

**Annual General Meeting (AGM)
Online**

11am, Tuesday 21st Feb 2023

Agenda

1. Welcome: Secretary
2. Minutes of 2021 AGM
3. Chair's Report
4. Treasurer's Report
5. Secretary's Report
6. Committee Membership
7. AOB
8. Date of Next AGM

<u>Minutes of the Annual General Meeting 2022- draft</u>
Present
<u>Committee members:</u> Philip Gill, Sam Peel, Denise Li, Cuross Bakhtair, Maria Inam, Helen Ryder, Emmanuel Ajayi, Bindhu Gururajan, Shashi Rudrangi, Vivian Christogianni, Chris Ness, Bin Yang
<u>Apologies:</u> Kevan Hatchman (co-opted), Matthew Giles, Ian Howell
<u>Non committee members:</u> Charles Jeffrey, Sheena Grimes, Mikael R, Thomas Curwen, David Calvert (I-formulate), Malcolm Faers, Nick P, Robertta D'Inca Levis, Michael Reynolds, David Cameron, Gul Ozcan-Taskin, Toukam Djounozo Paul
1. Welcome Phil welcomes everybody. It's great to have so many people attending the AGM. It's particular pleasing to see so many non-committee members. Welcome all.
2. Minutes of the previous AGM The minutes https://formulation.org.uk/images/211209Minutes_RSCFST_AGM_9Dec2021.pdf The 2021 AGM minutes where accepted proposed Helen Ryder and seconded by Vivian Christogianni.
3. Chair's report I'll start as I usually do with a huge thank you to all of the RSC-FST committee with particular thanks for those with officer roles – Phil as Secretary and Vivian as Treasurer. In 2022 we have seen the return of in-person events and it was fantastic to be together for MiBio2022 and Formulative Formulation III. We have

also continued our award-winning formula to host online events too; Testing of Personal Care and Modelling and Simulation in Formulations. These high quality, scientific meetings, provided networking opportunities and brought in speakers and delegates from far and wide. Across these conferences we have once again been working alongside other RSC interest groups and the wider formulation community, SCI and CCP5, to deliver our events. During this year we have also actively engaged with both the Analytical Science Community Council and the Organic Chemistry Community Council which is something new for us brought about through the RSC supporting closer engagement between interest groups and subject communities. We remain actively involved in the EUChemS Working Party in Formulation in Chemistry which was set up in 2017 to connect the formulation community across the world and is a legacy from the INFORM Project (Integrating Nanomaterials in Formulations) which was a coordination action from 2009-2012 and very much about the exchange of knowledge on the use of nanostructured formulated products across world regions (Europe, Asia Pacific, America). Ten years on from INFORM this legacy from such a successful project is fantastic and we are excited for Formula XI in Lille in July.

Topics for all our meetings are in line with key formulation areas and steered by committee members. This next year will see a drive from the RSC-FST on sustainability which clearly features across the RSC strategies and is a key national challenge. We are excited for Sustainability in Personal Care, Innovations in Encapsulation, Automation for a Sustainable Society, Formula XI and MiBio2023 all planned for 2023. Particular thanks goes to all those involved in organising, running, promoting and supporting all our activities.

As always we continue to support the RSC vision around an inclusive, collaborative science culture and we commit to do what we can to support this. The RSC-FST is clear about our expectations within from our committee members and participants in our events in terms of behaviours and attitudes to ensure all we do is welcoming and inclusive to all.

Our interest group remains very much in the black in terms of finances (~£100k) and we are always keen to hear how we can spend some of our funds for effective support of the formulation community. In 2022 we spent some funds on some handheld digital microscopes and magnifying glasses and I delivered a school session on formulated products as part of British Science Week.

Our drive and purpose remains very much in line with the RSC to advance the chemical sciences and is about bringing the formulation community together. We are excited about the new influx of energy and ideas brought to us from our 4 new committee members following our recent call for ballot.

On a personal note I just want to end by saying thank you to all those who have served alongside me and although we have to say goodbye from the committee from a number of our long-standing members we will undoubtedly continue to engage with them through our activities. I wish you a very Merry Christmas and a Happy New Year.

4. Treasurers report (Jan 2023 End)

Bernadeta Pochopien reported that there are funds of £30,577.20 in the NatWest current account at the end of 2022.

There is £77,650.25 in a "high" interest account.

Total funds £108,227.45. This is up from £105,780.71 at the start of 2022.

Income: £5,108.10

Expenditure: £2,661.36

Bernadeta ending her Treasure role after 4 years, handover to Vivien Christiogianni completed.

RSC FST End Year cashbook and schedules completed, sent to External Auditor for review to complete end of 2022 financial year.

5. Secretary's report

The FST Committee has been active in 2021, holding 10 monthly committee meetings and this AGM in Feb (delayed from January). The AGM minutes will be made available on the [FST website](#). The annual report will be completed in February 2023 and submitted to the RSC Networks team.

The FST must operate within the rules in the [Network Handbook](#), so all committee members have to be members of RSC and the FST Interest Group.

Massive thank you to everybody that has supported the committee this year and has helped organise meetings.

Three members are leaving this year. Caroline has been our contact to CPI for the last 4-5 years and has decided to step back now that a new committee member from CPI has been elected.

Matt and Cuross have now served their 2nd terms as members and need to step down for a couple of years. They continue to support and organise meetings and we are looking forward to continuing to work with them both.

