

**Minutes of the Annual General Meeting
Burlington House**

11 December 2014

Present: David Higgins, Lyn Daintree, Jan Jezek, Kevan Hatchman, Matthew Giles, Flor Siperstein, John Jones, Helen Ryder, Aldo Guiducci, Mike Moss, Cuross Bakhtiar and Simon Gibbon

1. Apologies for absence

Claire Richards, Eduardo Cesari, Vitaliy Khutoryanskiy, Josie Harries, Roslyn Holmes, Vivek Trivedi, and Steve Harding.

2. Minutes of the previous Annual General Meeting

David Higgins proposed the minutes from the 2013 AGM and John Jones seconded that these be accepted as a true record of the previous meeting.

3. Chairman's report

2014 has once again been an exciting year for formulation science and technology in the UK, culminating in the autumn statement with £28million being allocated for the UK Formulation Centre, this adding to the £15million already allocated in the North East. In the meantime the FSTG has been getting on with organising several highly successful meetings over the year.

The FSTG has been busy this year with 5 significant conferences in which FSTG were significantly involved, leading 3 and as partners in 2 others, as well as planning for conferences up to 2019. Fundamentals of the Solid State, MiBio2014 joint with APS, Natural Products Conference a collegiate effort with several interested parties, Formulation Design and still to come, tomorrow, Innovations in Encapsulation. All of these conferences were well attended and having learnt from some challenges last year we were conservative in the locations using tried and tested formula that had worked well in previous years, resulting in good attendance at all events.

The FSTG does not operate in a vacuum, this being particularly true as formulation is at the intersection of so many disciplines, so our conference must complement the activities of many other professional bodies, universities and commercial organisations. The conferences organised this year each in their own way brought together a wide range of science and applications to create something unique. The solid form is critical to the delivery of pharmaceutical actives, but is rarely considered as a total entity, being approached separately as a product of chemistry, physical phenomena and process parameters. The delivery of biological actives presents unique challenges, but lessons from other formulation areas are often relevant and were not capturing this learning is key to future successes. Our contribution to the large Natural Products Conference in highlighting the key role formulation will play in enabling the move from oil based raw materials, added considerable value to the whole conference but also gave us a new audience who would not normally consider formulation. Formulation Design was a very timely conference as it is the

belief that this approach will be key to the UK's continuing success in formulation which has resulted in the funding of the UK Formulation Centre. Innovation in Encapsulation brings together a wide range of different encapsulation needs and their solutions, in such a way that despite the area being well covered by controlled release, pharmaceutical delivery etc., we have a real opportunity here of seeing transfer of learning from one industry to another.

I don't plan to dwell on any one conference but would like to thank all the organisers for producing such a range of very interesting and highly successful conferences, only sorry I couldn't attend all of them.

The FSTG was set up 20 years ago in the belief that formulation was a transferrable skill from industry to industry, however the rest of the world wasn't quite sure and you could say it has taken this long to convince the UK with only now a UK national formulation centre being funded. Others saw the opportunity with US National Formulation Centre, organisations such as Flamac concentrating on specific sub-sets of formulation and the FSTG catalysed setting up of European Formula conference series. Formulation has always taken people outside of their comfort zones with the need to communicate, understand and trust disciplines other than their own. To make this happen requires a balance between telling people something new to them, but yet grounding it in areas they understand and can relate to their previous experience. The FSTG has always searched for the right way to do this with this year's conferences being successful examples of this practice. Such transfer is now well recognised in many areas with technology translators moving beyond just technology transfer from academia to industry into technology transfer between industries.

FSTG will be busy again in 2015, as we have an interesting set of conferences already being planned - Powderflow, Formulating Functional Films and Coatings, Personal Care, ChemSpec and MiBio2015. Plus involvement in planning further ahead for Formula VIII combined with NanoFormulation 2016 in Barcelona and excitingly Formula IX in Manchester in 2019.

However, FSTG also needs to evolve as formulation within the UK is no longer a neglected area not only because of the already mentioned investments, but also a range of other initiatives aimed at increasing the skills of our formulators, plus advancing the practice of formulation and its exploitation. For example big data is now seen as having potential big benefits for formulation and mesoscopic modelling is now make prediction of formulation properties an attractive target. These changes have also highlighted the need for appropriate training.

While the increased awareness of formulation creates a large opportunity for FSTG, this will not just happen without us being clear about the true needs and continuing to be focused on where we can contribute. The FSTG cannot provide training, nor can we manage delivery of initiatives. The FSTG should be active in the specification of what is needed from training to experimental resources and peer review of what is planned, but even here our role is not guaranteed as rightly such large investments are focused on delivery of financial reward and so as an enabler not a deliverer we will need to fight for our place at the table. During 2014 the FSTG has thought a lot about holding a single large multi-day formulation conference, but in the end we were not able to commit the time needed to pull this off, should we revisit this, perhaps in partnership with other stakeholders in formulation.



