

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

13 December 2011

Present: Matthew Giles, Simon Gibbon, David Higgins, Josie Harries, Helen Dutton, Pat Mulqueen and Richard Greenwood.

1. Apologies for absence

Lyn Daintree, Philippe Rogueda, Claire Richards, John Jones, Marcus Goodall, Joselio Vieira and Eric Paterson.

2. Minutes of the previous Annual General Meeting

David Higgins read the minutes of the previous meeting. Richard Greenwood proposed, and Pat Mulqueen seconded that these be accepted as a true record of the previous meeting.

3. Chairman's report

The chair (David Higgins) expressed his heartfelt thanks to each member of the committee for their efforts in organising conferences and their commitment to the FSTG, a voluntary organisation. He says that the FSTG team appreciate and understand that our jobs come first but we have each stepped up and together there has been a superb effort to help the FSTG to continue to move forward.

David gave special thanks to Flor Siperstein and Philippe Rogueda for bringing together the InForm grant and presenting the FSTG with the opportunity to organise conferences (NanoFormulation2011 & 2012) in Asia-Pacific and Europe. It has always been a dream of the FSTG to organise a conference in Singapore and this has been realised this year. The contacts and friends made through the InForm partnership are invaluable to the FSTG.

David gave special thanks to all those on the FSTG conference committees as the time commitment is immense to ensure a successful conference.

David thanked Matthew and Helen for their roles as treasurer and secretary.

David expressed his sadness in stepping down as chairperson of the FSTG. He will remain on the committee as an ordinary member.

4. Treasurer's Report

Matthew Giles reported that there are funds of £1408.07 in the current account at the end of 2011 and £20530.04 in the tracker account. At the start of the year there was £16,732.64 in the current account and the FSTG has had £5,205.47 income (from subscriptions and the Black&Green2 conferece) and £20,530.04 expenditure. There are additional funds in the InForm account which is separate to the FSTG account.



Matthew said that as a fair number of conferences have been held at the end of the year than the accounts look low as the expenditure has gone out but the profits not yet come in.

Matthew asked if the RSC would be willing to underwrite the 15% from InForm that is received after the approval of the final report. If this money has to come out of the FSTG then the reserve account may become empty overnight.

Income:

Subscriptions	£2270.00
Conference income	£2,935.47 (black & green 2 only)
Total	£5,205.47

Outstanding Income for:

MiBio2011, Secrets of Formulation III & Powder Flow 2011.

Expenditure:

Travel	£2444.65
Meals	£279.06
Conferences	£14131.85
Donations	£2091.43 (bursaries & prizes for conferences)
Website	£1259.56
Stationary/Postage	£251.49
Audit	£72.00
Total	£20,530.04

Matthew Giles gave this report, Simon Gibbon proposed, and Pat Mulqueen seconded that these be accepted.

5. Secretary's Report

Helen Dutton reported that the number of FSTG members is 567. This is up from 392 last year. This may be because the RSC now allows members to select three interest groups free of charge as part of their RSC membership. The FSTG no longer receive £5 income per membership rate to the FSTG and the FSTG receive a subscription rate from the RSC. We will continue to monitor the members of the FSTG and if significant increases then possibly ask the RSC to review the subscription rate the FSTG receives from them.

Fiona is our interface to the RSC – she has been on maternity leave but is back 3 days a week. Fiona will be invited to attend all face-to-face meetings in 2012.

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



In accordance with the Group rules all minutes from meetings have been circulated and an annual report is due for the FSTG group. If there is any additional information for this report please send through to Helen before 1 February 2012. The AGM minutes will be posted on the website alongside the previous years.

6. Election of committee members

Simon Gibbon was the only candidate for the post of chairperson and was elected unopposed.

Marcus Goodall was elected as deputy chairperson.

David Higgins was elected as an ordinary member of the committee after stepping down as chairperson – proposed SG, seconded RG.

Joselio Vieira and Lyn Daintree were re-elected unopposed as ordinary members to serve for a further three years.

There are currently 14 members on the committee and 5 co-opted members.

There have been 5 co-opted members joining the committee:

Josie Harries - Ink Development Manager for Domino Printing Sciences

Josie.Harries@domino-uk.com

Kevan Hatchman - Technical Services Manager Surfactants - Rhodia Novecare

Kevan.Hatchman@eu.rhodia.com

Jan Jezek - Arecor (Cambridge)

jan.jezek@arecor.com

Steve Harding – University of Nottingham

Steve.Harding@nottingham.ac.uk

Vitaily Khutoryanskiy - School of Pharmacy, University of Reading

v.khutoryanskiy@reading.ac.uk

7. AOB

Simon, the new chairperson for the FSTG, expressed his thanks for the support of the FSTG as he takes on this new role and said it would be hard to fill the shoes of David. David has done a fantastic job as chairman over the last 8 years and is a great advocate for the FSTG. The journey with the FSTG and David has been fun and very fulfilling.

The FSTG will continue to build links with groups like Intelligent Formulation and CiKTN.

8. The date of the next AGM will be Wednesday 12 December 2012.