

# BMSF STAFF MEETING MINUTES

Date: Wednesday, 01/02/2023

Start Time: 11:00am

Closed: 11:52 am

Location: Kens Lowy Room 305



UNSW Sydney

## 1. WELCOME

**Present:** Andrew Jenner, Anna Poljak, Cigdem Guzel, Lewis Adler. Ling Zhong, Mark Raftery, Martin Bucknall, Sonia Bustamante, Sydney Liu Lau, Swamy Ravipati, Valerie Wasinger. *(In alphabetical order)*

**Apologies:** Russel Pickford, Lewis Adler

**Chair:** CG

**Scribe:** CG

**Corrections:** Corrections received from MR. Final minutes sent to staff and uploaded to [BMSF Staff Corner](#).

## 2. BMSF REPORTS

| Item                  | Presenter | Report  |
|-----------------------|-----------|---|
| 2.1 Director's Report | MR        | <ul style="list-style-type: none"><li>• Vice-Chancellor and President of UNSW Professor Atilla Brungs will visit lower campus on 15/02/2023 at 2.30pm to 4:30 pm. I will provide 3min presentation for this event along with the rest of the units. A tour will follow, but not all of the lower campus will be visited.</li><li>• Research Officer role has been advertised. I am waiting to receive the applications from HR to review. Alert anyone you know who might interested. We choose the best candidates from the pool of applications, then interview to decide on the best option.</li><li>• Please let me know if you are interested in lecturing in proteomics for a 3rd year BABS course. Valerie has been doing this in the past 2 years and the lectures are available.</li><li>• All new data on instrument computers, should be saved in 2023 folders and 2022 folder should be removed.</li><li>• Microsoft OneDrive will provide 5Tb for all UNSW staff and students. Here is a link <a href="https://www.myit.unsw.edu.au/services/students/storage/microsoft-onedrive">https://www.myit.unsw.edu.au/services/students/storage/microsoft-onedrive</a> to details on Microsoft OneDrive available for staff use and is separate from PRISM.</li><li>• It is important that all staff include some notes when booking any instruments.</li><li>• TSQ Altis Plus installation has been completed. Sample run by Thermo suggested there was a contamination problem, however Mass Spec is working fine. Greg from Thermo is still investigation LC problem, by BMSF QC samples look v good. Training for Altis will be scheduled by the end of February 2023</li></ul> |



# BMSF STAFF MEETING MINUTES

Date: Wednesday, 01/02/2023

Start Time: 11:00am

Closed: 11:52 am

Location: Kens Lowy Room 305



UNSW Sydney

|   |              |  |
|---|--------------|--|
|   |              | <ul style="list-style-type: none"> <li>• Exploris 480 training was done last week in two sessions, last Tuesday- 24/01/23 and Wednesday- 25/01/23.</li> </ul> <p><u>Director's note:</u> Staff requested a report in relation to BMSF inquiries and project registrations that are received. Ideally a quarterly report can be sent by Ci. The next one can be supplied in mid-April 2023.</p>   |
| <p><b>2.2 Lab Coordinator's Report</b></p>      | <p>SLL</p>   | <ul style="list-style-type: none"> <li>• A few Maintenances has been completed in December.</li> <li>➤ Fume hood cabinet has been maintained.</li> <li>➤ E26 annual fire safety service is complete.</li> <li>➤ Two Turboline fridges at C27 have been serviced.</li> <li>• Big construction project is due to take a place at Lowy and C27 WW buildings. Construction plan is on tender stage currently to assign a construction company to the project. Please be aware that two buildings will be covered for maintenance from March to December 2023. Further updates will be provided once updates are received.</li> </ul> |
| <p><b>2.3 Small Molecules Team's Report</b></p> | <p>MB/SB</p> | <p>AJ<br/>N/A</p> <p>MB</p> <ul style="list-style-type: none"> <li>• Took Covid/sick leave.</li> <li>• Joan Doan Samples</li> <li>• Extensive meeting with Sara for her project</li> </ul> <p>SB</p> <ul style="list-style-type: none"> <li>• O side Biology Group samples</li> <li>• Data analysis, user trainings</li> <li>• Ben Heng's - Macquarie University- samples (300)</li> <li>• Anant- St George – samples</li> <li>• Mice plasma samples</li> </ul> <p>RP<br/>N/A</p> <p>LA</p>  |



## BMSF STAFF MEETING MINUTES

Date: Wednesday, 01/02/2023

Start Time: 11:00am

Closed: 11:52 am

Location: Kens Lowy Room 305



UNSW Sydney

|  |     |  |
|--|-----|--|
|  |     | N/A  |
| <b>2.4 Protein Team's Report<br/>Team's Report</b> | MR  | Report is not available for this meeting.  |
| <b>2.5 Health &amp; Safety Report</b>              | SLL | <ul style="list-style-type: none"><li>• Safesys new representative is Kate Noble.</li><li>• Safesys reports are due. I will send them Mark for approval.</li></ul> |

### 3.- MANAGEMENT REPORT (MR)

Discussion topics,

- VC Professor Atilla Brungs visit planning.
- PRISM update
- New Safesys representative- Kate Noble

### 4. NEW ITEMS

N/A

### 5. BUSINESS ARISING

N/A

**6. NEXT MEETING** 15 February 2023 at Kens Lowy Room 305

