

## National Education and Training Committee – Minutes

**Date:** Tuesday, 30 October 2018 at 1:00 PM – 2:00 PM AEDT

**Location:** Zoom video conference

**Attendees:** Ewa Irena Czuba (Melbourne), Angel Tan (Monash), Tahlia Meola (UniSA), Declan Kuch (UNSW), Arunpandian Balaji (UQ), Zach Houston (UQ), Natalie Jones (CBNS), Anne Meyer (CBNS)

**Apologies:** Maria Kavallaris (Chair), Quinn Besford (Melbourne), Ava Faridi (Monash), Nicholas Veldhuis (Monash), Ken Yong (Monash), Marnie Winter (UniSA), Geneviève Duché (UNSW), Frieda Mansfeld (UNSW)

### Minutes

1. Minutes from the last meeting  
accepted
2. Report on actions from the previous meeting  
All actioned
3. Report from FBNS conference
  - Feedback surveys have been sent out
  - With still some results to come in, feedback is generally very positive and constructive
  - A few suggestions on how to improve the next conference
  - Delegates appreciated how different the event was to general scientific events
  - Responses from FBNS committee members still due
  - New chairs and co-chairs are needed
  - A letter from the current chairs and co-chairs will be given to the new chairs and co-chairs as a reflection on what went well and what could be improved as well as an inspiration for the new committee
  - Planning for FBNS 2019 should start soon to gain potential sponsors
  - A new committee should be formed by the end of the Annual Research Workshop (ARW)
  - **NJ** suggested to introduce the new chair at the ARW

Action item: **ZH** to finalise the survey report for the ARW

Action item: **ZH** to circulate statistics from event

Action item: **ZH** and **AM** to confirm new date and location for FBNS 2019 before ARW

4. Call for agenda items for Joint Education and Outreach Committee meeting in Terrigal
  - Taking place on Thursday, 29 November, 5 - 6pm in Henry Kendall Ballroom

- Meeting is open to all committee members and interested Centre members to join either of the two committees
- **DK** suggested to plan a visit to the facilities of each node either open to public or just for members – can be similar to the Open House Melbourne event
- **NJ** wants to discuss ways to encourage participation in workshops, such as publishing an event plan at the beginning of the year to help members better plan their participation
- **ZH** suggested adding a second call for FBNS committee members and volunteers (in addition to the first call during his presentation at the Annual Research Workshop)
- **ZH** suggested to upload minutes of Joint Education and Outreach Committee meetings to the CBNS website to attract interested members

Action item: **AM** and **NJ** to present plan of events 2019 at Joint Education and Outreach Committee meeting

#### 5. Call for new Committee Members

- 4 members will step down at the end of 2018: Dr Quinn Besford, Dr Nik Veldhuis, Dr Zach Houston, Ms Geneviève Duché
- Interested CBNS members to replace leaving committee members are: Dr Jiajing Zhou, Dr Kristian Kempe, Ms Anna Gemmell and Ms Chelsea Forest
- **TM** wants to include a 3<sup>rd</sup> representative from the UniSA node to take over her role in case she is unable to attend the meeting
- It was stated that volunteers are always welcome to help out during events, although committee is full
- Volunteers should be mentioned on the website as well

Action item: **TM** to contact representative from UniSA

Action item: **AM** to send invitation emails to interested new committee members

#### 6. Events 2019

- Events 2019 will be structured into 3 streams (titles to be confirmed):
  1. Career development
  2. Core science training
  3. Skills development
- 1-2 workshops per stream will be carried out during the year with potential for extra training if appropriate
- **ZH** suggested to use feedback from workshop as a tool to design FBNS program

Action item: **AM** and **NJ** to create a table/calendar with potential events for 2019 and present structure at ARW

#### 7. All other business

- Workshops before the ARW
  - 10 delegates are registered for each workshop as of today
  - More participants are needed

Action item: **Committee members** to encourage members of their groups to participate in

either of the two workshops by the end of this week

- Potential workshop (suggestion from Julia Walker)
  - Workshop on a regulatory pathway for medical devices and therapeutics – what makes a material approved and in what context this approval can still be used
  - Medical devices and therapeutics classification, as this can effect the pathway for a product
  - Committee members in favour for potential workshop to be incorporated in the new streams

### Summary of Action Items

Area	Action Item	Actioned
Report from FBNS conference	<b>ZH</b> to finalise the survey report for the ARW	<input type="checkbox"/>
Report from FBNS conference	<b>ZH</b> to circulate statistics from event	<input type="checkbox"/>
Report from FBNS conference	<b>ZH</b> and <b>AM</b> to confirm new date and location for FBNS 2019 before ARW	<input type="checkbox"/>
Call for agenda items for Joint Education and Outreach Committee meeting in Terrigal	<b>AM</b> and <b>NJ</b> to present plan of events 2019 at Joint Education and Outreach Committee meeting	<input type="checkbox"/>
Call for new Committee Members	<b>TM</b> to contact representative from UniSA	<input type="checkbox"/>
Call for new Committee Members	<b>AM</b> to send invitation emails to interested new committee members	<input type="checkbox"/>
Events 2019	<b>AM</b> and <b>NJ</b> to create a table/calendar with potential events and present structure at ARW	<input type="checkbox"/>
All other business <i>Workshops before ARW</i>	<b>Committee members</b> to encourage members of their groups to participate in either of the two workshops by the end of this week	<input type="checkbox"/>

Next meeting – **29 November 2018**, 5 pm to 6 pm AEDT