

EARLY CAREER NETWORK COMMITTEE MEETING

Minutes of the meeting held at 11:30am on 7 February 2019 at Burlington House.

Present: Duncan Murdock (Chair), Matt Sharp, Amy Ball (Geol Soc)
Via telephone: Ross Minall, Huw Richards, Tom Backhouse, Tom Skiggs, Matt Webster, Katie McFall, Deborah Thomas
Apologies: Josh Hughes, Mohammad Jahangir

1. APOLOGIES

As above.

2. MINUTES OF LAST MEETING

No corrections required.

Summary of completed actions:

- DM updated Terms of Reference and circulated.
- Social media profiles & ECN webpage launched.
- Launch event confirmed to follow the Early Career Award (22/02/19).
- Launch event published in newsletter a number of weeks ago.
- DM completed and submitted paper for council.

Outstanding actions:

Set up ECN@geolsoc.org.uk email address

AB

Contact specialist groups

MW

New actions:

KM is Geochem EC representative. Forward KM details to MW

DM

Contact regional groups (groups with an entrant at the award should be aware)

AB

Update ECN webpage on the Geol Soc website. Contact Elenor Lewis/AB to update

RM

Ensure access to slack and ECN google drive

ALL

3. LAUNCH EVENT

To take place in the Lower Library following Early Career Award. Presentation to be given at 5:30pm to allow the awards event to finish. ECN launch event to end at 7:30pm. DM to present.

On the web-form, 20 have said they are coming, 60 have answered the questionnaire.

Ideas for the launch event/concepts to be presented:

- Introduction to the committee.
- Show it is to be led by the people for the people.
- Blank canvas – looking for what the members want from the group.
- Suggestions box – anonymous feedback.
- Poster board with post-it notes for ideas.

Actions:

Write presentation	DM
Drinks order for the launch event to be placed by 13 th February	DT
Put together a poster for the event	DM
Send a 'mug-shot' to DM to be included in the presentation	ALL
Contact AB and inform of your attendance for the Early Career Award ceremony	ALL
Final push on advertising the event!	ALL

4. SOCIAL MEDIA

A. Twitter

Currently has 230 followers.

Actions:

MS, TS and RM to send short biographies.	MS/TS/RM
Launch event post.	KM

B. Facebook

Update to be provided at next meeting by JH.

C. LinkedIn

To be used more for professional development for ECN members. Awareness of events/conferences/ideas etc.

Mailing list to be created eventually.

Actions:

Page to be created on google drive to add events/conferences etc to add to social media	MS
Take pictures at the launch event to be added to social media profiles	AB/ALL

5. FINANCE

No budget assigned to the ECN but the launch event has been signed off and will be funded.

By the end of the calendar year, the network will require a formal budget.

A rough idea of events for this year needs to be presented to the Geol Soc.

6. 2019 PROGRAMME

Use feedback for the launch event to assess what events the members want.

2019 events template timeline:

- Launch event.
- An event outside of London: simultaneous regional events/regional launch events/mini meet & greet events/other committee member give a presentation about what they do.
- Workshop, careers, chartership, speed mentoring/CPD.

- Finish with an AGM – end of 2019/early 2020.

7. ANY OTHER BUSINESS

It is noted that the ECN is in its infancy and therefore needs to attempt to 'tag on' to conferences/promote itself and collaborate with other external groups.

Actions:

Identify which conferences the Geol Soc are attending this year

AB

Put together a list of conferences which we (the committee) will be attending

ALL

8. DATE OF NEXT MEETING

Next meeting in response to launch event. Will occur following the event or through video/phone.

Specialist and regional group conference in middle of May. Number of committee member already attending so ECN should have a presence. Next formal committee meeting to coincide with this.

Another meeting in the autumn. Any interim meetings over video/phone.

Actions:

Doodle poll to be distributed to determine meeting dates.

DM