

**Annual General Meeting (AGM)
Online**

1230 start, Friday 8th Dec 2023

Agenda

1. Welcome: Secretary
2. Minutes of 2022 AGM
3. Chair's Report
4. Treasurer's Report
5. Secretary's Report
6. Committee Membership
7. AOB
8. Date of Next AGM

Minutes of the Annual General Meeting 2023
Present
<u>Committee members:</u>
<u>Online.</u> Philip Gill, Helen Ryder, Vivian Christogianni, Matthew Giles, Kevan Hatchman, Bindhu Gururajan, Cuross Bakhtair, Bernadeta Pochopien, Shashi Rudrangi, Sam Peel
<u>Apologies:</u> Denise Li, Simon Gibbon
<u>Non committee members:</u>

1. Welcome

Phil welcomes everybody. It's great to have so many people attending the AGM. Welcome all.

RSC purpose is to help the chemical science community make the world a better place.

FSTG aims to promote all aspects of product formulation from initial product concept, through the development of prototypes, to market testing and manufacture, across the diverse markets impacted.

Ongoing Bursary/Awards/Prizes:

- The Gordon J. Tiddy bursary is an award made for the purpose of assisting in travel to conferences in the UK and overseas.
- The Elizabeth Colbourn Memorial Lecture in the Application of Advanced Computer Techniques to Formulation.

2. Minutes of the previous AGM

The minutes:

https://formulation.org.uk/images/2022_AGM_Minutes.pdf

The 2022 AGM minutes were accepted proposed by Helen and Bindhu.

3. Chair's report

Good afternoon. Firstly apologies we are not able to join together in person as planned but great to see you all online. I'll start with my usual thank-you across the whole of our committee, with particular thanks to Phil as Secretary and Vivian as Treasurer.

Throughout 2023 we have kept a steady momentum of engagement and connection with our committee with a series of in-person events and a big focus around networking and theme of sustainability running through our events. We held a couple of our events in Burlington House, as well as travelling once again to be with our national formulation centre friends at CPI. As usual our MIBio event was held in Cambridge – this is the 11th year for this hugely successful conference series and we are pleased we were able to offer the opportunity to one of our new committee members to help with the organisation of this established event. We saw the return of the Formula series with this large international conference held in Lille, with a hybrid link available to those who were not able to attend in-person. We were very pleased one of our committee members was able to attend, not only for the conference, but also to represent the FSTG in the International Advisory Board meeting on formulation that took place after the event. We are excited to continue our active involvement in both the IAB and the EUChemS Working Party in Formulation in Chemistry which connects the formulation community across the world. We were also present at the launch of the RSC's Sustainable Polymers in Liquid Formulation (PLFs) Mission, as well as joining the Member Network Conference and Interest Group Forum. A huge thank you to all those who organised, ran, promoted and attended our activities. Building a culture which is inclusive and welcoming to all, within our committee, across of events is something we continually work on and challenge ourselves on. We are looking forward to a jam-packed 2024 which will be kicked-off with our postponed Innovations in the formulation of Amorphous Solid Dispersions event. As a committee we will come together on an Away Day to spend time planning the next 3-5 years of activities. This is really important time for us to consider how to best shape our interactions and connection with the broad formulation community. You'll hear shortly that our interest group remains very much in the black in terms of finances (~£100k) and are always keen to hear how we can spend some of our funds for effective support of the formulation community. 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. On a personal note I just want to end with yet another thank you to all those who have engaged with us over this past year – if you have suggestions on events you'd like to see please do get in touch, and finally thanks to all my fellow volunteers. It's sad to say goodbye to Simon – previous Chair and Secretary and real catalyst for our 2021 Inspirational Committee Award – who completes the end of his term, as well farewell to Chris who joined as an early career researcher in 2018 and spearheaded our Formative Formulation series. We are so pleased that this will continue with one of our new early-career committee members. Looking forward to continued engagement with all our past members, and continuing to find new members, through our activities. I wish you a very Merry Christmas and a Happy New Year.

4. Treasurers report (Dec 2023 End)

As we wrap up another successful year of organising scientific conferences, we are pleased to present the treasurer's report.

As of the end of 2023, our funds amount to £28,152.29 in our NatWest current account. Additionally, we hold £81,055.40 in a 'high' interest account, resulting in a total of £109,207.69. This reflects a positive increase from the £108,227.45 we had at the end of 2022.

Our income for the year stood at £14,421.91, a testament to the continued support from our FST community, sponsors from Industry and the RSC.

Our expenditures amounted to £16,846.82 reflecting a small loss for the necessary costs associated with organising our events as well as supporting travel costs for committee members and conference speakers.

RSC FST 2023 End Year cashbook and schedules are completed (pending interest of RSC Deposit account)

Transactions, claims and digital copies of receipts are all now saved in FST's Dropbox.

