# SAH Committee Meeting

## Tuesday 1st November 2022

## Westerton Arms, Bridge of Allan

Present: Louise Leslie (LL); Alan Kennedy (AK); Tammy Piper (TP)

Apologies: Debbie O’Donnel (DD); Jiya Matthews (JM)

## Apologies

As above

## Minutes

Minutes from meeting on 31/08/2022 reviewed and agreed.

## Treasurers report

AK: Ninewells hospital have paid the outstanding delegate fees. Monklands sill have to pay. Current balance £3134.

## 44th meeting

LL: Agreed on date of Friday 9th June 2023.

### Venue

LL: QEH, Glasgow and GGC hospital not available on that date.

AK: Beardsmore Conference Centre, Golden Jubilee available and costed £1800 for 40 delegates.

TP: Contacted Stirling University conference centre but had no reply.

**ACTION: TP TO CONTACT STIRLING UNI AGAIN BUT ALSO EDINBURGH 1ST AND NHS LOTHIAN (FOR WGH POSTGRAD CENTRE) FOR 2024 MEETING. AK TO GO AHEAD WITH BEARDSMORE BOOKING.**

Agreed on Beardsmore venue for 2023 meeting as used before, on good transport links and reasonable costs.

### Car parking

Available on site plus good transport links. Include transport links in invite.

### Trade

Discussion was had and it was agreed to invite 6 trade, not the ones who attended last meeting just yet.

Suggested trade include Cirdan, Sakura, Roche, Dako.

AK: Queried if trade info is in a shared drive on TEAMS.

**ACTION: DD TO CONTACT TRADES. AK TO LOOK INTO IF TRADE INFO IS ON A SHARED DRIVE**

### Chairs

LL in the morning. TP in the afternoon.

### Speakers

AK: Allan Wilson and Tim Prosser MSC prize talk. Could also ask someone form GGC biobank as a back-up.

TP: Can approach Peter Bankhead (QuPAth), contact Surgeon’s Hall and organise a quiz for the final session.

LL: Can contact blood sciences at Ninewells to ask for a talk on bone marrow stains. Also tracking down Findlay Findlay’s new contact details.

Also trade can be invite to talk. Suggested asking DD for other students to talk.

**ACTIONS: AK TO APPROACH ALLAN WILSON, TIM PROSSER AND GGC BIOBANK IF NEEDED. LL TO APPROACH BLOOD SCIENCES AND FINDLAY FINDLAY. TP TO CONTACT PETER BANKEAD, SURGEONS HALL AND DESIGN A QUIZ.**

### AGM

As committee minutes are made publicly available on website, remove from meeting agenda.

### Catering

Agreed to have buffet option as previous at this venue.

### Registration

LL: Thought having two people be on the registration desk worked well.

TP and LL to be on the registration desk at meeting. Will allow card payments as have card reader. Discussion was had on fees. As discussed at previous committee meeting, delegate rate would need to increase. Agreed on £30 per delegate but free for students, with students spaces limited to 10.

### Extras

As before. LL to provide sweets. TP to make up delegate packs. Lots of pens and notebooks left from last meeting.

**ACTIONS: TO BE COMPLETED NEARER TO MEETING DATE.**

## Newsletter

Discussion was had on date of next newsletter. Decided to issue next newsletter by 18th December. Newsletter will have a festive theme and give the date and venue of the 44th meeting.

Introduction – LL

Getting to know you – TP

A day in the life of – LL

Article – AK Biobank project

Festive picture and puzzle

**ACTIONS: SUBMISSIONS TO BE SENT TO TP BY 1ST WEEK OF DECEMBER**. **TP TO ADD SECTION ON ADVERTISING SPONSORSHIP.**

## Future meeting

Suggested venue locations of Edinburgh/ Stirling.

TP mentioned a Friday meeting in Edinburgh would be a challenge for local attendees as Edinburgh schools close Friday lunchtimes. Agreed meeting would shifted to a Thursday if hosted in Edinburgh.

**ACTIONS: TP TO LOOK INTO EDINBURGH VENUES.**

## Website

AK: Newsletters and presentations have been uploaded.

LL suggested adding a feedback option online.

Agreed to have this added in time for 44th meeting and to mention website and feedback at end of quiz.

**ACTION: AK TO ADD FEEDBACK OPTION TO SAH WEBSITE NEARER TIME OF 44TH MEETING.**

## Social Media

Still no main manager for this.

TP suggested a take over day where each committee member takes over the social media accounts for one day.

LL suggested festive posts in the run up to Christmas.

## Sponsorship

AK: No requests have been sent in but limited training courses available at present.

Agreed to promote sponsorship in next Newsletter. Clarified sponsorship is available for attending meetings such as IBMS Congress and NEQAS courses but not for university fees.

**ACTION: TP TO INCLUDE IN NEWSLETTER**

## Committee Members

Still low numbers. SAH committee charter states a minimum of 5 committee members.

TP contacted student rep at Edinburgh University Biomedical Sciences but heard little back. Think as course is not accredited, maybe explains lack of engagement.

Will promote committee membership in next newsletter, mentioning that the SAH would be unsustainable in the longterm if new committee members not found, that in-person meeting expenses can be covered, and other committee meeting are via TEAMS.

**ACTION: TP TO INCLUDE ADVERT IN NEXT NEWSLETTER. ALSO TO TRY CONTACTING BIOMEDICAL STUDENT REPS AT NAPIER/HERIOT WATT AND THE EDINBURGH UNIVERSITY TECHNICAN REP.**

## AOCB

TP suggested that is an excess of sponsorship funds, could make a donation to a student hardship fund?

Discussion was had as an amount of sponsorship would need to be decided upon (e.g. £200) and if not claimed within that year, would be donated. Agreed committee would think on it.

## Date next meeting

Next meeting via TEAMS. Week Beginning 20th February.

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| **ACTION** | **WHO** | **COMPLETED** |
| Book Beardsmore venue for 50 delegates on Friday 9th June 2023 | AK |  |
| To contact Edinburgh Uni conference centre, NHS Lothian WGH postgrad centre and Stirling University about 2024 meeting. | TP |  |
| Contact trade about attending 44th meeting | DD |  |
| See if trade contact details are stored on a shared drive | AK |  |
| Invite Allan Wilson and Tim Prosser to speak | AK |  |
| Invite Findlay Findlay and Ninewells Haematology to speak | LL |  |
| Invite Peter Bankhead and Surgeon’s Hall to speak | TP |  |
| To design a quiz/interactive activity for last session | TP |  |
| Newsletter: Introduction and ‘A day in the life of’ | LL |  |
| Newsletter: ‘Getting to know you’, sponsorship and puzzle | TP |  |
| Newsletter: Article on GGC biobank | AK |  |
| Source sweets and squash – FUTURE ACTION | LL |  |
| Source items for registration desk: hand sanitiser, speakers expenses forms – FUTURE ACTION | TP |  |
| Make up delegate packs: labels, programmes, feedback form, recruitment flyer – FUTURE ACTION | TP |  |
| To add feedback section to website – FUTURE ACTION | AK |  |
| To contact other Edinburgh universities with biomedical departments | TP |  |
| To contact Edinburgh Uni Technican rep | TP |  |
| To send a doodlepoll for February TEAMS meeting | TP |  |

**ACTION: TP TO SEND DOODLE POLL OF DATES.**

## ACTIONS TO BE COMPLETED