

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

07 December 2016

Present:

Simon Gibbon, Helen Ryder, Aldo Guiducci, Cuross Bakhtiar, David Higgins, Andrew Howe, Roslyn Holmes, Matthew Giles, and Steve Harding.

Joined by teleconference: Bernadeta Pochopien and Richard Dixon from BP

1. Apologies for absence

Flor Siperstein, Kevan Hatchman, Claire Richards, John Jones, Vitaliy Khutoryanskiy, Jan Jezek, , Graeme Cruickshank, and Vivek Trivedi

2. Minutes of the previous Annual General Meeting

Aldo Guiducci proposed the minutes from the 2015 AGM and Matthew Giles seconded that these be accepted as a true record of the previous meeting.

3. Chairman's report

Once again FSTG has had a good year in 2016, not without lots of hard work, lots to learn and some challenges in the forthcoming year.

A fast past year started with Solid Formulation then Clever Characterisation for Smarter Formulation with the spin-off meeting in Oxford on the Rutherford-Appleton site on neutrons for formulation, we went further north for Innovations in Encapsulation in Edinburgh where without a large local attendance a successful meeting was held. Then the focus shifted to Barcelona for the collaborative internationally organised meeting Formula VIII & NanoFormulation 2016 where the local committee did all the hard work but kept the International Advisory Board informed along the way. The Science of Hair Care was a new venture in 2016, with an audience at Burlington getting deep into hair with plenty of networking going on. In November MiBio2016 included a large number of students who benefited from the meeting and contributed.

We have always found it challenging to work with other players in the formulation ecosystem, as their operating models are often so different, meaning avoiding conflicts of interest has always been a challenge. The UK government's investment in the National Formulation Centre spurred us to reach out to the NFC in 2015, with Graeme Cruickshank being co-opted onto the FSTG committee and 2016 has proved to be the start of a mutually beneficial arrangement.

So it was great that our Awayday was kindly hosted by the National Formulation Centre in Sedgefield, where a good attendance allowed us to work on the processes by which we organise meetings, developed a streamlined check list to make the process of organising a meeting more predictable and hopefully making it easier to arrange your first meeting. We brainstormed the most effective way to champion meetings, and how to ensure that the



message got out to the diverse formulation population. We worked up the list of conferences going forward – Powderflow, High Throughput Formulation and Screening, Future Formulation of Complex Products, involvement in UK Colloids 2017, MiBio, Clever Characterisation for Smarter Formulation and Innovations in Encapsulation. Our meetings in 2017 will also see us experiment with two joint meetings with the National Formulation Centre hosted in Sedgefield.

Our Awayday also gave us a chance to think about the Formula meeting we will host in Manchester in 2019, seems a while away but getting closer all the time. We plan a slightly different approach with our regular meetings acting as feeders for the Formula meeting. We had expected to host Formula IX, but now an intermediate meeting is planned for China in 2017, so we will now host Formula X in 2019. In 2017 we need to get all the plans in place and make sure we have learnt from all the previous meetings.

The FSTG and particularly the Chair relies on a team dedicated committee members, who pick up an idea for conference and then deliver a successful event with limited help from the rest of committee and their friends, for which I am very grateful. I am particularly grateful to Matthew Giles, who has been on the FSTG for 10 years, running tried and tested meetings, always willing to try new events always with great enthusiasm, sometimes also with great success, but also willing to take risks to reach a new audience, so I am particularly impressed that he attempted to get a social event going this year twice and on both occasions managed the cancellation when we just didn't get the numbers. So once again thanks very much Matthew please don't stop trying.

Finally, thank you to all the committee, people who have helped to make our meeting successful both helping organising, but also as active participants.

Hoping you all have a Great Christmas and a Happy New Year.

4. Treasurer's Report

Aldo Guiducci reported that there are funds of £80,795.13 in the NatWest account at the end of 2015. This is down from £87,182.91 at the start of 2016.

Income: £9,016.21

Expenditure: £31,453.11

As agreed at the last AGM we have quite a lot of money and could afford to events at a break-even or loss. This year we did spend more and our final funds are down £7k. It was noted that for MiBio2016 Steve took 27 students along from Nottingham and we have been encouraging groups of student 'coach parties' to facilitate their networking opportunities with academics/industrialists at events.