Audit to be completed by the end of January 2024.

Name of Group / Section / Region:		Formulation Science & Technology Group	
Receipts		Code	£
Interest		1	3,405.15
Annual Grant		2	2,593.63
Other Grants:	Outreach	3a	0.00
	Top-up funding	3b	0.00
	Division	3c	0.00
Donations		4	0.00
Meetings and Conferences:	Sponsorship	5a	11,828.28
	Other	5b	0.00
Other		6	0.00
Total Income			17,827.06

Payments			
Meetings & Conferences:	Advertising	7a	0.00
	Admin Fees	7b	1,561.47
	Catering	7c	2,960.00
	Prizes	7d	0.00
	Speaker	7e	712.23
	Venue Hire	7f	3,390.00
	Other	7g	0.00
Donations/Sponsorship		8	0.00
Administration:	Committee Meetings	9a	1,648.25
	Committee Lunches at RSC	9b	5,445.00
	Committee Travel (other)	9c	0.00
	Stationery / Postage	9d	0.00
	Audit	9e	0.00
Other Expenditure:	Awards	10a	0.00
	Bank Charges	10b	0.00
	Website	10c	0.00
	Miscellaneous	10d	1,129.87
Total Expenditure			16,846.82
Surplus/(Deficit) for the year		11	980.24
Summary			
Balance brought forward from last year			108,227.45
Surplus (/Deficit) for this year			980.24
Balance at 31st December 2023			109,207.69
Cash at Bank			
Current (Bankline)			28,152.29
RSC deposit			81,055.40
Balance at 31st December 2023			109,207.69
			OK

5. Secretary's report

The FSTG Committee has been active in 2023, holding 9 monthly committee meetings plus this AGM. The AGM minutes will be made available on the [FST website](#). The annual report will be completed in Jan 2024 and submitted to the RSC Networks team.

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

During 2023 we had 14 elected members (6 female, 8 male).

Massive thank you to everybody that has supported the committee this year and has helped organise meetings. We had 4 new members join the committee last year and it has been great to see so many of them jump in and organise meetings this year.

My thanks to Cuross and Matthew who have continued to support and run meetings with the FSTG after leaving the committee last year. You don't have to be committee members to run/organise meetings with FST.

Two members have left the committee this year:

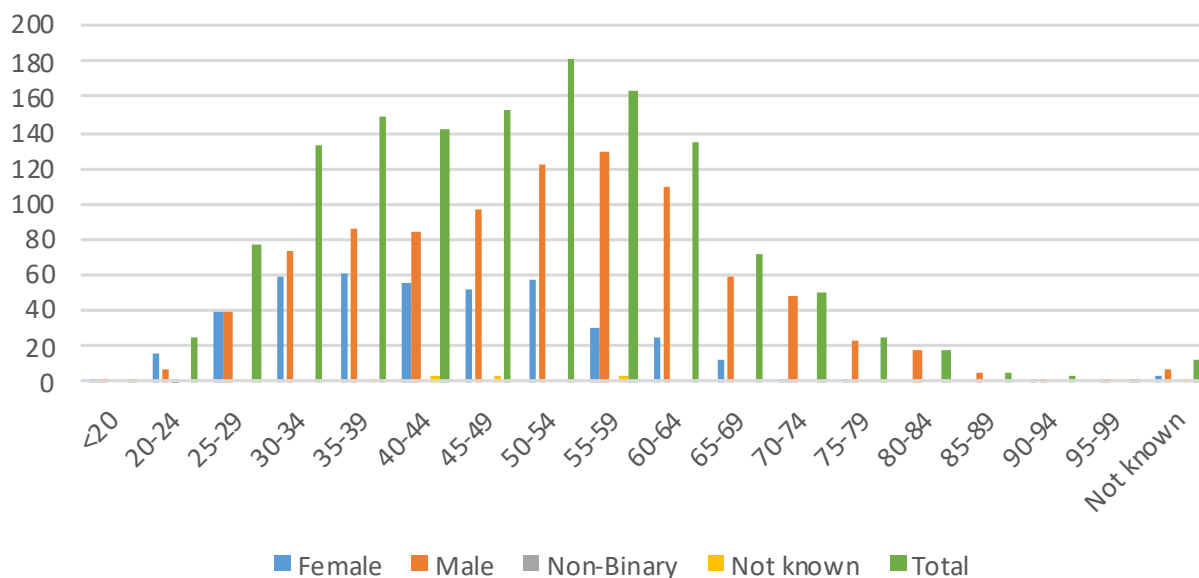
- (1) Chris Ness joined the committee in Dec 2021 and has been involved in the organisation of many meetings including the Formative Formulation meeting series.
- (2) Simon Gibbon joined the committee in Dec 2010 and has previously served as Chair for 7-8 years and also as secretary and has been the inspiration and driving force behind many, many meetings/conferences over the years. I personally joined the group after several amazing meetings organised by Simon (and Helen).

