed for the committee given that the finance and sponsorship for the symposium will be directed via school's account.

Account Name: School of Chemistry & Molecular Biosciences Research Students Advisory Group

Account number: 06 4 158 11068062

8. Other Business:

James Beckett suggested to invite Belinda to the next meeting for a short briefing of the finance and sponsorship for the symposium.

9. Next meeting:

The next meeting is scheduled for Tuesday 29nd May.

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