

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

**Wednesday 16 December 2020**

**Present:**

**Committee members:**

Chair - Helen Ryder, Treasurer - Bernadeta Pochopien, Secretary - Simon Gibbon, Phil Gill, Emmanuel Ajayi, Cuross Bakhtiar, Caroline Kelly, Vivek Trivedi, Kevan Hatchman, Sam Peel

**Apologises:** Deputy Chair - Flor Siperstein, Deputy Secretary - Alison Savage, Deputy Treasurer - Matthew Giles, Vivian Christogianni, Chris Ness, Nikolaos Daskalaskis, Shashi Rudrangi, Jan Jezek, Roslyn Holmes, Ian Howell (co-opted), John Jones (non-voting)

**Non-committee members:**

Twelve people from Particle Dispersion in Liquid Formulation joined the AGM.

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

Phil Gill proposed the minutes from the 2019 AGM and Kevan Hatchman seconded that these be accepted as a true record of the previous meeting.

**2. Chairperson's report**

I'd like to start with a huge thank you to all of the RSC-FST committee with particular thanks for those with officer roles – Simon as Secretary, Bernadeta as Treasurer and our Deputies – Flor, Alison and Matt.

The buzzword for 2020 has been 'unprecedented' and with this being the case, the RSC-FST is unfortunately not able to be together for this AGM at the end of this year. However, despite the difficult circumstances 2020 has thrown at us, I'm really proud of how we, as a committee, have adapted to be able to deliver some really excellent events.

Traditionally we have always had face-to-face meetings with facilitated networking opportunities, poster sessions and exhibitions. Having to move away from this 'norm' was in honesty a tad daunting and I recall the many discussions we had about the best approach to take our events online. Choosing to continue hold all day events, I think, has worked so well for us. The chance for people across the world to join according to their time zone, for people to drop in/out of sessions of interest and the legacy of the recordings so people can catch up at their leisure are all very positive outcomes and help us to widen our reach and ensure that our formulation community continues to be well connected. Everyone who has supported on zoom has been tremendous and whilst it is of course recognised this a joint effort by the organising committee of that event a special thanks must go to Simon for hosting, streaming, collating and essentially just putting in a huge amount of time to ensure we are well prepared, to ensure that things run well on the day, and to ensure we have the event videos afterwards.

Looking back at the end of last year we had 7 planned face-to-face events for 2020 – I'm

absolutely delighted that we successfully did 3 of these online – Future Formulation IV held on International Women in Engineering Day, Formulation 4.1, and Modelling and Simulation in Formulation which featured the Elizabeth Colburn Memorial Lecture. The 4 remaining planned events – Keeping It Green in Personal Care, Formative Formulation II, MiBio and Formulation Beyond Peak Oil (Black & Green) – we are looking forward to in 2021. This year we also hosted Formulating Functional Films and Coatings III, and we are half way through our Particle Dispersion in Liquid Formulation event. For all these events to be successful we need both inspiration and a champion. We are so lucky to have so many members within our committee that are able to find the time and drive for these events so we can share the load. The response to our meetings has been amazing with all events seeing +150 registrants and surpassing 500 for this event today. I was delighted that the RSC-FST was approached to support the RSC in delivery of their virtual Member Networks Conference on Social Media. Sharing our expertise and experience and hearing from others about how they do things are all critical to ensure that our members benefit. And again whilst all committee members play an important role in ensuring that our messages reach a wide audience as possible special thanks must go to Emmanuel, Vivian and Simon who have worked tirelessly to support our online presence with daily checks and time spent on our LinkedIn page, Facebook page, Twitter account and website. Thank you.

The RSC just last week launched their Inclusion and Diversity Strategy to 2025 with a focus on race inequality. As an interest group of the RSC we will take responsibility for, and be accountable for, ensuring the events we put on are welcoming and inclusive to all. We will ensure our organising committees, session chairs and invited speakers are from a diverse background and we will report and present this data. The current demographic across our 18 committee members is; 7 women, 11 men; 4 minority ethnic, 14 white; 9 UK; 9 non-UK.

Our Interest Group is still very much in the black in terms of finances and with many events moving online and limited travel options for people we need to rethink how to spend money and offer bursary support. We are keen to work with other IGs within the RSC (like our joint event today with the Particle Characterisation IG), and want to continue to work with groups outside of the RSC such as the SCI, and EUChems who are an umbrella organization that represents national chemical societies in Europe. Of course who knows if/when we will return to life as it was and certainly some of the implemented changes we have made will stay with us now. With the success of our online events we will certainly be looking to offer these going forward and we hope to explore hybrid events as well as some returning to face-to-face events. As always in everything we do we will continue work alongside the Royal Society of Chemistry to advance the chemical sciences together.

Thanks again for your support during my first year as Chair.

I wish you a very Merry Christmas and a Happy New Year.

