

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

**Thursday 7 December 2017**

**Present:**

Simon Gibbon, Helen Ryder, Aldo Guiducci, David Higgins, Cuross Bakhtiar, Matthew Giles, Nathan Flood, Kevan Hatchman, Bernadeta Pochopien and Emmanuel Ajayi

**1. Apologies for absence**

Graeme Cruickshank Liz Grylls, Roslyn Holmes, Jan Jezek Flor Siperstein, and Vivek Trivedi

**2. Minutes of the previous Annual General Meeting**

Aldo Guiducci proposed the minutes from the 2016 AGM and Cuross Bakhtiar seconded that these be accepted as a true record of the previous meeting.

**3. Chairperson's report**

The FSTG is all about sharing knowledge to advance formulation by running meetings and like formulating itself we aim to bring together a wide range of scientific and industrial disciplines to inspire industrial formulation and pique the curiosity of the academic community to tackle the unsolved challenges. The FSTG are not alone in this and so where an aspect of formulation is well covered by other groups we look to support and collaborate. 2017 has seen this method of working continue: with the Joint Colloids Group (CISG), where we organised Secrets of Formulation together and supported by helping to organise a formulation session within the highly successful UK Colloids meeting in Manchester; MiBio with APS and CISG; support for Formula IX in Beijing ahead of Formula X in Manchester in 2019; our own meetings Clever Characterisation for Smarter Formulation, Innovations in Encapsulation (tomorrow). A new development in our strategy in 2017 has been explicitly helping the initiatives of other national players in formulation, so we worked with the CPI National Formulation Centre on High Throughput Formulation Screening showcasing the national investment in a high throughput laboratory and nucleated the recipients of the EPSRC's Future Formulation programme to come together and discuss their just started projects between themselves but also providing the opportunity for other interested parties to hear and contribute at the early stages of these major projects. In 2018 we will be actively involved in the SCI's Formulation Forum.

These lofty aims and practical details are fine, but none of it would be possible without both an active committee and volunteers who get involved in organising our meetings. For a meeting to be successful first we need a champion with the vision to imagine the meeting, a personal passion for the topic and an ability to excite others to attend the meeting. The passion for the meeting needs to be infectious and inspire others to make the meeting a reality, finding the speakers, find a venue, generating the publicity and keeping the ball in the air – it's a team game. Whether people work in industry or academia, activities such as being involved in the FSTG are not always as valued as they perhaps ought to be when set against financial or publication short term priorities, meaning that individuals involved are

making a very real and valued personal contribution to advancing formulation. This is an area where with the RSC in general we should in 2018 be looking for ways to make committee membership of FSTG / helping with organising meetings a more positive contribution to both individuals careers and giving appropriate credit to the organisations they work for. So a big thank you to all, the individuals and organisations, who have helped in organising our meetings and behind the scenes in making the FSTG work in 2017, please keep up the good work in 2018 and beyond.

In 2017, the debate around Brexit has induced a strong focus on the UK's internal processes across all sectors from defence to medical and from government to pensions. FSTG is strongly connected to industry and academia, as such the production of the first government Industrial Strategy in at least 3 decades will have a big influence on industry but also on academia, and by proxy on FSTG. The Industrial Strategy provides both a framework against which the FSTG should align its activities and a moral obligation to work to ensure that formulation is not overlooked in its execution. In many ways this could be seen as an expansion of our collaborations with EPSRC and NFC, however it will require innovation to see how to best constructively insert ourselves into a national programme which is designed specifically to increase the benefits of national scale / strength on individual businesses. A number of themes drop out where FSTG could have a role to play rebalancing the economy geographically, long term increases in productivity and investment in infrastructure in the most general sense, to name a few. This a challenge for 2018, I can see a number of questions we need to ask ourselves how does the FSTG engage more widely across the UK should we be holding meetings outside of London, how do we engage more widely across careers from study to retirement we already provide low cost meeting attendance for students should we do the same for retirees, how do we help guide investments in education / captapults etc, and even should the FSTG be trying to direct the RSC's industrial activities in specific direction. 2018 is already looking to be an interesting year, so who knows what 2019 will bring.

Finally, the FSTG committee is dynamic and so in 2017 it is great we have had a number of new people become actively involved in our activities, you will get a chance to vote them onto the committee in a few minutes. Regeneration is essential to ensure that the FSTG continues to represent active formulation across the UK and to bring in new skills to innovate the ways in which we share knowledge. Sadly in 2017 a number of members have retired from the committee, so I would like to take this opportunity to say a big thank you to Claire Richards, John Jones, Andrew Howe, Vitaliy Khutoryanskiy and Steve Harding for all their work for the FSTG over the years, hopefully they will bring their experience to bear on some of our future meetings.

I wish you all a Great Christmas and a Happy New Year, hope to meet up in 2018.

#### **4. Treasurer's Report**

Aldo Guiducci reported that there are funds of £9822.48 in the NatWest account at the end of 2016. There is £75,000 in a high interest account. Total funds £84822.48. This is up slightly from £83,439.36 at the start of 2017.

Income: £9,390.29

Expenditure: £8007.17

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 all conferences should be included the report even if no income/expenditure – Future Formulation to be added. Treasurer report due into the RSC by 9 February 2018 and Aldo will arrange for the accountant to complete the audit.

