

**ACGS COMMUNICATIONS COMMITTEE MEETING MINUTES**

**WEST MIDLANDS REGIONS GENETICS LABORATORY**

**23<sup>RD</sup> FEBRUARY 2015**

**10:00AM-1:45PM**

**CHAIR: Hazel Dinning**

**SECRETARY: Emma Huxley**

**1. Welcome and apologies**

The meeting began with a brief introduction from Hazel Dinning as the new chair of the communications committee. Committee members were then asked to introduce themselves and state what their remit was within the group.

Name	Remit	Background	Job role	
Jenny Barrett (JB)	Trained webmaster	Cytogenetics	Technologist	June 2013
Irene Carolina (IC)	Newsletter editor			June 2013
Hazel Dinning (HD)	Chair Trained webmaster Social media	Cytogenetics	Scientist	September 2014
Emma Huxley (EH)	Secretary Newsletter editor Social media	Cytogenetics	Scientist	June 2013
Peter Logan (PL)	Trained webmaster CMGS web liaison	Molecular Genetics	Scientist	April 2014
Gareth Masson (GM)	Trained webmaster	Cytogenetics	Scientist	April 2014
Simon McCullough (SM)	Trained webmaster	Cytogenetics	Scientist	September 2014
Ros Sadler (RS)	Social media	Cytogenetics	Technologist	April 2014

Apologies: Irene Carolina, Gareth Masson

**2. PREVIOUS MINUTES**

Reviewed minutes from last meeting. Most items for discussion covered in the agenda. The following 2 main points were still outstanding

**Roadshow:**

## See attached roadshow proposal?

### Actions:

- Email Ann Dalton and chairs of subcommittees to ask for participation in potential video presentation HD
- Ideas for content of roadshow HD, PL, JB
- Look into logistics of how to make video HD
- Email to members to ask if anyone has skills required to make video PL
- Conduct Survey Monkey poll via Lab reps to gauge how many people in lab's are/aren't members (CS's and GT's), Reasons why/why not they are/aren't. EH, RS

## Need to include GT scope of practice on website. Likely need input from WDC re. content

- Write scope of practice for GT's for website JB

### 3. REMIT

Review of remit presented by HD. Some minor amendments needed.

- Specified that the committee needs to have at least 4 webmasters at any one time.
- Discussed how long people had been on committee, and documented in the table above

### Actions:

- Need to update remit and circulate for agreement HD/SM
- Need to maintain up-to-date company list which can be used for conferences etc. EH
- Check with Dom McMullan what we need to do with the list – Do we give to the scientific committee, or do we contact the companies as the communications committee? HD

### 4. WEBSITE

Hazel to be trained as fifth webmaster today.

Homepage rotator:

- Need to ensure that this is always populated – with meeting info, events etc.
- Suggestion that we could also use it to inform of charity work, retirements, honours within the profession.
- Discussed issues/ideas we had for the website which needed to be discussed at the Chocolate Grape meeting in March (documented by HD who will be attending).

Jobs:

- Jobs within the profession should be advertised using the website. This is easy to do, and can be done by anyone!
- Emails will no longer be sent to lab rep's advertising jobs.
- Social media (Facebook and Twitter) can be used to inform of jobs on website

Website policy for items which are >1 year old

- What do we do with items which are >1 year old?
  - Suggested that minutes go into a members only area on the website
  - Discussed if scientific content (presentations etc.), which will go out of date should be deleted or archived?
- Information within scientific committee tab is very out of date!! No recent talks from conferences are available!
  - When should talks/presentations go up? Should there be a delay – so as not to discourage people from attending if they know they can get access to presentations?
- The 1 year cut off may not be feasible for some information on website – such as BPG, so may need to be >1 year.

Dissolving of CMGS website

- Website is paid up until the end of March 2015. After this, it will cease to exist.
- Need to inform members of this, and archived information can be obtained via an email request.
- PL has a backup of information from the website.