Thank you both.

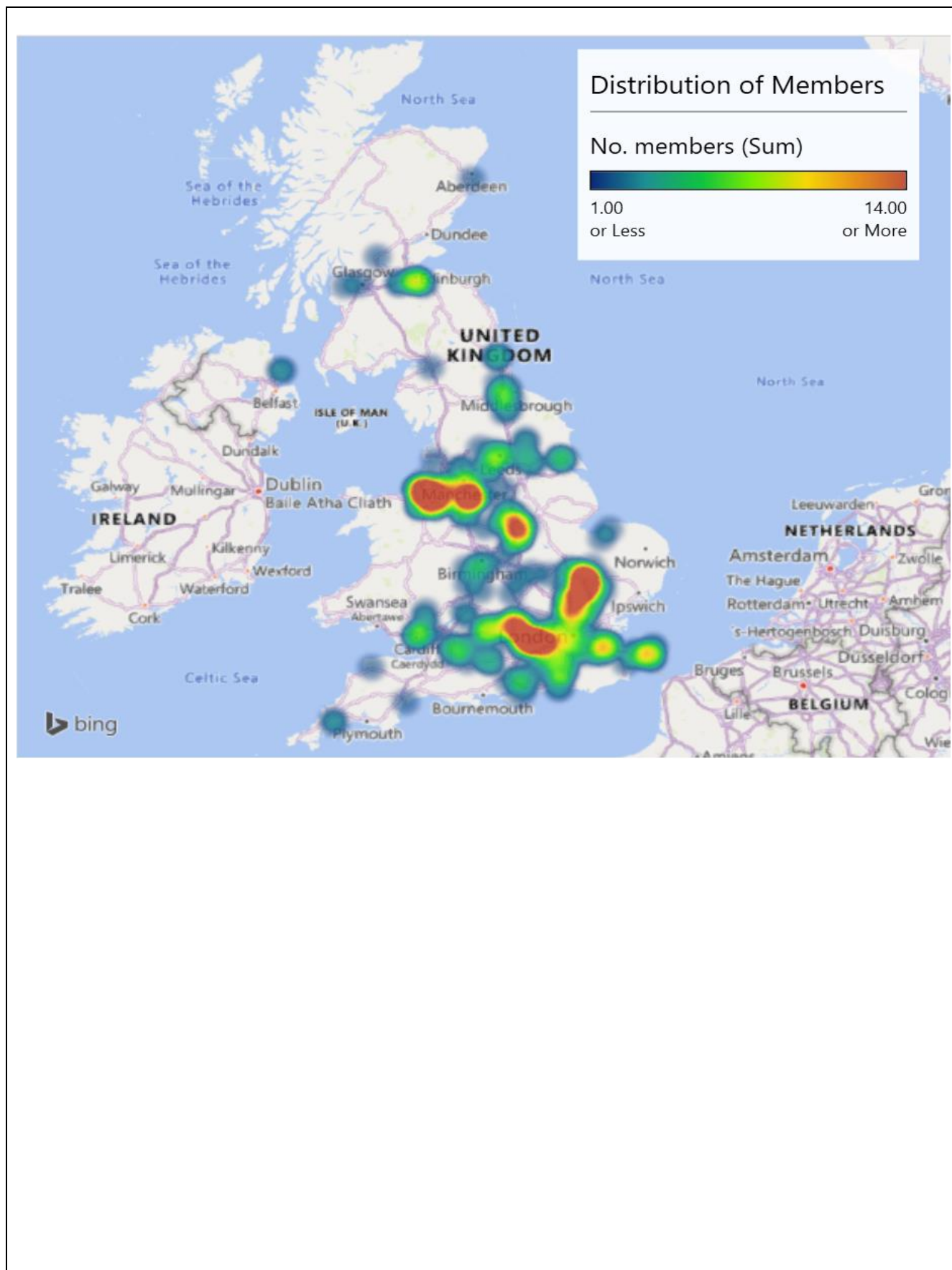
FSTG Membership in 2023 has remained steady at 1343, membership in recent years has been:

Year	Membership Numbers
2023	1343 (+1%)
2022	1332 (+10%)
2021	1216 (-9%)
2020	1337 (+50%)
2019	889

Members by Age and Gender



International Local Section	No. members
Australia Local Section	11
Belgium Local Section	2
China Local Section	2
Deccan Local Section	3
East India Local Section	4
Hong Kong Local Section	2
Italy Local Section	6
Malaysia Local Section	16
New Zealand Local Section	2
Nigeria Local Section	5
North India Local Section	3
Other	73
Republic of Ireland Local Section	30
Singapore Local Section	5
South Africa, Northern Section	2
South India Local Section	2
Sri Lanka Local Section	3
United States Local Section	51
West India Local Section	4
Total	226



Meetings in 2023

This year we organised/supported 6 meetings.
 2 in London, 1 in Birmingham, 1 in Cambridge, 1 in Sedgefield and 1 in Lille, France.

