**Lab Managers’ Group Steering Committee Meeting**

**July 7, 2016**

**1:00-2:30 PM**

**Mission Bay Campus, MH 7400**

**or, Webex HSW1057**

**Meeting Agenda**

**Attendees**

* **Dana Smith**
* **Morgan Diolaiti**
* **Adam Clark**
* **Fraser Conrad**
* **Anthony Meno**
* **Mary Guerrero**
* **Will Toomey**
* **Yvonne DeSouza**
* **Adriane Joo**
* **Mary Rieck**
* **Chris Paillart**
1. **Update of web page http://labresource.ucsf.edu/ –Morgan, and new focus group.**
* **Labresource.ucsf.edu has been updated. New tabs include:**
	+ **Lab Resource Group (Home)**
	+ **UCSF Service Providers (CLS, EH&S, Logistics, Research Resource Program, Police, ITS)**
	+ **New to UCSF**
	+ **FAQ**
	+ **Meeting notes**
* **Service Providers: Please check your description and make sure it accurately reflects the services provided.**
* **Suggestion made to add**
	+ **“Moving to/from UCS”F tab**
	+ **“Useful Contact Information” tab and include vendor contact info, Repair vendors and contact info for EH&S/Facilities/other departments that would be useful to someone new on campus.**
* **Need to cultivate and update contact lists**
* **Website committee will work on content for New to UCSF tab**
* **FAQs need updating-- will circulate existing questions/answers and ask for input from the entire group**
* **How advertise website**
	+ **Handout at Employee Orientation**
	+ **Link on listserv**
	+ **Ask EH&S to spread the word**
	+ **Flyer with CCF deliveries**
	+ **Flyer distributed through Mail Services**
	+ **Include QR code on flyer?**
1. **Progress on implementation of lab coat laundry service –Kelly**

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| **Applicant** | **Award** | **Purpose** |
| **Brittany Rapone** | **$500** | **Society for Neuroscience Meeting** |
| **Cassandra Adams** | **$500** | **Next Generation Sequencing Meeting** |
| **Yvonne DeSousa** | **$1000** | **ISBER (biobanking) Meeting** |
| **William Toomey** | **$500** | **Association of Lab Manager Conference** |
| **Michael Lee** | **$500** | **CYTO conference** |

* **Kelly not present. Postponed to next meeting.**
1. **Rebrand: Distribution Storage and Mail becomes UCSF Logistics – Tony**
* **Change made to more accurately reflect the function of the group.**
* **New link location in MyAccess**
* **Please be sure to click on “UCSF Logistics Online Store”**
* **Note, non-CMP business units don’t validate in Logistics Online Store**
* **Please use the Speedtype/Chartstring Validation Tool in MyAccess to check Business Unit**
1. **Scholarships. Invitations to apply have been sent out -Dana**
* **Scholarships awarded:**
* **Most applicants requested onference registration fees between $400-$700. Next year we may decide to be more flexible with the award amounts.**
1. **Progress on vendor showcases: Parnassus, October 12; Mission Bay, October 19.**
* **Dana, Yvonne and Rachelle have planning meeting scheduled for next week**
* **Rachelle will contact vendors**
* **We need volunteers to work both the Parnassus and Mission Bay events. Dana will circulate a volunteer sign up sheet**
* **Suggestion to move Parnassus Showcase to the Stem Cell Building. Yvonne will investigate availability**
1. **Next meeting, August 4, at Parnassus HSW1057.**
* **Today was our first time splitting the meeting between 2 locations**
* **Consensus is that Webex works fine, but it is not as good as having everyone in the same room.**
* **Will try again next month and see if we can add video to see if it improves the interaction.**