

OUTREACH WORKING GROUP

Minutes | 9.30am Tuesday 17 September 2019

Attendees: Louise King (LK, co-chair), Jo Cook (JC), Aimi Hewitt (AH), Clare Dunstan (CD), Miriam O’Hanlon (MO), Emma Murphy (EM)

Location: G80, Botnar Research Centre

Agenda Item 1	Welcome and apologies	
	LK welcomed the working group. Stephen Jones, Jane Niederer (JN), Shelagh Lovell (SL) and Lucy Davies sent their apologies.	
Agenda Item 2	Previous meeting minutes	
	The previous meeting minutes were approved.	
Agenda Item 3		
IF Oxford: Science and Ideas Festival	LK distributed the IF Oxford programme to members of the group. We now have enough volunteers for the two days and we discussed who will be running which activity on which day. AH suggested that the volunteers running the banana activity could wear a surgical gown. Everyone was in agreement with this idea. As each volunteer would normally wear a branded t-shirt, JC suggested finding out if there are IF Oxford badges or stickers we could place on the gowns instead. LK will ask the festival organisers. Further action points are noted below. JC, JN, SL, CD and LK to coordinate the banana activity supplies over email.	
Agenda Item 4	Actions for Outreach Working Group	Decision / Outcome
	<ol style="list-style-type: none"> 1. ALL – to help find volunteers for IF Oxford. 2. LK to discuss with Jo Snoeck about how to encourage more members of staff to take part in outreach. 3. LK to ask Professor Hamdy if he is free to visit our stall at IF Oxford. NEW 4. LK to ask Jo Snoeck if she would send an email to the members of the Management Executive Board about visiting the stall at IF Oxford and ask if anyone has any expired sutures and dressings we can use for the banana activity. NEW 5. LK to find out if the IF Oxford organisers are also providing badges/stickers. NEW 	<ol style="list-style-type: none"> 1. Valerie Parke, Jo Snoeck, Amy Cross, Steffi le Conte and Clare Dunstan have kindly volunteered. 2. Jo will raise this at the next Management Executive Board meeting with a view of sending a global communication.

	<p>6. JC to find handwashing/hygiene information for Glow Germ activity. NEW</p> <p>7. LK to find out more information about the Science Swindon festival. NEW</p>	
	1.	

Agenda Item 5	Actions for other committees or Management Board	Decision / Outcome
	No action points.	

Agenda Item 6	AOB
	Science Swindon is launching a new science festival in February 2020 with support from the Science Museum. The festival will be held during half term in the Steam Museum at Swindon Outlet. LK informed the group that there is an opportunity to share a stall with NDORMS. LK to gather more information.

Agenda Item 7	Date of next meeting
	Arrange for November 2019