

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

Thursday 13 December 2018

Present:

Committee members:

Simon Gibbon, Helen Ryder, Aldo Guiducci, David Higgins, Cuross Bakhtiar, Kevan Hatchman, Bernadeta Pochopien, John Carroll (representing Graeme Cruickshank),

Non-committee members:

Philip Gill, Mohamad Abou Shamat, Samuel Peel, Simon Mazier and Katy Helm

1. Apologies for absence

Graeme Cruickshank (John Carroll in place), Liz Grylls, Roslyn Holmes, Jan Jezek Flor Siperstein, Vivek Trivedi, Matthew Giles, Nathan Flood and Emmanuel Ajayi

2. Minutes of the previous Annual General Meeting

Cuross Bakhtiar proposed the minutes from the 2017 AGM and Simon Gibbon seconded that these be accepted as a true record of the previous meeting.

3. Chairperson's report

The FSTG has been busy in 2018 having organised 6 conferences and 2019 we will need to be busier, which I will come onto later. In April upstairs in the library I was able to attend Powder Flow 2018 delivered organised by Nathan Flood for the FSTG with a keynote from Professor Rhodes from Australia, to me it highlighted the major progress which has been made in the understanding of cohesive powders over the last 10 years, moving from art to science. Following on from the first Future Formulation we went to Nottingham in May to hold Future Formulation II, the EPSRC had funded 7 exciting formulation projects and each year we are working with one of the recipients to get all the grantees and their teams together, to learn about the progress in the projects, our collaboration is helping to make these individual project teams into a strong cohort advancing formulation into the future. Thanks to the EPSRC and all the grantees and their teams for making this meeting possible and such a success. This is a different type of meeting and it would be great to find other similar opportunities for meetings with additional benefits to others. In June we went to Oxford for X-rays: A Clever Characterisation for Smarter Formulation, a spin-off from CCSF2 focusing on the big facilities at Diamond and their application to formulation, this was possible with all the organisation of the Diamond team, thanks. We held our Advances in Anti-Ageing for Skin (Personal Care) conference in September after postponing this event earlier in the year, MiBio2018 ran in collaboration with APS and the Joint Colloids group in November in Cambridge was once again a successful meeting with more students getting involved, great to be providing opportunities for students to get involved in the nitty-gritty of making biologics a reality for medicine. Today, Formulation 4.0 is an experiment with a broad scope to try to connect across the complete formulation lifestyle, hopefully it will be seen as successful so next year we can have Formulation 4.1.

So going into 2019 with successes behind and having successfully held meetings across the UK in the last couple of years, our big challenge for 2019 will be to deliver Formula X / NanoFormulation2019, as was pointed out to me last night with an abstract submission deadline of March 29th, there is also an elephant in the room, so we are keeping calm and carrying on. FSTG has been able to efficiently run 1 day meetings and we are carrying on this approach with Formula X. So roll on June 2019 in Manchester. Apart from Formula X we plan to hold Integrated Control in Powder Formulations in January in Sedgefield, Formative Formulation in March in Cambridge, Future Formulation III in April in Leicester, Formula X / NanoFormulation2019 in June in Manchester, MiBio again in September, Formulating Functional Films and Coatings in October in London, depending on today Formulation 4.1 in November in London and Innovations in Encapsulation 2019 in December in London.

At the end of 2017 I set out two goals to engage more broadly across the country and across people's careers. I think you can see that in 2018 we have made progress on both, and that we plan to do more in 2019. FSTG has a unique profile in being able to create conferences across the country, this is partly because we are willing to take risks and occasionally cancel conferences that just don't quite work at that moment. We need to continue to regenerate, our conference and Formula X / NanoFormulation2019 as the ultimate cross industry formulation conference will give us considerable momentum which we will be challenged to take forward in 2020.

None of this is possible without the work of the committee, I am very grateful to Helen Ryder as secretary and Aldo Guiducci as treasurer who will step this year, all of the committee for delivering our successful conferences. We have said goodbye to a number of committee members mainly due to changes in work circumstances, I record my thanks to Nathan Flood and Liz Grylls for their help in organising a number of successful conferences. I am pleased to welcome 2 co-opted members John Jones and Ian Howell to connect better with the pharmaceutical and the fast moving consumer goods industries.

