

**Minutes of the Annual General Meeting
Online**

Thursday 9 December 2021

Present:

Committee members:

Chair - Helen Ryder, Treasurer - Bernadeta Pochopien, Secretary - Simon Gibbon, Deputy Chair – Flor Siperstein, Deputy Secretary - Phil Gill, Cuross Bakhtiar, Vivek Trivedi, Sam Peel, Shashi Rudrangi, Chris Ness

Apologises: Deputy Treasurer - Matthew Giles, Nikolaos Daskalaskis, Emmanuel Ajayi, Kevan Hatchman, Caroline Kelly, Vivian Christogianni (maternity leave), Ian Howell (co-opted), John Jones (non-voting)

Non-committee members:

- Craig Fairgrieve
- David G Cameron
- Phil Ryan
- Steve Harding
- Michael Reynolds.

1. Minutes of the previous Annual General Meeting

Phil Gill proposed the minutes from the 2020 AGM and Helen Ryder 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 Phil, and Matt.

In 2021 we've continued in a Covid world and as such we have once again brought the formulation community together through our online events. We have certainly missed our face-to-face events but really feel that online activities are in some ways more inclusive and help us to provide us the best connection to our wider community across the world with our speaker invitations, participants being able to join according to their time zone, flexibility in allowing people to drop in/out of sessions of interest and having a legacy of the recordings so people can catch up at their leisure or re-live talks. Going forward to 2022 we plan to have meetings online and in-person which will hopefully be hybrid with online streaming available.

The work the RSC-FST has done in transferring our meetings to an online platform has been recognised by the RSC with our group winning the prestigious Inspirational Committee Award. This was such a highlight in the year for the group and we are looking forward to receiving our trophy soon! In our nomination which we submitted in Jan 2021 Flor Siperstein and I spoke about our exemplary committee and our ability to evolve and adapt to challenging circumstances in 2020 to continue to provide high quality online scientific meetings and

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networking opportunities. I am delighted that our work was recognised by the RSC with this award and that we have continued to provide meetings throughout 2021.

This year we have successfully organised and ran five events namely [Keeping it Green in Personal Care](#), [Formative Formulation 2](#), [Formulating for Adhesion](#), [Solubilising the Insoluble](#), and just yesterday we had our final event of the year with [Formulating Functional Films and Coatings IV](#). We have reached out to partners to hold joint events, this year partnering with the RSC Surface Coatings IG and IOM3 Adhesion & Adhesives community, and I can see us doing this much more going forward. The RSC has completed a Divisions Review with a review on role of Divisions, relationship with RSC groups and mechanism for communication and collaboration between groups and the RSC. The term 'Division' will be replaced by '[Community](#)' and the new Subject Communities formed will bring together members with similar scientific and professional interests from across academia, education and industry and closer engagement with Interest Groups. The connection and engagement with the RSC and other Interest Groups is really important to ensure we are fully connected to the whole formulation community. All our events have seen more than 100 registrations with many reaching 200+. Participation at events is usually 40-60% on the day with active engagement in the chat with speakers and follow up requests for slides. As always huge thanks go to all the organisers of our meetings who champion and drive them so we can share the load. Particular thanks must go to Emmanuel and Vivian who support our social media presence and website pages and to Simon and Phil 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 which are open to the whole of the community.

I spoke last year about the RSC launching their Inclusion and Diversity Strategy to 2025 and we have seen the launch of their [Sense of Belonging Report](#) which looks at What is Belonging, Why Belonging Matters and Enabling Belonging. 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 at the end of the year. We are part of a community with a shared identity and commit to ensuring we are building a culture of belonging where everyone in the formulation community is able to contribute and they are accepted, respected and feel they have a right to be here with us. The current demographic across our 17 [committee members](#) is; 5 women, 12 men; 4 minority ethnic, 13 white; 8 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 work with other IGs within the RSC (hosting joint events with the Particle Characterisation IG and Surface Coatings 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 and we are part of the Formulation International Advisory Board for Formulation to ensure a truly global reach.

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 going forward. With the success of our online events, recognised through our [Inspirational Committee Award](#), we will certainly continue to offer these going forward and we hope to explore hybrid events when we can return to hosting to face-to-face events again. 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 year as Chair and on a personal matter I want to say

how much I really was honoured to receive an [Exceptional Service Award](#) from the RSC recognising my work on this committee and through my role as Interest Group Representative on the RSC's [Member Network Committee](#).

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

3. Treasurer's Report

Bernadeta Pochopien reported that there are funds of £28,948.56 in the NatWest current account at the end of 2021.

There is £76,832.15 in a "high" interest account.

Total funds £105,780.81. This is up from £104,345.08 at the start of 2021.

Income: £1,955.63

Expenditure: £712.63

Treasurer report due into the RSC February 2021 and Bernadeta will arrange for the accountant to complete the audit.

