

ACGS Communications Committee Meeting Minutes
West Midlands Regional Genetics Laboratory
10th April 2014
2-3:40pm

Chair: Simon McCullough

Attendees:

Simon McCullough
Emma Huxley
Jennifer Barrett
Gareth Mason
Peter Logan
Ros Sadler

1. Apologies for Absence, Thanks and Welcomes

Apologies from: Martin Schwartz
 Chris Kettle
 Irene Carolina

Huge thanks to Chris Kettle, who has now left the communications committee, for all of his hard work – especially on the website!

Welcome to: Ros Sadler
 Gareth Mason
 Peter Logan

2. Minutes of previous meeting

Reviewed previous meetings minutes

3. Remit

Went through remit for new members

4. Website

- Content to be transferred from ACC and CMGS sites
 - Transferred so far:
 - Minutes
 - Information regarding travel awards
 - Expenses forms
 - Best Practise guidelines
 - Still need to transfer:
 - Health and Safety Information and Supplementary information ? if this needs updating. This needs to go to the Quality Committee to decide.

- Content for pages on ACGS website
 - Scientific
 - WDC
 - Quality

- Committees need to decide what content they want, and inform the communications committee to organise populating the website
 - Communications
 - Needs to include:
 - Executive team minutes
 - Newsletters
 - Presentations from meetings (i.e. ACGS, BSGM)
 - Whats new section
 - Use latest news on front page of website, and within website also.
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- Need to include on website:
 - Training and recruitment:
 - Including information on HC scientist, GT recruitment, GT training, registration
 - Workforce Development Committee should pick up on this.
 - Membership:
 - Need to transfer CPD and example portfolios
 - Workforce Development Committee to review
 - Site Map:
 - To be included within the 'About Us' page -> so people can navigate around website
 - Peter to do
 - GT scope of practice and standards of proficiency need to be reviewed and transferred across
 - Jenny to review and see if most up to date versions
 - ?PayPal account for conferences/registration
 - Need to consider if we want this as an option

5. Newsletter

- Need more articles!
- Ideas for articles to include:
 - Conference feedback
 - Articles relevant to GT's
 - 'Focus On' articles

6. Lab representatives

- Need to have an ACGS contact within each laboratory. This is something which has previously happened – but we need to re-instate it.
- Need each lab to nominate an individual to act as a representative for the ACGS.

7. Facebook/Twitter accounts

- As Chris Kettle is leaving the committee, we need someone to control the Twitter and Facebook accounts
- Emma Huxley: Twitter

- Ros Sadler: Face book
- We need guidance as to what content needs to be communicated via these accounts

8. Lab road show/communication with members

- We need to encourage people to become members of ACGS
- We need more GT's to become members
- Idea to perform audit of lab's – asking why people aren't members. ?via a questionnaire
- We need to promote the benefits of membership
- 'Lab roadshow' or via presentation which can be emailed around to the lab representatives
 - Simon to discuss with the executive committee these ideas

9. STEM ambassadors presentation

- Ros to create a presentation that can be used within any relevant STEM events
- ?careers leaflet that can be used also

10. AOB

- Need to put ACGS leaflets in delegate packs for Spring Conference – Emma to organise.