5. Secretary's Report

At the start of the AGM there was an introduction of each committee member and welcome to the group. Helen Ryder reported that the number of FSTG members is 814. This is up slightly from 771 last year.

Helen reminded all committee members that they must be a member of the RSC and FSTG – please check membership is up-to-date. Dates for the 2017 FSTG 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.

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

6. 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.

There was 1 co-opted member, Graeme Cruickshank, to be considered for election to full member.

Graeme is the Director of CPI's National Formulation Centre. Over the last year he has helped to better foster connectivity between the NFC and FSTG to ensure maximise impact from formulation related events and sharing sessions to better further the interest of this domain in the UK. Two events are planned for 2017 in association with NFC and in Durham - High Throughput Screening and Future Formulation of Complex Products. He was elected unopposed as an ordinary member to serve for a 4 year period following his co-opted membership status throughout 2015. Proposed by Simon and seconded by Roslyn.

Liz Grylls was co-opted onto the committee to support Graeme. Liz is a Marketing Executive within CPI and will be supporting the two planned conferences at NFC.

No new applications were received following the Call for New Committee Members.

Review of membership:

Agreed that members would serve 4 years from their last election – following a review committee membership is as follows:

CHAIR: Simon Gibbon – elected in AGM Dec 2011, served a 4 year term to end Dec 2015. Re-elected at the AGM to serve a further 4 years as Chair so term will end Dec 2019. Not previously committee member.



SECRETARY: Helen Ryder – elected in AGM Dec 2011, served a 4 year term to end Dec 2015. Re-elected at the AGM to serve a further 4 years as Secretary so term will end Dec 2019. Not previously committee member.

TREASURER: Aldo Guiducci – elected in AGM Dec 2014, will serve 4 years so term will end Dec 2018. This can be renewed for another 4 years either as Treasurer/Ordinary committee member. Not previously committee member.

ORDINARY MEMBERS:

David Higgins – re-elected in AGM Dec 2011, to serve 3 years. Extension of 1 year granted. Re-elected as ordinary member at AGM to serve a further 4 years so term will end Dec 2019. Previously served as Chair, committee member since 1999.

Matthew Giles – Treasurer from 2006 to until Dec 2014, elected to serve a further 4 years as ordinary member so term will end Dec 2018.

Flor Siperstein – re-elected in AGM Dec 2013, to serve 3 years. Extension of 1 year granted. Committee membership to be reviewed in Dec 2017. Committee Member since 2008.

John Jones – re-elected in AGM Dec 2013, to serve 3 years. Extension of 1 year granted. Committee membership to be reviewed in Dec 2017. Committee Member since 2008.

Vivek Trivedi – elected in AGM Dec 2013, to serve 3 years. Extension of 1 year granted. Committee membership to be reviewed in Dec 2017. Not previously committee member.

Claire Richards – re-elected in AGM Dec 2012, to serve 3 years. Extension of 1 year granted. Committee membership to be reviewed in Dec 2016. Committee Member since 2007. **Claire stepped down from the committee**

Kevan Hatchman – re-elected in AGM Dec 2016, to serve 4 years. Committee membership to be reviewed in Dec 2020. Committee member since 2012.

Steve Harding – 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.

Vitaliy Khutoryanskiy – elected in AGM Dec 2012, to serve 3 years. Extension of 1 year granted. Committee membership to be reviewed in Dec 2016. **Vitaliy stepped down from the committee**

Cuross Bakhtair – elected in AGM Dec 2014, to serve 4 years. Committee membership to be reviewed in Dec 2018. Not previously committee member.

Roslyn Holmes – elected in AGM Dec 2015, to serve 4 year. Committee membership to be reviewed in Dec 2019. Not previously committee member.

Andrew Howe – elected in AGM Dec 2015, to serve 4 year. Committee membership to be reviewed in Dec 2019. Not previously committee member.

Graeme Cruickshank – elected in AGM Dec 2016, to serve 1 year. Committee membership to be reviewed in Dec 2020. Not previously committee member.

Co-opted

Liz Grylls – elected in AGM Dec 2016, to serve 4 years. Committee membership to be reviewed in Dec 2020. Not previously committee member.

There are currently 15 members (+ 1 co-opted) on the committee.

7. The date of the next AGM will be in December 2017 – date to be announced closer to the time.