

EARLY CAREER NETWORK COMMITTEE MEETING

Minutes of the meeting held at 2:30pm on 3rd October 2019 at Burlington House

Present: Duncan Murdock (Chair), Matt Sharp (Secretary), Deborah Thomas (Treasurer)

Via telephone: Katie McFall

Apologies: Huw Richards, Thomas Skiggs, Ross Minall, Matt Webster, Tom Backhouse, Joshua Hughes

In attendance: Amy Ball (Geol Soc), Mohammed Jahangir (Geol Soc)

1. APOLOGIES

As above.

2. MINUTES OF LAST MEETING

No corrections required

a. Actions / Matters arising

ECN still does not have a Geological Society email address. While a formal mailbox could be set up, mail can be forwarding to a g-mail account which can be accessed by all.

Mail-chimp can mask emails to make it appear as though it is being sent from a to look like it is coming from a Geological Society email address.

Following the success of the launch event after the Early Career Award. AGM to be in the same format, following the Early Career Award 2020. See Section 7.

The existence of the distinguished geologist memorial fund was raised. ECN to inform members.

All ECN committee members to ensure photos are taken at all events for social media presence.

ECN representative required for Early Careers Day – Nottingham, 06/11/19, DT; Edinburgh 04/12/19; **TBC**; London, 19/02/20, MS. ECN banner required, AB to forward former quotes.

Actions:

Set up mail-chimp forwarding	DM
ECN representative required for Edinburgh Early Careers Day	DM/ALL
Forward quote for a banner	AB
Ensure photographs are taken at all events hosted by the ECN	ALL

3. EVENT REPORTS

a. Launch event

Launch event was a success with 60/70 people in attendance and surveys filled out on the day.

b. Workshops

ArcGIS course focussing on ArcGIS online. MS represented ECN. Very successful with positive feedback across the board from both the attendees and the course director. Attended by a mix of industry, undergraduate students and post-grads.

Micromine course was happening today and tomorrow (3rd/4th October). 8 attendees but no ECN representation. While it was stated that the Geological Society is happy with no ECN attendance, the committee noted that it would be advantageous for the ECN to have a representative at all events hosted by the ECN.

4. SOCIAL MEDIA UPDATES

a. Twitter

Twitter account currently has 325 followers. Help is required to maintain the twitter account alongside Katie.

b. Facebook

c. LinkedIn

No updates provided. Noted that both accounts are active.

All social media accounts to be linked together in order to allow greater amount of content update. All content is to be published across all platforms.

More anecdotal/update content to be posted on social media e.g. committee meeting has occurred.

Actions:

Provide updates on Facebook and LinkedIn social accounts at next meeting	TS/JH
Seek advice on platform sharing from colleagues	DT
Connect all social media accounts on a single platform	DM

5. NEWSLETTER

ECN has attempted to send two newsletters. Noted that they had not been received by committee members, DM to chase up.

Newsletter to be utilised to organise future events. Could combine with other groups events to make a more useful newsletter. AB can provide details of other newsletters distributed by the Geological Society.

Currently no formal protocol on newsletter distribution, as required vs timetabled. TBC.

Actions:

Ensure ECN newsletters are being sent successfully	DM
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6. FINANCE

There has been some communication regarding the ECN budget, however uncertainties still exist:

- 'Rumoured' £2500 budget for this year to 'start-up', which has not been spent.
- Launch event costs have been covered.
- The ECN will be expected to raise some of its own money, but from next year we will have a formal budget code to assign costs.

Moving forward, cc DT in all finance-based communication.

ACTIONS:

Send any expenses claims to DT	ALL
Forward received travel expense forms to DT	?
Distribute Geological Society template expense forms	MJ

7. NEXT EVENTS

- a. Mentoring event

Was informally planned for 1st November 2019. This is postponed.

b. AGM

20th February 2020. Planned for the same time as last year's launch event, following the early career award in February. Networking event and committee election.

Noted that the Chartership team want to work with us (contact: Alex Sarney). Potential for chartership committee chair to give talk at the AGM (or an alternative later date).

8. RESEARCH TASK REQUEST

Alicia Newton (Director of Science and Communications) – business plan item to task us to investigate and report other societies how they represent EC.

Actions:

Discuss research task request further

DM

9. ANY OTHER BUSINESS

Informal festival drinks reception and networking event to ensure all members know that we still exist! To be advertised through the ECN newsletter and an advert. MS/DT to organise. Self-catered to save on costs.

Geoscientist is looking for new ideas. Sarah Day is the interim editor – ECN edition?

'I'm an Earth Scientist' campaign raised by AB. All members encouraged to partake by taking a picture holding a sign.

Actions:

Organise and advertise festive event

MS/DT (ALL)

10. DATE OF NEXT MEETING

20th February 2020. AGM and formal committee meeting.