

SCHOOL OF CHEMISTRY & MOLECULAR BIOSCIENCES
RESEARCH STUDENTS ADVISORY GROUP

Meeting: 3/18

26 June 2018

For general publication

Present: Mr James Beckett (in the Chair), Mr Bowie Chong, Miss Clara Jiang, Miss Vaidehi Pandit, Miss Sabrina Sadiq, Dr Rochelle Soo, Mr Mawell Rank, Miss Khushboo Manubhai Patel, Mr Garrick Spencer (minutes), Ms Tess Dobinson, Miss Yuk Ping Chin, Ms Jill Sheridan

Apologies: A/Prof. Stuart Kellie, Mr Sajid Tahir, Miss Sheena Chua

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

All action items are dealt with in other agenda items.

2. Ms Belinda (Finance advisory Team): Finance procedure advice

Ms Belinda provided several pieces of insight and advice regarding finance related procedures, namely:

- Sponsors must be advised that GST will be applied.
- Catering and gift cards fall under a hospitality approval form and finance requires a list of prize names that accompany the gift cards along with the names of winners.
- Price per head is the major factor that influences catering approval.
- Printing cost are included within the stationary requisition form.
- RISK forms are appropriate only for UQ departments, for external organisations a purchase order needs to be in place.
- Ms Belinda was uncertain if the Print On Demands service was considered a UQ department, the Gatton printery (<https://campuses.uq.edu.au/information-and-services/shops/printing>) is however. Ergo Asia Pty Ltd is UQ's preferred external supplier.
- As parking is now controlled through CellOPark, registration number must be submitted for each parking voucher issued. The parking spaces will be within the public bays and as such there are no guaranteed bays.
- The University hold accounts with several major retailers which can be used to purchased supplies e.g. Coles and Officeworks.

3. Annual SCMB Research Students Symposium

3.1. Date and venue

It is not possible to book Hawken engineering as Frank White is closing down and some summer classes will need to be relocated. The requested spaces have been put on hold for the comity but final conformation would only be available after the 20th of August.

The IMB was suggested as an alternate space. James Beckett and Bowie Chong went to assess the space following the meeting. The IMB was particularly attractive as poster boards are provided.

3.2. Sponsors

Bowie Chong provided a draft email detailing sponsorships packages. Members agreed to the proposed structure and that removal of attendance of the networking event as part of the sponsorship package.

Promega and Gene search were put forward as interested sponsors.

Members decided to change the Sponsor Bingo to a “Collect-them” all card. With completion of the card being a requirement for entry into the lucky draw.

3.3. Plenary speaker

Yuk Ping Chi put forward several potential plenary speakers.

Plenary Speaker	Association
Processor Ian McGregor	The University of Sydney
Professor Christopher Dobson	The University of Cambridge
Professor Michelle Coote	Australian National University
Dr Madeleine Schultz	Queensland University of Technology
Professor Frances Separovic	The University of Melbourne
Dr Katherine Locock	CSIRO
Dr Peter Duggan	CRSIO
Professor Dave Winkler	CRSIO
Associate Professor Kristofer Thurecht	AIBN
Professor Mary Garson	SCMB
Professor Avril Robertson	SCMB

Members decided that one male and female plenary speak will be choose. The members expressed interest in Processor Ian McGregor as being the male candidate. Professor Dave Winkler will be pursued if Processor Ian McGregor is unavailable. The ERC MCR offered to contribute funding for enticing Processor Ian McGregor to UQ as a speak for both events.

The members decided to pursue Professor Mary Garson as the female plenary speaker and then Professor Avril Robertson if Professor Mary Garson was unavailable.

3.4. Opening and closing speakers

Prof. Paul Young is primary candidate for opening speaker, and has been contacted. Discussions with his secretary suggests that he should be available during that period. Garrick Spencer proposed a list of other potential speakers.

Speaker	Time (Opening/Closing)	Reasoning
Professor Paul Young	Opening	Head of SCMB
Professor Avril Robertson	Closing	New Director of the Biotechnology program
Professor Mary Garson	Closing	Reaching Retirement
Professor Bostjan Kobe	Closing	Newly made Fellow of the Australian Academy of Science
Associate Professor Lee Hickey (QAAFI)	Closing	Advance Queensland Young Tall Poppy Scientist of the Year (2017)
Professor peter Visscher (IMB/QBI)	Closing	Newly made Fellow of the Royal Society of London

Members decided to pursue Professor Avril Robertson as the closing speaker if possible.

3.5. Advertising and promotion

Sabrina and Vaidehi presented two poster drafts. Members were enthusiastic about both with one chosen at the front page of the booklet. Members decided to make use of additional social media channels this year. Sabrina offered to establish and maintain the relevant accounts.

Members decide to keep the artwork competition.

3.6. Judges feedback

Previous participants have requested that judges feedback be made available following the symposium.

3.7. Catering

Clara provided updated quotes from St. Leo's, Piccolilli and Schonell. James Beckett requested that chicken skewers be made available.

4. Bank account

Members were informed that the bank account has been closed.

5. SCMB Social club

The SCMB social club representative will enter the comity closer to the research symposium date.

6. Gender equity & diversity pledge

Members agreed to aim for gender equity.

7. Painting notification

Members agreed that notification of disruptive events, such as painting, would be idea.

8. Next meeting

Scheduled for 24th July 2018