

CDBS Executive Committee Meeting Minutes

Tuesday 13th August 2024 – Meeting G6 + Teams

Members of Executive Committee (apologies):

Head of Centre: Tara Spires-Jones (Lead for Career Development)

Deputy HoC: David Lyons (Lead for Research Opportunities) - **apologies**

Finance Lead: Sutherland Maciver

Equality and Diversity Lead: Gulsen Surmeli

Post-graduate Lead (PI): Paula Brunton

Post-graduate Lead (current student): Laoise Casserly - **apologies**

Post-doctoral Lead (PI): Sam Booker

Post-doctoral Lead (current post-doc): Brianna Vandrey

Professional Support Services Leads: James Griffiths (technical), Beverly Roberts (administration)

Seminar Leads: Lida Zoupi (Central), Jian Gan (BioQuarter)

Remit:

The Centre for Discovery Brain Sciences Executive Committee (EC) will discuss Centre research strategy, career development, best practice in research across the centre, and needed improvements. The EC will meet (approximately) every three months, alternating between Central and BioQuarter campuses. Meeting dates will be announced in advance to allow Agenda items to be submitted for discussion. EC will consult with Centre members to ensure we are meeting the needs of everyone in the centre as best we can. We will circulate the minutes of our meetings to CDBS members to ensure transparency in the running of the centre. The EC is a resource for all members of the centre and we encourage people to get in touch with any EC members about any CDBS related issues.

Agenda:

1. Minutes from the last meeting

- EC approved the minutes from the last meeting.

2. Welcome to EC Seminar Lead: Lida Zoupi

- Thank you to Nicola Romano who has stood down after 5 years + of organising Central seminars. Lida Zoupi will take his place as EC Seminar Lead (she is currently Central seminar series organiser).

3. Seminars:

- Nick Robinson – new seminar series organiser to assist Lida in Central area.
- Seminars moving to monthly every 2nd Thursday Central every 4th Monday BQ.
- Seminars resume on Sept 12th.
- Hope to have some joint seminars/events with INCR.
- Mary Pickford lecture is on Thursday 21st Nov in QMRI/Drum for refreshments. Details to follow.
- A reminder that ad hoc seminars, with pre-arranged visitors to labs, out with these days and arranged in short notice will *not* be part of, or funded by the seminar series.

4. Socials:

o CDBS Open Family Day – Sam Booker

- The idea of a 'CDBS open doors lab/tour day' (possibly Spring '25).
- ECRs could be involved providing lab tours.
- INCR/other Centres would also be invited.
- Refreshments could follow thereafter (outside or in).
- This idea was positively received and Sam Booker and Brianna Vandrey will look into moving this forward.

o Joint Centre Social – INCR

- Would be looking into joint Centre/INCR social events – meeting held to discuss 12/08.

- Teviot has been used for a xmas ceilidh in the past. This may be an idea for a future joint Xmas event 2025 (if funds allowed).

5. Finance:

- Upcoming capital equipment round – Tara
 - Whilst no closing date or budget were set, it was hoped more notice would be given for bids/wish lists of new equipment.
 - Grant ‘match funded’ equipment calls would be taken into account/prioritised.
 - HofC would send out an email with details of ‘equipment call’ in due course.
 - Requests could be emailed to Laura.thomas@ed.ac.uk or HeadCDBS@ed.ac.uk in the meantime/futre.
- Finance Update – Sutherland Maciver
 - The FEC trickle fund was not easily obtainable on the P+M system.

6. Equality and Diversity Update

- Gulsen Surmeli would write up some information to be uploaded to the CDBS webpages with links to UofE EDI information pages.
- GS had met with Martin Simmen to discuss harassment involving staff/students and the UofE resources available to all.

7. Central Tech Team Update

- James Griffiths spoke about a recent power cut (02/08).
- Reiterated the use of door release pads/buttons to unlock doors in a power cut.
- Tara praised the efforts of the Tech Team during this incident.
- A ‘clean up’ of cold rooms was planned, starting with 2nd floor.

8. Any other business

- **ECR Day – 3rd September**
 - Brianna Vandrey gave an update on the event.
 - Tara Spires-Jones would open and close the day.
 - 40 ECR had now signed up.
 - More details to follow including an email inviting PIs to attend. (They may have assumed the event was for ECRs only!)
- **Tara Spires-Jones thanked the committee for welcoming her as new Head of Centre.**
- **The date of the next Executive Committee Meeting** would be in Nov/Dec tbc.
- If you would like anything added to the next agenda, please contact: laura.thomas@ed.ac.uk