Enough about FSTG, we weren't the only people busy in 2018 and it was great to see the number who attended SCI's Formulation Forum in January, and AceForm 4.0 value chains in manufacturing was successfully completed, if you haven't then you should sign-up on formulation-network.eu to see the outputs. AceForm begins to make the journey to circular economy seem to be possible.

FSTG needs to get better at communicating to our broad audience, the impact of GDPR was disappointing with our mailing list of 4000 dropping to only 600. I don't take this as a reflection on FSTG but on everybody being swamped with emails especially around GDPR. So 2019 needs to be the year of Twitter, Facebook, Slack, Instagram, Telegram, LinkedIn and empowering our members to get our message to their networks directly.

I wish you all a Great Christmas and a Happy New Year, hope to meet up in 2019.

4. Treasurer's Report

Aldo Guiducci reported that there are funds of £19,622.33 in the NatWest current account at the end of 2017. There is £75,000 in a high interest account. Total funds £95,322. This is up from £84,822.48 at the start of 2018.

Income: £28041.28

Expenditure: £9477.39

As agreed at the last AGM we have quite a lot of money and could afford to events at a break-even or loss. Noted that not all conferences have been finalised yet and values will be updated once have final breakdown of income/expenditure. Treasurer report due into the RSC February 2019 and Aldo will arrange for the accountant to complete the audit.

5. Secretary's Report

Welcome to all who have joined the FSTG AGM. Helen Ryder reported that the number of FSTG members is 869. This is up from 751 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 2019 FSTG meetings will be sent via email and as an invitation via Outlook. Committee members are expected to attend as many committee meetings as possible throughout the year, with a minimum expectation for attendance to at least half of the meetings. Updates/reports should be sent (as appropriate) if you members are not able to attend. Note that the RSC are now able to provide teleconference facilities for those that need it.

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.

GDPR – data protection regulation – came into effect on 25 May 2018. As we know this affected the use of our external FSTG mailing list and we went from 4000 members to 600. We now use the RSC e-alerts to send emails to our FSTG members and also to connect to other interest groups.

Helen continues engage with the Interest Group Forum of the RSC and attended the second meeting in Liverpool which was part of the Member Network Conference (October). Again this was a great opportunity to meet other committee members from across interest groups to share ideas, experiences and good practice. RSC provided some helpful resources and talks on the day. Helen chaired the Interest Group Forum at the Member Network Conference. The RSC updated the Handbook for Interest Groups in May 2018 and have issued some new guidance to support our work for our members, for example 'creating an inclusive event'. There is a new Comms team within the RSC to help us reach out to our members (social media, webinars, effective emails, publications/newsletters, etc).

Helen continues to sit on the Member Network Committee as one of two Interest Group Representatives. She is working alongside the RSC to support the interest groups and ensure that work directly benefits RSC-IG members. Helen will be working on external web presence

for interest groups – looking at trying to have a consistent format across RSC IGs that is in accordance with RSC guidance.

2019 is the Year of the Periodic Table and the RSC have asked that we are ‘on brand’ with this during our events. The Brand Centre will have some products for this which Helen will order and be able to provide for events. RSC pens and pencils will be available, alongside FSTG banners for all events.

6. Election of committee members

Committee membership is for four years. Committee members are able to serve two consecutive terms and then must take a 2-year break – those in honorary positions (chair/secretary/treasurer) are able to complete an additional term.

Through 2018 the committee had 18 committee members including two co-opted members (Nathan Flood and Bernadeta Pochopien), and two non-voting members (Liz Grylls, John Jones).

Two committee members, Matthew Giles and Cuross Bakhtiar have come to the end of their term.

At the time of the AGM no nominations were received from the open call.

Three members of the committee have asked to step down – Aldo Guiducci, Nathan Flood, and Liz Grylls. The committee formally thanks all three for their commitment and support for the FSTG committee.

The position of Treasurer is available following Aldo stepping down.

Renewal of Ordinary Members:

- **Cuross Bakhtiar** would like to continue working with the FSTG committee, organising the next Personal Care event and supporting/promoting events throughout the year. David Higgins proposed and Kevan Hatchman seconded.
- **Matthew Giles** would like to continue working with the FSTG committee, organising the next Personal Care event and acting as a Deputy Treasurer to support the new Treasurer in their role. Helen Ryder proposed and Simon Gibbon seconded.