#### **Actions:**

- Take to executive committee the idea of using the homepage rotator to inform of charity work, retirements, honours etc.
  - HD
- Email heads of lab's to inform that emails will no longer be circulated advertising jobs, and encourage the use of the website to advertise.
  - HD and SM
- Update scientific content on website with more recent presentations from conferences. To email Dom McMullan.
  - HD
- Put onto CMGS website and email members regarding the fact that the website will cease to exist from the end of March.
  - PL
- Advertise jobs using social media – Facebook and Twitter
  - EH and RS
- Use of members only area for archived content from website
  - HD (Chocolate Grape Meeting)

## 5. NEWSLETTER

- Need another editor in view of IC's maternity leave
- Idea's for articles to include: Conference feedback, split of 'cyto' and 'molecular', split of CS and GT's, 'Focus on...'
  - Email Lab's rep's for ideas within their lab's
- Call for articles should be put onto website – possibly on homepage rotator

### Actions:

- Write advert for editor – preferably with molecular genetics background
  - EH

## 6. LABORATORY REP'S

- The list has now been updated and circulated to the committee
- There are still a lot of senior people on it, can we improve any further? Are there a mix of CS and GT's? JB and RS to be added
- All lab's represented – with the exception of one
- We can use the list for: Roadshow, sending of information regarding ACGS, request for articles for ACGS newsletter

### Actions:

- Think about how to improve the list and email directly to any contacts within labs which are missing HD and all

## 7. TWITTER/FACEBOOK

- To use social media to advertise jobs and events which are on ACGS website to help keep members up to date
- Can we look at how we increase our following?

### Actions:

- Update Twitter and Facebook when new jobs appear on website EH + RS
- Look into increasing followers/ using social media more effectively HD/EH/RS

## 8. REDUCED FEES

- £20 fee for GT's to become members of the ACGS
- SM, AD and DK know what is happening
- Need to plan a launch
- Need to consider if anyone was promoted, how this would be policed – i.e. if they were no longer eligible for reduced rates

## 9. PRESENCE AT MEETINGS

- Various meetings coming up – do we need our presence at any/all/some
- UKCCG 16<sup>th</sup> March– likely most people will be members, so no attendance needed
- Molecular pathology ACGS/ACP – probably not attend. Some question over whether it should be advertised as an ACGS conference. Now scheduled for 21<sup>st</sup> September 2015.
- ESHG 6-9<sup>th</sup> June – Should have a stand, possibly joint with other constituent body, likely can have for no cost due to charity
- ACGS 22-23<sup>rd</sup> June – Not yet advertised, but yes – need to attend
- Discussed the fact that if people are attending the conference, it is not feasible for them to them ‘man a stand’ – as they will need to be in lectures etc. Therefore we need to consider if the society can fund someone else to attend

### **Actions:**

- Check with treasurer/executive committee if they would be happy to fund a member of the committee to attend various meetings in order to promote the society HD

## 10. PROMOTIONAL MATERIAL

- We have been given the go ahead to buy some promotional material – this includes 2x Banners (for use on stands for conferences), pens, possibly notepads and post-it notes
- Discussed what we would want on such things:
  - Banners: Logo, website address, purple colour to match website and leaflets, potentially some wording?
  - Pens: Logo, website address

### **Actions:**

- To source/cost and design banners, pens IC

## 11. JOB ADVERTS

- See item 4. Website

## 12. ANY OTHER BUSINESS

- RS and JB said that due to success of recent GT study day, they think that this should be an annual event. Although potentially not called ‘GT’ as they think that this may have discouraged some people from attending.
  - HD to email David Baty in workforce development about this
- HD ran through actions from executive committee meeting

- CMGS website – already covered today
- Chocolate Grape meeting – Discussed points to take to this meeting in today's meeting
- Need to advertise on website for expressions of interest for bioinformaticians who may want to join
- Quality committee have requested that there is a forum for discussion via a members area on the website
  - HD to take to Chocolate Grape meeting
- Need more people on the committee – particularly with molecular background – we can potentially use this person as an editor for the newsletter then
  - EH to combine with advert for newsletter editor