### **3. Treasurer's Report**

*Bernadeta Pochopien reported that there are funds of £27,705.55 in the NatWest current account at the end of 2020. There is £66,639.53 in a "high" interest account. Total funds £104,345.08. This is up from £93,888.15 at the start of 2020.*

*Income: £16,845.93*

*Expenditure: £10,456.93*

*As agreed at the last AGM we have quite a lot of money and could afford to hold events at a break-even or a t loss. However in 2020 we moved all meetings on line and did hosted all the conferences at zero costs, so our only expenditure has been to support communications – website / Mailchimp. Treasurer report due into the RSC February 2020 and Bernadeta will arrange for the accountant to complete the audit.*

#### **4. Secretary's Report**

Welcome to all who have joined the RSC-FST AGM. Simon Gibbon reported that the number of RSC-FST members is 1337. This is a 50% increase from 889 last year.

At the end of the Dec 2019 AGM we had 20 committee members and 1 co-opted and 1 non-voting member. Total membership was then 22. Currently we have 20 RSC-FST committee members (plus 1 co-opted and 1 non-voting member). We have 6 officer roles – Chair (Helen Ryder), Secretary (Simon Gibbon), Treasurer (Bernadeta Pochopien), Deputy Chair (Flor Siperstein), Deputy Secretary (Phil Gill) and Deputy Treasurer (Matthew Giles).

Simon reminded all committee members that they must be a member of the RSC-FST – please check membership is up-to-date! Dates for the 2022 RSC-FST 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. The meetings in 2021 will be held on Microsoft Team.

In accordance with the Group rules all minutes from meetings have been circulated and an annual report is due in Feb 2021 for the RSC-FST interest group. The AGM minutes will be posted on the website alongside the previous years.

We will continue to communicate with our membership, the wider RSC, and other professional institutions through our website, on email (including RSC e-alerts) and through social media.

Simon mentioned that Helen continues to sit on the Member Network Committee as one of two Interest Group Representatives. We continue to look to learn from expertise of other interest groups, so look forward to future Member Network Interest Group Meetings, as previous meetings have provided a great opportunity to meet other committee members from across interest groups to share ideas, experiences and good practice.

The FST transitioned its meetings on line in 2020 and while this was not in the plan in December 2019, it has allowed a broader range of people to attend our meetings. 5 online meetings were held in 2020 – [Future Formulation IV](#) 23/6/20, [Formulating Functional Films and Coatings III](#) – 19/8/20, [Formulation 4.1](#) – 3/11/20, [Modelling & Simulation in Formulations](#) – 10/11/20 and [Particle Dispersion in Liquid Formulation](#) – 16/12/20. As the meetings were held on line, recordings of the presentations are available on <https://www.formulation.org.uk>.

It is expected that meetings will continue on line through at least the first half of 2021.

Simon reviewed on 2020 meetings bringing out highlights.

23rd June - [Future Formulation IV](#) was our first Covid era online meeting, led by FST Secretary the organizing committee of both FST and others - Simon Gibbon, Helen Ryder, Flor Siperstein, Chris Ness, Phil Gill, Jin Sun - Edinburgh University. Our experience of organizing this meeting set the template for all later meetings, specifically having single individuals looking after single tasks, i.e. chair just introduces speakers and deals with questions, somebody else deals with any technical issues, somebody watches for questions on YouTube, etc., as backup multiple people also have co-host ability. Scientifically the meeting was highly successful as the last meeting was the EPSRC Future Formulation Grants are ramping down, with EPSRC / Chemistry Council input, as well as multiple inputs from the granted project both as classical oral presentations and flash posters. More than 200 people registered for the meeting, with 134 attending the morning session and 94 attending the afternoon session. Feedback from the meeting was good with 92% saying they would attend a virtual meeting again versus 67% for a physical meeting, the format of a single day and questions on chat were overwhelmingly preferred. Half of the attendees had not attended an FST meeting before.

19th August - [Formulating Functional Films and Coatings III](#) was also well received with 186 registrations, 102 attending in the morning and 88 in the afternoon. Attendees were encouraged to use direct chat function to contact people directly just like a real physical meeting, this was appreciated by attendees, with reports of papers exchanged and follow-up discussions arranged between academic groups and between academics and industrialists. We did not encourage exhibitors, but rules for direct chat may be needed with exhibitors.

3rd November - [Formulation 4.1](#) had 160 registrations with a constant attendance through the day of over 70, with another 6 on YouTube. While numbers of YouTube are not high, the insurance of having this available is appreciated with people trying it out, it also provides another continuous recording in case any Zoom issues are encountered.

10th November - [Modelling & Simulation in Formulations](#) was organized by Flor Siperstein with Ian Howell, Vivian Christogianni, Bernadeta Pochopien, Caroline Kelly. 200 registered with a constant Zoom attendance of over 70 and a constant 15 on YouTube. While the talks were excellent and well appreciated, plus 3 minute poster worked well, in depth discussions didn't take full advantage of the chat.