So going into 2015 the FSTG needs to concentrate even more on delivering meetings which continue to both advance the practice of formulation, but also provide excellent opportunities for networking across the whole of formulation, while also finding a role within the formulation initiatives in order to ensure that these initiatives are connected to the practice of formulation science and technology.

None of this will be possible without the continuing support of the FSTG committee, for which I would like to thank the committee for all their work, enthusiasm and willingness to go outside their comfort zones in 2014, particularly those who organised conference. While the unstinting work of Helen Ryder as secretary and Matthew Giles as treasurer who keep everything running in the background, providing the framework against which it all occurs.

So while looking forward to an exciting 2015, I wish you all a Merry Formulated Christmas and the best formula for a Happy New Year.

4. Treasurer's Report

Matthew Giles reported that there are funds of £63,013.93 in the NatWest account at the end of 2013. This is up from £59,697.73 at the start of 2014.

Income: £9,861.12

Expenditure: £13,953.18

Matt asked the committee for ideas on how to spend some of the funds. Ideas: student conference, free conference/event, and social/networking event. Furthermore facilitating committee members to attend conferences – application and justification required as a bursary would require but maybe a way of publicising the FSTG, linking with new people and an effective use of funds.

5. Secretary's Report

There was an introduction of each committee member and welcome to the group.

Helen Ryder reported that the number of FSTG members is 754. This is up very slightly from 746 last year.

Helen reminded all committee members that they must be a member of the RSC and FSTG – please check membership is up-to-date. Dates for the FSTG meetings will be sent via email and as an invitation via Outlook.

In 2013 there was a review of the attendance of committee members at committee meeting and noted that this was poor for some individuals. Throughout 2014 reports have been requested for those who unable to attend meetings. Helen was asked to review membership for 2014 and it was agreed that there should be a minimum expectation for attendance to at least half of the meetings.

In accordance with the Group rules all minutes from meetings have been circulated and an annual report is due for the FSTG group. The AGM minutes will be posted on the website alongside the previous years.

There has been updated Rules of Governance and Operation of Interest Groups from the Royal Society of Chemistry. This was circulated to committee members in advance of the AGM. The Terms of Office can be 3 or 4 years for committee members. Previously the FSTG committee members have been elected for 3 year terms. We agreed to change this to 4 years effectively immediately. It was noted that some committee members are long-serving. In previous years this was acceptable and within the interest group rules as the call for new members attracted little interest. This may need to change with applications for new committee members coming forward to be considered. Noted that committee members are able to serve two consecutive terms and then must take a 2-year break – those in honorary positions are able to complete an additional term.

Noted that Research Institute Lego is available featuring female research scientists is available – five packs have been purchased by the FSTG and may be offered as prizes for 'Female Formulator of the Year' or following event in School or as committee members request.

6. Election of committee members

There were 2 co-opted members, Aldo and Eduardo, to be considered for election to full members.

Aldo spoke about what he had done for the FSTG throughout 2014 and what he planned to do going forward. He was elected unopposed as an ordinary member to serve for a 4 year period following his co-opted membership status throughout 2014. Proposed by Flor and seconded by Helen.

It was agreed that Eduardo would be asked to provide similar information to allow the committee to make a final decision.

Three applications were received following the Call for New Committee Members

- Mike Moss, University of Oxford
- Cuross Bakhtair, Harley Street Cosmetic Ltd
- Roslyn Holmes, Ashland

Information was circulated about each person prior to the meeting for consideration.

Mike explained how he is the Interest Group Representative on the South East Regional Steering Group (RSC) and the University of Oxford representative on the Tyne Valley Section Committee. Mike has 22 years of formulation experience in P&G with 54 published patents in detergents, bleaches and air fresheners. He currently works in the Careers Service at the University of Oxford and he hopes to be involved in the FSTG newsletter, Linked In, and offered Oxford as a potential venue for events.

Cuross explained how he is involved in the SCS Committee Council and the IFCC, international cosmetic society. He is a qualified chemist and cosmetic scientist, and lectures on cosmetic formulation, natural product development and cosmetic regulation. Cuross has created skincare products which he sells at his store, Harley Street Cosmetic Ltd, and is

stocked worldwide. Cuross hopes to be involved in the website, Linked In and a Cosmetic Conference.

Roslyn was unable to attend in person – she sent some information to be considered. Roslyn graduated from Strathclyde in 2008 and completed her PhD in organic synthesis in 2012 at Glasgow University. She worked at a spin company in Leeds for a year before joining Ashland as an encapsulation scientist. She has already helped the FSTG with the Innovations of Encapsulation Conference and hopes to be involved in further conferences and the newsletter.

