

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

**Thursday 13 December 2019**

**Present:**

**Committee members:**

Simon Gibbon, Helen Ryder, Bernadeta Pochopien, Matthew Giles, Cuross Bakhtiar, Vivian Christogianni, Phil Gill, David Higgins, Chris Ness, Sam Peel, and Flor Siperstein

**Apologises:** Emmanuel Ajayi, Nikolaos Daskalaskis, Kevan Hatchman, Roslyn Holmes (maternity), Ian Howell (co-opted member), Jan Jezek, Caroline Kelly, Shashi Rudrangi, Alison Savage, and Vivek Trivedi

**Non-committee members:**

Nine people from Innovations in Encapsulation joined the AGM.

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

David Higgins proposed the minutes from the 2018 AGM and Cuross Bakhtiar seconded that these be accepted as a true record of the previous meeting.

**2. Chairperson's report**

I would like to do 3 things in this report - firstly thank, secondly look back and thirdly look forward.

Why these 3 topics, I have now completed 8 years as chair of the Formulation Science and Technology Interest Group of the RSC, so they feel appropriate.

So I'd like to start with thanks - basically ending as I started with those who "left FSTG in rude health", over the last 8 years we have averaged 6 meetings from 1 day meetings to 3 day international meetings all these have been organised not by me but by our committee members and other formulation specialists relatively invisible to our conference delegates. As chair I have relied heavily on the committee particular Helen as secretary and our treasurers Matt, Aldo and now Bernadeta. So thank you everybody.

Looking back over the last 8 years, formulation in the UK has changed a lot - formulation being recognised as a key contributor to high value manufacturing not just mixing stuff, with a national formulation centre and major award from UKRI both with EPSRC and InnovateUK, formulation moving from craft dominaiton to Industry 4.0 making major inroads. 8 years ago we were very much the Formulation Science and Technology Group, now we are the Formulation Science and Technology Interest Group of the Roal Society of Chemistry - while just a change of name, it reflects a genuine change of emphasis, we have been from being largely independent and unsupported to being far more dependent and supported by the RSC. This support has helped us to run meetings more effectively, making Formula X a lot easier than NanoFormulation 2013. Enough on structure. What the Formulation Science



and Technology Interest Group does is run meetings, like today's Innovations in Encapsulation, often single day meetings on topics of massively cross-industry / cross-discipline interest - of interest to many but critical to none. So our one day meetings have ranged from Powders, Crystals, Personal Care, Nanoformulation, Future Formulation, MIBio, Films and Coatings, .... Funding by the EU of the longer InForm meetings on nano-formulations ended just as I took over, so the final InForm meeting was held in Barcelona, followed by a successful NanoFormulation 2013 meeting in Manchester in 2013, a NanoFormulation theme within both Formula VIII and Formula X. We have supported European efforts to get formulation onto the agenda with the formation of an EuChemS, still early days but may be a useful foundation for future initiatives. The rude health of the interest group meant that we were able in 2015 to offer to hold the triennial European Formulation meeting in Manchester in 2019, perhaps something we wouldn't have done been so keen if we had known about 2016. Formula X was a great success despite having Brexit day 1 as the abstract submission deadline, after which Brexit day was shifted to conference start day. The group is very much a sum of its parts, shown by the unique conference which is MIBio, a formulation take on pharmaceutical biologics, championed by individuals within our committee. So if you are interested in formulation in another area, then the Formulation Science and Technology is the place to see if conferences on it has legs. Great that we held our first early career meeting in Formative Formulation a great success, with a further meeting planned for 2020.

Looking forward, now that formulation has been recognised for its importance to the economy and with this recognition has come an increase in the quality of science being applied to formulation. I see sustainability is the challenge that formulation has to take more seriously going forward. I have no idea what net zero means for formulation. The EPSRC's Future Formulation grants tackled the scientific challenge which are blocking evolution of current formulation. Next Generation Formulation is now needed, I am not sure where that will come from as Industry 4.0 while new to formulation is doing current formulation more effectively, not doing new formulation.

So as chair I will be judged on my record, personally my biggest regret is I haven't lived up to my promise at the start to reduce the finances, despite risks with multi-day conferences, I should have taken a few more risks or holidays, however it does allow my successor some space to experiment.

So thank you to everybody who has helped to make the last 8 years so successful, have a great Christmas and a super New Year.

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

Bernadeta Pochopien reported that there are funds of £22,963.43 in the NatWest current account at the end of 2019. There is £76,445.68 in a "high" interest account. Total funds £99,409.11. This is up from £95,322 at the start of 2019.

Income: £54,831.60

Expenditure: £49776.14

As agreed at the last AGM we have quite a lot of money and can afford to events at a break-even or loss. Noted that not all conferences have been finalised yet and values will be

updated once have final breakdown of income/expenditure. Treasurer report due into the RSC February 2019 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. Helen Ryder reported that the number of RSC-FST members is 889. This is up slightly from 869 last year.