16th December - [Particle Dispersion in Liquid Formulation](#) today's joint meeting with the Particle Technology Interest Group with in the end 519 registered, our Zoom capacity was limited to 250, so The University of Manchester kindly paid for a capacity increase to 500, however in the end maximum attendance in the morning has been 184 on Zoom with 25 on YouTube. Attendance of 200 exceeds any of our physical meeting attendance, so does validate the free online attendance model at least in the circumstances prevailing in 2020.

Currently 5 meetings are being planned for 2021: 2nd March - Keeping It Green In Personal Care, 12th March - Formative Formulation 2, 5-9 September - Advances in Corrosion Protection by Organic Coatings, Formulation beyond peak oil and MiBio.

## **5. 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.

As mentioned the RSC-FST committee currently has 19 committee members plus one co-opted member (Ian Howell), and one non-voting member (John Jones). As the RSC-FST committee membership is at capacity we did not hold an open call.

Three committee members, Jan Jezek (Committee Member), Kevan Hatchman (Committee Member) and Roslyn Holmes (Committee Member) have come to the end of their term.

Jan Jezek and Roslyn Holmes will step down from the committee after been active in the organization of many conferences, we thank them for their efforts and hope that they will continue to help with the organization of conferences in future.

It was agreed that Kevan Hatchman will step down as an ordinary committee member and become a co-opted member in 2021.

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

### **Committee Members:**

#### **OFFICERS:**

**CHAIR: Helen Ryder** – elected in AGM Dec 2019 to serve a 4 year term to end Dec 2023. *Previously secretary following election in AGM Dec 2011 and re-election in AGM Dec 2015.*

**SECRETARY: Simon Gibbon** – elected in AGM Dec 2019 to serve a 4 year term to end Dec 2023. *Previously Chair following election in AGM Dec 2011 and re-election in AGM Dec 2015.*

**TREASURER: Bernadeta Pochopien** – elected in AGM Dec 2018 to serve a 4 year term as Treasurer so term will end Dec 2022. *Previously co-opted committee member.*

#### **DEPUTY OFFICERS:**

**DEPUTY CHAIR: Flor Siperstein** – elected in AGM Dec 2019 to serve a 4 year term to end Dec 2023. *Previously ordinary committee member and deputy secretary (to support Helen maternity in 2016). Committee Member since 2008.*

**DEPUTY SECRETARY: Alison Savage** – elected in AGM Dec 2019 to serve a 4 year term to end Dec 2023. *Joined committee in Jan 2019 following response to open call.*

**DEPUTY TREASURER: Matthew Giles** – elected in AGM Dec 2018 to serve a 4 year term as Deputy Treasurer so term will end Dec 2022. *Previously Treasurer from 2006 to until Dec 2014, ordinary committee member Dec 2014-Dec 2018.*

#### **ORDINARY MEMBERS:**

**Kevan Hatchman** – completed 2 terms of 4 years by Dec 2020. Co-opted in Dec  
**A subject group of the Royal Society of Chemistry, London U.K. Page 5 of 6**

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.* Jan will stand down at the end of 2020.

**Roslyn Holmes** – elected in AGM Dec 2015, to serve 4 year. Committee membership to be reviewed in Dec 2020 following allowance for maternity leave in 2019. *Not previously committee member.* Roslyn will stand down at the end of 2020.

**Vivek Trivedi** – re-elected as in AGM Dec 2017 to serve a further 4 years so term will end Dec 2021. *Committee member since Dec 2013.*

**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.*

**Cuross Bakhtair** – elected in AGM Dec 2018, to serve 4 years. Committee membership to be reviewed in Dec 2022. *Not previously committee member.*

**Vivian Christogianni** – elected in Jan 2019, following response to open call, to serve 4 years. Committee membership to be reviewed in Dec 2022. *Not previously committee member.*

**Sam Peel** – elected in Jan 2019, following response to open call, to serve 4 years. Committee membership to be reviewed in Dec 2022. *Not previously committee member.*

**Nikolaos Daskalakis** – elected in Jan 2019, following response to open call, to serve 4 years. Committee membership to be reviewed in Dec 2022. *Not previously committee member.*

**Philip Gill** – elected in Jan 2019, following response to open call, to serve 4 years. Committee membership to be reviewed in Dec 2022. *Not previously committee member.*

**Shashi Rudrangi** – elected in Jan 2019, following response to open call, to serve 4 years. Committee membership to be reviewed in Dec 2022. *Not previously committee member.*

**Caroline Kelly** – elected in May 2019 (following Graeme Cruickshank departure), to serve 4 years. Committee membership to be reviewed in Dec 2022. *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 19 members (+ 1 co-opted and 1 non-voting members) on the committee.

6. The date of the next AGM will be in December 2021 – date to be announced closer to the time.