It was agreed, that the FSTG would invite Mike and Cuross to join as full committee members for 2015 as they both have extensive experience of sitting on similar committees. Mike was proposed by Matthew and seconded by Simon. Cuross was proposed by Helen and seconded by Flor

Roslyn was elected to join as co-opted committee member for 2016 and will be considered for full membership at the AGM in December 2015. Roslyn was proposed by David and seconded by Lyn.

A review of membership noted that the Treasurer, Matthew Giles, had held this position since 2006. Aldo Guiducci nominated himself to be new Treasurer. A hand-over period would take place and Aldo would be effective as Treasurer as of February 2015 with support from Matthew as required.

This was proposed by Simon and seconded by Matthew.

It was also noted that Simon and Helen have held terms of Chair and Secretary respectively for 3 years. It was suggested that as the FSTG have agreed to now hold terms for 4 years that Simon and Helen would serve 2015 and then be reconsidered for election (to complete a further 4-year term or step down). Simon and Helen asked committee members to consider if they would like to be a Deputy for either post so we have a form of succession planning going forward.

Review of membership:

Agreed that members would now serve 4 years from their last election – following a review committee membership is as follows:

CHAIR: Simon Gibbon – elected in AGM Dec 2011, will serve 4 years so term will end Dec 2015. This can be renewed for another 4 years either as Chair/Ordinary committee member. Not previously committee member.

SECRETARY: Helen Ryder – elected in AGM Dec 2011, will serve 4 years so term will end Dec 2015. This can be renewed for another 4 years either as Secretary/Ordinary committee member. Not previously committee member.

TREASURER: Aldo Guiducci – elected in AGM Dec 2014, will serve 4 years so term will end Dec 2018. This can be renewed for another 4 years either as Treasurer/Ordinary committee member. Not previously committee member.

ORDINARY MEMBERS:

David Higgins – elected in AGM Dec 2011, to serve 3 years. Extension of 1 year granted. Committee membership to be reviewed in Dec 2015. Previously served as Chair, committee member since 1999.

Matthew Giles – Treasurer from 2006 to until Dec 2014, elected to serve a further 4 years as ordinary member.

Lyn Daintree – elected in AGM Dec 2011, to serve 3 years. Extension of 1 year granted. Committee membership to be reviewed in Dec 2015. Committee Member since 2009.

Flor Siperstein – elected in AGM Dec 2013, to serve 3 years. Extension of 1 year granted. Committee membership to be reviewed in Dec 2017. Committee Member since 2008.

John Jones – elected in AGM Dec 2013, to serve 3 years. Extension of 1 year granted. Committee membership to be reviewed in Dec 2017. Committee Member since 2008.

Vivek Trivedi – elected in AGM Dec 2013, to serve 3 years. Extension of 1 year granted. Committee membership to be reviewed in Dec 2017. Committee Member since 2013.

Claire Richards – elected in AGM Dec 2012, to serve 3 years. Extension of 1 year granted. Committee membership to be reviewed in Dec 2016. Committee Member since 2007.

Josie Harries – elected in AGM Dec 2012, to serve 3 years. Extension of 1 year granted. Committee membership to be reviewed in Dec 2016. Committee Member since 2012.

Kevan Hatchman – elected in AGM Dec 2012, to serve 3 years. Extension of 1 year granted. Committee membership to be reviewed in Dec 2016. Committee Member since 2008.

Steve Harding – elected in AGM Dec 2012, to serve 3 years. Extension of 1 year granted. Committee membership to be reviewed in Dec 2016. Committee Member since 2008.

Jan Jezek – elected in AGM Dec 2012, to serve 3 years. Extension of 1 year granted. Committee membership to be reviewed in Dec 2016. Committee Member since 2008.

Vitaily Khutoryanskiy – elected in AGM Dec 2012, to serve 3 years. Extension of 1 year granted. Committee membership to be reviewed in Dec 2016. Committee Member since 2008.

Mike Moss – elected in AGM Dec 2014, to serve 4 years. Committee membership to be reviewed in Dec 2018. Committee Member since 2014.

Cuross Bakhtair – elected in AGM Dec 2014, to serve 4 years. Committee membership to be reviewed in Dec 2018. Committee Member since 2014.

Co-opted

Roslyn Holmes – elected in AGM Dec 2014, to serve 1 year. Committee membership to be reviewed in Dec 2015.

There are currently 17 members (+ 1 co-opted) on the committee.

7. AOB

We would look to be producing the FSTG Newsletter again as this has not happened for some time.

8. The date of the next AGM will be in December 2015 – date to be announced closer to the time.