At the end of the Dec 2018 AGM we had 14 committee members and 1 co-opted and 1 non-voting member. Following the AGM we appointed 7 new committee members following a call for expression of interest. Total membership was then 21. Graeme Cruickshank stepped down from the committee in May 2019. Currently we have 20 RSC-FST committee members (plus 1 co-opted and 1 non-voting member). We have 4 officer roles – Chair (Simon Gibbon), Secretary (Helen Ryder), Treasurer (Bernadeta Pochopien) and Deputy Treasurer (Matthew Giles).

Helen reminded all committee members that they must be a member of the RSC-FST – please check membership is up-to-date! Dates for the 2020 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. Reminder that the RSC are able to provide teleconference facilities for those that need it.

In accordance with the Group rules all minutes from meetings have been circulated and an annual report is due in Feb 2020 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.

Helen continues to sit on the Member Network Committee as one of two Interest Group Representatives. This committee reports directly to Member Network Board and she works alongside the RSC to support the interest groups to ensure that work directly benefits RSC-IG members. Helen continues engage with the Interest Group Forum of the RSC and attended the third meeting in London which was part of the Member Network Conference (July). Again this was a 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 co-chaired the Interest Group Forum at the Member Network Conference.

It's the end of the International Year of the Periodic Table - next year will be International Year of Plant Health.

## 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 20 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.

Four committee members, Simon Gibbon (Chair), Helen Ryder (Secretary), David Higgins (Committee Member) and Roslyn Holmes (Committee Member) have come to the end of their term.

The position of Chair is available following Simon's completion of two consecutive 4 year terms.

The position of Secretary is available following Helen's completion of two consecutive 4 year terms.

David Higgins will step down from the committee after been on the committee for 20 years – holding the Chair position for many years and completing his second term of 4 consecutive years. The committee formally thanks David for his long-standing commitment and support for the RSC-FST committee.

As Roslyn is currently on maternity leave it was agreed that her committee membership would be extended through 2020 and reviewed at the AGM in December 2020.

Graeme Cruickshank stepped down from the committee in May 2019.

### Election of Chair:

As per the RSC rules an officer position will be taken by one of the ordinary committee members. One self-nomination: **Helen Ryder**

- **Helen** has just completed 8 years as FSTG secretary. Helen would like to continue to support collaboration between networks and utilise her position on the Member Networks Committee of the RSC to share information, best practise and ideas, as well as building strategic relationships with key IGs that we work closely with. Keen to bring together networks of academia, industry, research institutes, KTNs, learned societies and policy makers. Very keen to advance equality and diversity in the committee and be accountable for inclusive events and report on key diversity metrics. Agreed unanimously that Helen should be elected as Chair for 4 years. Phil Gill proposed and Bernadeta Pochopien seconded.

### Election of Secretary:

As per the RSC rules an officer position will be taken by one of the ordinary committee members. One self-nomination: **Simon Gibbon**

Simon has just completed 8 years as FSTG Chair. Simon would like to continue to have a central role with the FSTG and to facilitate cross-disciplinary networking and connecting people. Keen to stay on! Agreed unanimously that Simon should be elected as Secretary for 4 years. Matthew Giles proposed and Vivian Christogianni seconded.

**Election of Deputies:**

To support the work of the officer positions (Chair, Secretary and Treasurer), and to enable succession planning going forward, we are appointing Deputies.

**Election of Deputy Chair:**

As per the RSC rules an officer position will be taken by one of the ordinary committee members. One self-nomination: **Flor Siperstein**

- Flor is a long-standing member of the FSTG committee and would like to support the Chair in the running of the group. Flor has worked closely with Helen on the InForm grant as Project Lead for the EU funded project (NanoFormulation conferences, Formula X). Agreed unanimously that Flor should be elected as Deputy Chair for 4 years. Helen Ryder proposed and Matthew Giles seconded.

**Election of Deputy Secretary:**

As per the RSC rules an officer position will be taken by one of the ordinary committee members. One self-nomination: **Alison Savage**

Alison would like to become more actively involved in the work of the FSTG committee and support the work of the Secretary. Previous experience in other committee roles, such as Deputy co-chair of University of Liverpool Research Staff Association with responsibility for minutes/agendas and completing other admin tasks. Agreed unanimously that Alison should be elected as Deputy Secretary for 4 years. Simon Gibbon proposed and Flor Siperstein seconded.

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** – re-elected in AGM Dec 2016, to serve 4 years. Committee membership to be reviewed in Dec 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.*

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

**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 Daskalaskis** – 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 2018 – date to be announced closer to the time.