1. Decide on a structure for the committee so we know how future meetings will be organized and run. Here are some suggestions to get us started:
   1. Do we want a fixed structure or not, e.g. we could have a rotating chair which would allow everyone to have a go at chairing a meeting (good c.v. fodder!). Perhaps we need to fix some positions such as secretary but not others.
   2. We need to look at balancing the committee membership.
   3. Is this to be an open meeting? I.e. will all research staff and students be invited.
2. Decide on some aims and activities for the Researcher Society, perhaps divided into the following area:
   1. Supporting career development
   2. Support from the department for research staff
   3. How to communicate to the research staff not present at the meeting, do we want a wiki, web page, newsletter, etc.
   4. Social activities?
3. Budget, Sarah has provided some funding for the committee to spend. We need to provide an outline of how we would spend such money and will need to report at the end of the year on how the money was spent.
4. ……
5. Date, time and chair for the next meeting
6. A.O.B.
   1. Academic member of staff to act as a liaison
   2. kick-off event as the first social
   3. Appoint champions for different activities

Minutes

Present: Ricard Evans, Lianne Scrutton, Greg Melia, James Cubiss, Steven Gillespie, Sam Thompson, Christian Schuster, Ben Murphy, Paul Davies.

Apologies: Adelle Hay, Phil Hasnip.

1. After discussion it was decided that the following structure should be adopted:
   Chair person, a rolling position, the chair of the next meeting will be assigned at the end of the preceding meeting.
   Secretary, a fixed position, held for maximum of a year. Responsible for booking the room, circulating the agenda, keeping minutes.
   It was decided that PD will hold the position of Secretary whilst the committee becomes established, this decision will be reviewed in 3 months.
   The meeting schedule will be approximately once per term.
2. Balancing the committee: Three potential areas were identified for providing the committee with balance: Male/Female ratio, Post-doc/Post-grad ratio, and representation per group. A good ratio was achieved between post-grad and post-doc but it was felt the male/female ratio and group representation could be improved. Initial action on all members to identify people to balance the committee structure. Resit this at the next meeting to assess progress.
3. We will hold open meetings, it was felt that this should not be an exclusive forum.

2. Career development:
   Career development should not just focus on academic paths.
   As a group we should have the opportunity to comment on all career development for research staff in the department.
The mentoring scheme being introducing should be a standing items for discussion by this group.

The idea of holding talks about peoples career paths was thought to be a good idea. Would it be possible to build career development provided by this group into the PhD career development requirements. Perhaps via some form of self certification.

How will decisions and request from this group be feed back to the department? PD to organize a meeting with Sarah Thompson to discuss this point.

Action: PD

All members of the group to provide the names of people the think would like to provide a career path talk.

Colloquia, it was commented on that the colloquia should be considered as part of career development but the current status wasn’t satisfactory. It wasn’t clear there was a regular program or how people suggested speakers. PD to investigate who was in charge of the colloquia program and how names of speakers can be put forward.

Action: PD

2. Not discussed, bring forward to the next meeting

3. After discussion it was decided that a front end web page coupled to a wiki would be the best way to communicate with the other researchers. ST to investigate the CMS training and setup a website and wiki. It was decided it would be best, where possible, to use existing department structure such as the calendar and newsletter, rather than arranging out own alternative. We will address the use of a calendar in the next meeting once we have some events to put in it.

Action: ST

4. Social activities: a lively part of the discussion
   Kick-off event, coffee and cake morning to be held with in the next 6 weeks. LS to organize.

Action: LS

PhD2 movie night, GM to investigate, perhaps we should contact the department social committee when it is organised.

Action: GM

Though to be a good idea and will be put into the agenda for the next meeting
Suggestion of a coffee (cake) and careers events with companies invited to talk to research staff.
Pub quiz, (all department members)
A welcome event
We would like to welcome new research staff but need a way of finding out who is new. PD to investigate.

Action: PD

3. Budget:
   1. LS to estimate the requirement for the kick off event. PD to contact electronics, psychology, and biology and ask about their yearly expenditure. The biggest expense is perhaps the career talks.

Action: PD
4. Next meeting: 10th September 2015 at 14:00, Chair Ben Murphy.

Action: PD, BM

5. AOB
   1. Name: Physics Researcher Society (PhRS)