Election of Ordinary Member:

- **Bernadeta Pochopien** is currently a co-opted member of the FSTG committee. She has been a co-opted member for 2 years following a change in role in her company. Bernadeta would like to take on a more active role within the committee and support events and outreach activities throughout the year. Agreed unanimously that Bernadeta should be elected as an ordinary committee member for 4 years. Cuross Bakhtiar proposed and Helen Ryder seconded.

Election of Treasurer Position:

As per the RSC rules an officer position will be taken by one of the ordinary committee members. One self-nomination: **Bernadeta Pochopien**.

Bernadeta would be supported in the role by Matthew Giles who remains on the FSTG committee (former Treasurer and now Deputy Treasurer) and she works alongside Aldo Guiducci (former Treasurer) who stepped down from the FSTG committee. Agreed unanimously that Bernadeta should be elected as Treasurer for 4 years. Matthew Giles proposed and Simon Gibbon seconded.

As per RSC rules and as agreed members would serve 4 years from their last election – committee membership is as follows:



CHAIR: Simon Gibbon – elected in AGM Dec 2011, served a 4 year term to end Dec 2015. Re-elected at the AGM to serve a further 4 years as Chair so term will end Dec 2019. Not previously committee member.

SECRETARY: Helen Ryder – elected in AGM Dec 2011, served a 4 year term to end Dec 2015. Re-elected at the AGM to serve a further 4 years as Secretary so term will end Dec 2019. Not previously committee member.

TREASURER: Aldo Guiducci – elected in AGM Dec 2014, will serve 4 years so term will end Dec 2018. Not previously committee member. **Aldo stepped down from the committee in AGM Dec 2018.**

Bernadeta Pochopien – elected in AGM Dec 2018 to serve a 4 year term as Treasurer so term will end Dec 2022.

ORDINARY MEMBERS:

David Higgins – re-elected in AGM Dec 2011, to serve 3 years. Extension of 1 year granted. Re-elected as ordinary member at AGM to serve a further 4 years so term will end Dec 2019. Previously served as Chair, committee member since 1999.

Matthew Giles – re-elected in AGM Dec 2018, to serve a 4 years as Deputy Treasurer. Treasurer from 2006 to until Dec 2014, ordinary committee member Dec 2014-Dec 2018.

Flor Siperstein – re-elected in AGM Dec 2013, to serve 3 years. Extension of 1 year granted. Re-elected as ordinary member at AGM to serve a further 4 years so term will end Dec 2021. Committee Member since 2008.

Vivek Trivedi – elected in AGM Dec 2013, to serve 3 years. Extension of 1 year granted. Re-elected as ordinary member at AGM to serve a further 4 years so term will end Dec 2021.

Kevan Hatchman – re-elected in AGM Dec 2016, to serve 4 years. Committee membership to be reviewed in Dec 2020. Committee member since 2012.

Jan Jezek – re-elected in AGM Dec 2016, to serve 4 years. Committee membership to be reviewed in Dec 2020. Committee member since 2012.

Cuross Bakhtair – elected in AGM Dec 2014, to serve 4 years. Committee membership to be reviewed in Dec 2018. Not previously committee member.

Roslyn Holmes – elected in AGM Dec 2015, to serve 4 year. Committee membership to be reviewed in Dec 2019. Not previously committee member. *Note that Roslyn will go on maternity leave from May 2018.*

Graeme Cruickshank – elected in AGM Dec 2016, to serve 1 year. Committee membership to be reviewed in Dec 2020. Not previously committee member.

Chris Ness – elected in AGM Dec 2017, to serve 4 years. Committee membership to be reviewed in Dec 2021. Not previously committee member.

Emmanuel Ajayi – elected in AGM Dec 2017, to serve 4 years. Committee membership to be reviewed in Dec 2021. Not previously committee member.

Co-opted members:

Ian Howell – elected as co-opted member in September 2018. Not a RSC member.

Non-voting members:

John Jones – elected in AGM Dec 2017 to continue to serve as a non-voting member. Previously served as committee member from 2008-2017.

Following the AGM there are currently 14 members (+ 1 co-opted and 1 non-voting members) on the committee.

7. The date of the next AGM will be in December 2018 – date to be announced closer to the time.