4. Secretary's Report

FST Membership declined slightly in 2021, membership in recent years has been 2019 – 889, 2020 – 1337 and 2021 – 1216.

The FST Committee has been active in 2021, holding 11 monthly committee meetings and this AGM in December. The AGM minutes will be made available on the [FST website](#). The annual report will be completed in February 2022 and submitted to the RSC Networks team.

The FST has operated within the rules in the [Network Handbook](#), so all committee members have to be members of RSC and the FST Interest Group, compliance was further detailed when committee composition was discussed.

The FST committee has always operated in an inclusive way, assessing the diversity of the FST committee, our meeting organizing committees and the presenters at our conferences. Taking on board the learning from the RSC Members Network Committee, we have discussed enhancing our open process to seek new committee members with appropriate positive actions to ensure the diversity and inclusiveness of the committee going forward.

Helen detailed the meetings we held, for interest our registrations / attendances for the different meetings were 2nd March - [Keeping it Green in Personal Care](#) 210/100, 12th March - [Formative Formulation 2](#) 133/100, 22nd September - [Formulating for Adhesion: sticking with it!](#) 205/100, 2nd December- [Solubilising the insoluble: Formulation approaches](#) 267/90, 8th December - [FFFCIV - Formulating Functional Films and Coatings IV](#) 189/60

A variety of meeting are being scoped for 2022. 3 meetings will definitely go ahead – 17th March - [Testing of Personal Care Formulations](#), June/July Modelling in Formulation II, October - MiBio – Cambridge. Several other meetings have been penciled in Formulation Beyond Peak Oil, Formulation for Water Treatment, Drug Delivery in Formulation, Innovation in Encapsulation, Secrets of Formulation.

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, and then rejoin as ordinary members of the committee.

As mentioned the RSC-FST committee currently has 17 committee members plus one co-opted member (Ian Howell), and one non-voting member (John Jones). The RSC FST committee has discussed whether new members are needed and decided that at this stage we would not seek additional members, but plan a review of subject coverage in 2022, after which an open call would be made for people with specific subject expertise.

Alison Savage, our deputy secretary resigned during 2021 and Phil Gill took over the role of Deputy Secretary. We are grateful for the contributions made by Alison and thank her for being a member of the committee.

Three committee members, Vivek Trivedi (Committee Member), Chris Ness (Committee Member) and Emmanuel Ajayi (Committee Member) have come to the end of their terms.

Vivek Trivedi will step down from the committee after having completed 2 terms as an ordinary committee member and having been active in the organization of conferences, we thank him for his efforts and hope that he will continue to help with the organization of conferences in future.

Chris Ness has completed only 1 term and is instrumental in our early career activities, he agreed to continue for a 2nd term, he was proposed by Cuross Bakhtiar and seconded by Flor Siperstein.

Emmanuel Ajayi has completed only 1 term and is active in coordinating and managing the FST's social media operations, he agreed to continue for a 2nd term, he was proposed by Helen Ryder and seconded by Bernadeta Pochopien.

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 having been originally elected to committee Dec 2010.*

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, having been originally elected to committee Dec 2010.*

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 2009.*

DEPUTY SECRETARY: Phil Gill – 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:

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.

Chris Ness – re-elected in AGM Dec 2021, to serve 4 years. Committee membership to be reviewed in Dec 2025. *Not previously committee member.*

Emmanuel Ajayi – re-elected in AGM Dec 2021, to serve 4 years. Committee membership to be reviewed in Dec 2025. *Not previously committee member.*

Cuross Bakhtair – re-elected in AGM Dec 2018, to serve 4 years. Committee membership to be reviewed in Dec 2022.

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.*

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.*

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.*

Co-opted members:

Ian Howell – elected as co-opted member in September 2018. Not a 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 are currently 17 members (+ 2 co-opted and 1 non-voting members) on the committee.

In 2022 Simon Gibbon will step down as Secretary and rejoin the committee as an ordinary

member completing his term until the end of 2023. Phil Gill will take over as Secretary, who was proposed by Cuross Bakhtair and seconded by Flor Siperstein.

6. AOB

Steve Harding mentioned that plans are in place with Jan Jazek to run MiBio postponed from 2020 in October 2022, primary plan is a face to face meeting in Cambridge. The meeting is now joint with the APS, Joint Colloids (RSC / SCI), RSC Biotechnology Interest Group, this will be the 10th meeting. RSC FST will get back to Steve with an FST committee member to get involved.

Bernadeta Pochopien's first term as treasurer will be completed at the end of 2022 and she is interested to know if anybody else is would be interested in taking on the role and please approach her if you would like to learn about the role.

- 7.** The date of the next AGM will be in December 2022 – date to be announced closer to the time.