You don't have to be committee members to run/organise meetings with FST.

FST Membership in 2022 has risen +10% to 1332, membership in recent years has been:

Year	Membership Numbers
2022	1332 (+10%)
2021	1216 (-9%)
2020	1337 (+50%)
2019	889

Meetings in 2022

This year we organised/supported 4 meetings. 2 online and 2 face-2-face

9th Dec 2022, **Formative Formulation 3** – Edinburgh

Organised by Chris Ness from FST

45 registered

19th Oct 2022, **MIBio 2022**: Stability of Biopharmaceuticals – From molecular interactions to successful products. 10th Version organised by Jan Jezek and his team.

93 attended the meeting.

14th June 2022- **Modelling and Simulation in Formulations** (online)

Organised by Flor Siperstein + Phil from FST with Statistical mechanics and Thermodynamics Interest Group.

287 registered: 109 online

17th March 2022 – **Testing of Personal Car Formulations** (Online)

Organised by Cuross and Matthew from FST.

260 registered: 80-105 online

During 2023 four face-2-face meetings are planned to run:

16th March 2023 – **Sustainability in Personal Care**. 1 day meeting at Burlington House, London
Organised by Cuross and Matthew

20th April 2023 – **Innovations in Encapsulations**. One day meeting at Burlington House, London
Organised by Shashi and Cuross

25-25th April 2023 – **Automation for a Sustainable Future**. A two day meeting at CPI - Sedgefield.
Organised by Phil and Maria with CPI, SCI Formulation Forum and High Value Manufacturing Catapult.

21-23rd June 2023 – **9th International Nitrocellulose Symposium**. A three day meeting in Birmingham.
Organised by Phil

6. Committee membership

Officers:

1. **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 having been originally elected to committee Dec 2010.*
2. **SECRETARY: Philip Gill** – elected in AGM Dec 2021 to serve a 4 year term to end Dec 2025. *Previously ordinary committee member elected in AGM Dec 2019.*
3. **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.* **Vivian Christogianni** – replaced Bernadeta Pochopien Jan 2023 to serve a 4 year term to end of Jan 2027. *Previously ordinary member elected in Jan 2019, following response to open call, to serve 4 years.*

Deputy Officers:

- Deputy Chair – vacant
- Deputy Secretary – vacant
- Deputy Treasurer – vacant

Ordinary Members

- **Matthew Giles** – re-elected in AGM Dec 2018 to serve a 4 year term to end Dec 2022. *Previously Treasurer from 2006 to until Dec 2014, ordinary committee member Dec 2014-Dec 2018. [Stepping down after serving 2 terms.]*
- **Cuross Bakhtair** – re-elected in AGM Dec 2018, to serve 4 years until Dec 2022. *[Stepping down after serving 2 terms.]*
- **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. [Stepping down after serving 1 term.]*
- 4. **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. [Seeking re-election for 2nd term].* Proposed by Maria Inam, seconded by Helen Ryder. Nikolaos is elected as an ordinary member for a second term until Dec 2026.
- 5. **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. [Seeking re-election for 2nd*

term]. Proposed by Chris Ness, seconded by Vivian Christogianni. Sam is elected as an ordinary member for a second term until Dec 2026.

6. **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. [Seeking re-election for 2nd term]*. Proposed by Helen Ryder, seconded by Sam Peel and Vivian Christogianni. Shashi is elected as an ordinary member for a second term until Dec 2026.
7. **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. [Seeking re-election for 2nd term]*. Proposed by Chris Ness, seconded Vivian Christogianni. Bernadeta is elected as an ordinary member until Dec 2026.
8. **Simon Gibbon** – re-joined the committee in 2022 as an ordinary member completing his term [end of 2023](#). *Previously secretary Dec 2019-2021. Previously Chair following election in AGM Dec 2011 and re-election in AGM Dec 2015, having been originally elected to committee Dec 2010.*
9. **Chris Ness** – re-elected in AGM Dec 2021, to serve 4 years. Committee membership to be reviewed in Dec 2025. *Not previously committee member.*
10. **Emmanuel Ajayi** – re-elected in AGM Dec 2021, to serve 4 years. Committee membership to be reviewed in Dec 2025. *Not previously committee member.*
11. **Denise Li** – new member elected in Jan 2023, following response to open call, to serve 4 years. Committee membership to be reviewed in Jan 2027. *Not previously committee member.*
12. **Bin Yang** - new member elected in Jan 2023, following response to open call, to serve 4 years. Committee membership to be reviewed in Jan 2027. *Not previously committee member.*
13. **Maria Inam**- new member elected in Jan 2023, following response to open call, to serve 4 years. Committee membership to be reviewed in Jan 2027. *Not previously committee member.*
14. **Bindhu Gururajan** - new member elected in Jan 2023, following response to open call, to serve 4 years. Committee membership to be reviewed in Jan 2027. *Not previously committee member.*

Co-opted members:

- **Ian Howell** – elected as co-opted member in September 2018. Not an RSC member.
- **Kevan Hatchman** – completed 2 terms of 4 years by Dec 2020. Co-opted in Dec 2020. *Committee member since 2012.*

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 will be 14 members (+ 2 co-opted and 1 non-voting members) on the committee.

In 2022 Flor Siperstein stepped down from the role as deputy chair and left the committee after previously serving 2 terms as an ordinary member.

7. AOB

None

8. Date of next AGM

The date of the next AGM will be in December 2023 – date to be announced closer to the time.