

BMSF STAFF MEETING MINUTES

Date: Wednesday, 15/05/2024

Start Time: 11:00am

Closed: 11:32

Location: Kens WW 405



UNSW Sydney

1. WELCOME

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

Apologies: Sonia Bustamante

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">• New UHMR leading time is 10th of June 2024.• Giang Ngyuen has accepted the offer for a part time position at 19hrs a week (Wed, Thurs, and Fri). Andrew will reduce his working days to three days a week (Monday, Tuesday, Wednesday). Giang will be able to cover some of SM Team's workload.• Laboratory tours and space evaluation: MR assisted with BMSF lab tours for some of the architects organised by MWAC. The analytical Centre is conducting a review to establish a baseline for lab spaces. The objective is to evaluate current space and efficiencies noting any requirements for the future.• BMSF lunch: We can have a staff lunch this year on 29th of May that is considered convenient for everyone. CG will arrange the booking at The Lounge UNSW.
2.2 Lab Coordinator's Report	SLL	<ul style="list-style-type: none">• Kristine McBride from MEDRIOS is on parental leave until April 2025. Greg Granger is taking her position during her absence. FYI! In case any of you receive any updates from Greg.• -80 Freezer booking for defrosting is until 7th of June. If extension is required, SLL will make an inquiry to hold and extend the booking.



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		<ul style="list-style-type: none">The evacuation test at WW building is scheduled for 4th of July.
2.3 Small Molecules Team's Report	RP	<p>RP</p> <ul style="list-style-type: none">TeachingAltis user trainingQE HF sample analysisAPCI work <p>LA</p> <ul style="list-style-type: none">Working on x3 different projectsKiell sample runDealt with Agilent 8890 issue, column change.Working on LC MS projects <p>CS</p> <ul style="list-style-type: none">FFS, Flament change.CDL pipe assembly for LC-MS 8040EA-IR-MS sample run <p>AJ</p> <ul style="list-style-type: none">Working on Fatty acid projectWorking on new ISQ settingsNew project discussionsFFS sample run on 5977B Liquids. <p>MB</p> <ul style="list-style-type: none">FFS sample analysis.User trainingCCL work for ResMedUser retrainingDSQ user trainingFFS sample run for Jueming on DSQ <p>SB N/A</p>



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2.4 Protein Team's Report	MR	<p>MR</p> <ul style="list-style-type: none">• Some admin tasks• Salus tasks, attending meetings, Fastpass for NDA• Instrument calibration (FT & Fusion Lumos)• UHMR preparation and LTQ relocation plan.• IP project data analysis <p>SLL</p> <ul style="list-style-type: none">• Salus Tasks• -80 freezer loan prep for defrosting• Attending and chairing meetings• Some admin and lab tasks <p>LZ</p> <ul style="list-style-type: none">• New user meetings• Large batches of samples run for x2 separate groups.• User training• Quotation for NHMRC <p>AR</p> <ul style="list-style-type: none">• FFS: LCMS analysis of protein conjugates on VION• FFS: Static nanospray of peptide samples• Peptide LC-MS analysis for CCL• MALDI TOF TOF training on bacterial identification• Assisting users with data analysis• New project discussions• Some lab Duties <p>VW</p> <ul style="list-style-type: none">• Attending collaborator meetings• Training PD4/IPA and prep samples with Nashwa• Samples run for Nashwa and Jane (animal enteropathy study)• Sample prep and run for EV study.• Grant support, grant admin, writing a paper. <p>AP</p> <ul style="list-style-type: none">• Instrument maintenance.• Attending meetings• Paper Preparation• Dealing with new inquiries• User training• Anant's (St George) continuing sample analysis.
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2.5 Health & Safety Report	SLL	<ul style="list-style-type: none">• SALUS Competency: SWP documents to be created and completed through SALUS. <p>MR strongly encourages everyone to work on SALUS documents.</p> <ul style="list-style-type: none">• SBMS Meeting is tomorrow-16/05/2024.

3.- MANAGEMENT REPORT (MR)

- No report available for this meeting.

4. NEW ITEM

Non-Reported

5. BUSINESS ARISING

2024 BMSF lunch catch up on 29/05/2024 after the general staff meeting at Chao Praya Thai Restaurant at Randwick CG tasked to make the booking.

6. NEXT MEETING

29/05/2024 Kens WW 405