(1) Sustainability in Personal Care. 16th March 2023. 1 day meeting at Burlington House, London. Organised by Cuross Bakhtair and Matthew Giles.
 41 booked/ attended the meeting

(2) Innovations in Encapsulations. 20th April 2023 –One day meeting at Burlington House, London. Organised by Shashi Rudrangi and Cuross Bakhtair.
 46 registered/ attended the meeting.

(3) Automation for a Sustainable Future 25-26th April 2023 –. A two day meeting at CPI - Sedgefield. Organised by Phil Gill and Maria with CPI, SCI Formulation Forum and High Value Manufacturing Catapult.
 87 attended the meeting.

(4) International Nitrocellulose Symposium - “Formulating with Nitrocellulose”. 20-23rd June 2023 A three day meeting in Birmingham. Organised by Phil Gill, FSTG.
 95 attended the meeting.

(5) Formulae XI – 3-6th July. A four day meeting in Lille, France. Helen Ryder and Simon Gibbon part of the international organising committee. Sam Peel attended on our behalf.
 145 registered for the event.

(6) MiBio 2023: Stability of Biopharmaceuticals – From molecular interactions to successful products. 18th Oct 2023, A one day meeting in Cambridge.
 Supported by RSC-FSTG, with Bin Yang on the organisation committee.
 70-80 attended the meeting.

During 2024 four (4) meetings are planned so far....

2nd Feb 2024 - ‘Innovations in the formulation of Amorphous Solid Dispersions 2023’ innovations in the formulation of Amorphous Solid Dispersions. A one day meeting to be held in London. Organised by John Jones, Shashi Rudrangi, Chris Ness and Patrick Wray

26th July 2024 – London - Formulation 4.0 (2024) continues the story of bringing digital to all aspect of formulation and looks at how Industry 4.0 is changing the formulation industry.
 Organised by Phil Gill + Sam Peel

28th May 2024- London. **Formative Formulation 4**, our Early Careers event, has emerged as a key entry in the Formulation Science and Technology calendar. Organised by Denise Li

Autumn 2024 - MiBio 2024 is in planningwatch this space

Other events of interest

23-24th January 2024: [SCI Formulation Forum 5th Annual Event](#): design through characterisation and analysis.

25th January 2024: JCG is organising a [McBain Medal meeting](#) with the theme on “Modulating interfacial interactions for sustainable chemical products.”

6. Committee membership for 2024.

Officers:

- CHAIR: Helen Ryder** – **Term expired.** Elected as chair as 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.*
 - After a few words from Helen Phil Gill proposed Helen for the position of chair, seconded by Bindhu Gururajan. Helen was re-elected as chair at AGM Dec 2023 to serve a 4-year term to end Dec 2027.
- 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.*
- TREASURER: Vivian Christogianni** – elected 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.*

Changes in 2023

- Simon Gibbon** – **Term expired Dec 2023– standing down at this AGM.** 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.*
- Chris Ness** – re-elected in AGM Dec 2021, to serve 4 years. Committee membership to be reviewed in Dec 2025. *Not previously committee member. Stood down as a member during 2023.*

Ordinary Members

- Emmanuel Ajayi** – elected in AGM Dec 2021, to serve 4 years. Committee membership to be reviewed in **Dec 2025.** *Not previously committee member.*
- Nikolaos Daskalakis** – elected in Jan 2019, following response to open call, to serve 4 years. Elected at 2022 AGM as an ordinary member for a second term until **Dec 2026.**
- Sam Peel** – elected in Jan 2019, following response to open call, to serve 4 years. Elected at 2022 AGM as ordinary member for a second term until **Dec 2026.**
- Shashi Rudrangi** – elected in Jan 2019, following response to open call, to serve 4 years. Committee membership to be reviewed in Dec 2022. Elected at 2022 AGM as an ordinary member for a second term until **Dec 2026.**
- 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. Elected at 2022 AGM as an ordinary member until Dec 2026.*
- 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.*
- 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.*

- 11. 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.*
- 12. 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 12 members (+ 2 co-opted and 1 non-voting members) on the committee. During 2023 Chris Ness and Simon Gibbon stepped down from their role as an ordinary member on the committee.

7. AOB –

Check long service award (Simon) reward for contribution. - PPG Action

SCI formulation award – deadline next Friday 15th Dec. Nominate now!

<https://www.soci.org/awards/society-prizes/formulation-forum-award>

8. Date of next AGM

The date of the next AGM will be in December 2024 – date to be announced closer to the time.