## **5. Secretary's Report**

At the start of the AGM there was an introduction of each committee member and welcome to the group. Helen Ryder reported that the number of FSTG members is 751. This is down slightly from 814 last year. Note that there has been a change to membership subscription and selection of Interest Groups – students and affiliates now only able to select one free IG, associate members can select 2; and members and fellows can select 3.

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 2018 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.

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 – will come in on 25 May 2018. Guidance will be issued by the RSC and circulated as received. This will affect the use of the FSTG mailing list and we will need to start requesting explicit consent for use of personal data going forward.

There is now an Interest Group Forum of the RSC – Helen attended the first meeting in Sept 2017 on behalf of the FSTG. 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 led the Equality and Diversity discussion.

Helen has been elected to the Member Network Committee as one of two Interest Group Representatives. She will be working alongside the RSC to support the interest groups and ensure that work directly benefits RSC-IG members.

## **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.

The committee currently has two co-opted members (Emmanuel and Bernadeta), and three non-voting members (Nathan Flood, Liz Grylls, John Jones). Note that Liz moved from a



co-opted member to a non-voting member during 2018. Two committee members, Flor Siperstein and Vivek Trivedi have come to the end of their term. There is one nomination for committee membership, Chris Ness.

The FSTG has been asked to consider the co-opted members and the nomination applicant for committee membership. It is confirmed that there are enough 'vacant' positions on the committee.

- Nathan is an academic researcher who is just starting to support the FSTG's Powder Flow conference. Keen on establishing links and driving events between academia and industry. Nathan joined the committee mid 2017 (Aug) as a non-voting member. Agreed that not had a chance yet to really work with the FSTG on events but will do this in 2018. Agreed unanimously that Nathan should become a co-opted member of the committee with the view that will be considered for full committee membership at the 2018 AGM. Helen Ryder proposed and Kevan Hatchman seconded.
- Emmanuel is an industrialist who is passionate about formulation and in particular outreach to Schools. Emmanuel is looking to drive the communication agenda of the FSTG. Emmanuel joined the committee early 2017 as a co-opted member. He has attended meetings and inputted to discussions. Agreed unanimously that Emmanuel should become a full member of the committee. Simon Gibbon proposed and Aldo Guiducci seconded.
- Bernadeta is an industrialist and keen to support formulation challenges particularly around oil/gas industry. Bernadeta was co-opted shortly after the 2017 AGM but her change in job role meant that she hasn't been able to commit any time to the FSTG. She attended the AGM to ask if could continue as a co-opted member with a view to being considered as a full committee member at the 2018 AGM. This was agreed unanimously. Aldo Guiducci proposed and David Higgins seconded.
- Chris Ness applied to be a member of the FSTG committee. Chris is a researcher within the University of Cambridge and his application detailed proposals for workshops targeting early-career researchers (with support already gained from the Colloids Committee). Discussion with the FSTG members to consider application to full membership and this was agreed unanimously. Helen Ryder proposed and Simon Gibbon seconded.
- Liz Grylls is a non-voting member who supports Graeme Cruickshank and acts on behalf of the CPI. Agreed that Liz would remain as a non-voting member.
- John Jones is a non-voting member of the committee. Agreed that John would remain as a non-voting member following his decision not to renew RSC membership in 2018.
- Flor Siperstein committee membership term is at an end. Flor also served as deputy secretary whilst Helen was on maternity leave. Flor is keen to continue with committee membership expressing her desire to lead Formula X in 2019 in Manchester on behalf of the FSTG. Agreed unanimously that Flor can renew membership for a further 4 years. Helen Ryder proposed and Matthew Giles seconded.
- Vivek Trivedi committee membership term is at an end. Vivek is passionate about outreach and always promotes the FSTG with his students (MSc Formulation degree @ Greenwich). Agreed unanimously that Vivek can renew membership for a further 4 years. David Higgins proposed and Helen Ryder seconded.

**Review of membership:**

As per RSC rules and as agreed members would serve 4 years from their last election – following a review 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. This can be renewed for another 4 years either as Treasurer/Ordinary committee member. Not previously committee member.

**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** – Treasurer from 2006 to until Dec 2014, elected to serve a further 4 years as ordinary member so term will end 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.

**Steve Harding** – re-elected in AGM Dec 2016, to serve 4 years. Committee membership to be reviewed in Dec 2020. Committee member since 2012. **Steve stepped down from the committee**

**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.

**Andrew Howe** – elected in AGM Dec 2015, to serve 4 year. Committee membership to be reviewed in Dec 2019. Not previously committee member. **Andrew stepped down from the committee**

**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.

**Co-opted members:**

**Bernadeta Pochopien** – elected in the AGM Dec 2017 to serve 1 year. Committee membership to be reviewed in Dec 2018. Not previously committee member.

**Nathan Flood** – elected in the AGM Dec 2017 to serve 1 year. Committee membership to be reviewed in Dec 2018. Not previously committee member.



**Non-voting members:**

**Liz Grylls** – elected in AGM Dec 2016, to serve 4 years. Committee membership to be reviewed in Dec 2020. Not previously committee member.

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

There are currently 15 members (+ 2 co-opted and 2 non-voting members) on the committee.

Note that Roslyn will go on maternity leave from May 2018.

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