

# BMSF STAFF MEETING MINUTES

Date: Wednesday, 03/04/2024

Start Time: 11:00am

Closed: 11:50

Location: Kens WW 405



UNSW Sydney

## 1. WELCOME

**Present:** Anne Poljak, Chowdhury Sarowar, Cigdem Guzel, Lewis Adler, Ling Zhong, Mark Raftery, Martin Bucknall, Russell Pickford, Sydney Liu Lau, Sonia Bustamante, Valerie Wasinger (*In alphabetical order*).

**Apologies:** Andrew Jenner

**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>• Procurement process for Exploris 480 and QE UHMR have been completed. Exploris will be here soon. Anticipated UHMR delivery is within the next three months.</li><li>• MR is in the final stages of reviewing My Career. He expects concluding the documents going through with each staff member within the next few weeks.</li><li>• Andrew will be reducing his workdays to three days/week, and we need someone to cover some of the work. MR and RP have consulted with Giang Nguyen if she is interested in some part-time work. If there are any further possibilities, please inform MR soon, and if not then we will proceed with hiring Giang. MR is hopeful that HR would allow nominations, but more discussion is needed with HR.</li><li>• Reminder:<ul style="list-style-type: none"><li>○ AC split system replacement (C27): 22<sup>nd</sup> of April until 21<sup>st</sup> May.</li><li>○ UPS power outage: 30<sup>th</sup> April to 2<sup>nd</sup> May.</li></ul></li></ul> |
| 2.2 Lab Coordinator'  | SLL       | <ul style="list-style-type: none"><li>• RCD testing is still pending confirmation. SLL will inform everyone once the date is finalized by EM.</li><li>• -20°C freezer: Replacement of the controller was suggested by Tempright service technician to address the alarming issue. Ci is awaiting a quote for</li></ul>  |



# BMSF STAFF MEETING MINUTES

Date: Wednesday, 03/04/2024

Start Time: 11:00am

Closed: 11:50

Location: Kens WW 405



UNSW Sydney

|  |           |   |
|--|-----------|---|
| <b>s Report</b>                          |           | <p>controller.</p> <ul style="list-style-type: none"><li>-80°C freezers: Replacement battery has been ordered.</li></ul> <p>MR provided more details: Service engineer recommended defrosting the Haier freezer as its actual temperature is -67 °C, NOT -80°C as indicated in the current reader. Following defrosting, we will arrange for an engineer to calibrate the reader and install the battery for -80°C (Thermo) freezer.</p> <p>April 9<sup>th</sup> appears to be suitable for everyone, so we can proceed with this arrangement. SLL will check with Anusha and Layla to see if there is a freezer available for borrowing on 9<sup>th</sup> April. Please dispose of unwanted samples or containers.</p> <ul style="list-style-type: none"><li>SLL will be on leave from April 19<sup>th</sup> to April 30<sup>th</sup>.</li></ul> |
| <b>2.3 Small Molecules Team's Report</b> |           | None reported - SM team meeting has been cancelled due to some staff absences.  |
| <b>2.4 Protein Team's Report</b>         | <b>MR</b> | <p><b>Instrumentation:</b> Ultra flex has some issues. We are in a process with Bruker to resolve the issue. Required parts are on the way.</p> <p><b>MR</b></p> <ul style="list-style-type: none"><li>Procurement</li><li>Some repair work on Vantage</li><li>Data Analysis</li></ul> <p><b>SLL</b></p> <ul style="list-style-type: none"><li>Inductions, PRF</li><li>Busy with SALUS</li><li>Admin tasks</li></ul> <p><b>LZ</b></p> <ul style="list-style-type: none"><li>Instrument Calibrations</li><li>Tutorial Sessions</li><li>Data Analysis</li><li>New project meetings</li><li>Sample prep training.</li></ul>  |



## BMSF STAFF MEETING MINUTES

Date: Wednesday, 03/04/2024

Start Time: 11:00am

Closed: 11:50

Location: Kens WW 405



UNSW Sydney

|                                       |            |   |
|---------------------------------------|------------|---|
|                                       |            | <p><b>AR</b></p> <ul style="list-style-type: none"><li>• Bacterial identifications</li><li>• General lab duties</li></ul> <p><b>VW</b></p> <ul style="list-style-type: none"><li>• User trainings</li><li>• Sample preparations.</li><li>• Worked on Exploris 480, data analysis.</li><li>• Worked on Saliva project.</li><li>• Instrument calibration.</li></ul> <p><b>AP</b></p> <ul style="list-style-type: none"><li>• Instrument maintenance.</li><li>• Manuscript, BMSF meetings</li><li>• User support</li></ul> |
| <b>2.5 Health &amp; Safety Report</b> | <b>SLL</b> | <ul style="list-style-type: none"><li>• Workplace inspections: Swamy will attend the MWAC health and safety meeting in June. He will let us know the details once known.</li><li>• All team members should work on SALUS templates.</li></ul>   |

### 3.- MANAGEMENT REPORT (MR)

The following subjects were discussed at the meeting.

- EM has undergone a transition to new management.  
MWAC management is currently in the process of arranging documents that identifies current and future space requirements and arrangements in laboratories for instrumentation. We have the flexibility to propose consolidation if necessary.
- The travel policy document was also discussed during the meetings.

### 4. NEW ITEM

Non-Reported

### 5. BUSINESS ARISING



## BMSF STAFF MEETING MINUTES

Date: Wednesday, 03/04/2024

Start Time: 11:00am

Closed: 11:50

Location: Kens WW 405



UNSW Sydney

VW has informed everyone about an international grant opportunity. This grant involves collaboration with the Pain group from Ontario University, UTS, and UNSW, aimed at sustaining ongoing research led by Prof. Shiobhan Schabrun and Luke Jenkins. The grant is valued at \$250,000 over two years, with \$90,000 specifically allocated for multi-omics research utilizing the proteomic and metabolomic targeted methods that VW and SB developed.

Staff members expressed their applause and congratulated VW and SB.

### **6. NEXT MEETING**

17/04/2024- Meeting has been cancelled due to absence of some of the staff members.

Next Meeting is 01/05/2024.

