

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

15 December 2015

Present:

Simon Gibbon, Helen Ryder, David Higgins, Cuross Bakhtiar, Aldo Guiducci, Matthew Giles, Kevan Hatchman, Claire Richards, Vivek Trivedi and Andrew Howe

1. Apologies for absence

Roslyn Holmes, Flor Siperstein, Vitaily Khutoryanskiy, Lyn Daintree, Mike Moss, Jan Jezek, Steve Harding, and John Jones

2. Minutes of the previous Annual General Meeting

Aldo Guiducci proposed the minutes from the 2014 AGM and David Higgins seconded that these be accepted as a true record of the previous meeting.

3. Chairman's report

"I am never very good at New Year's resolutions, but I do tend to reflect at the end of a year and at the end of 2015 I feel FSTG is in rude health, but not without areas where we could improve things. You improve things by doing things differently, so a few of questions to start with should the FSTG be more generous, look outside more and take more risks?

I will come back to these after discussing 2015 in more detail.

2015 has been another active year for FSTG having run 6 meetings in the last 12 months. The year started early with Innovations in Encapsulation in December 2014, the meeting benefited greatly from the topic area very much being in the zeitgeist for a number of different industries from pharma to household cleaning, and even in my industry coatings I directly saw colleague getting potential new technologies to us from personal care. The incorporation of the dissemination event for a concluding European project was also a happy coincidence, that when they needed a public event we were organised one, possibly something we could actively look for such projects. EU projects are in the formulation range of TRLs, being translation into industrial practice, so many projects even though not specifically formulation focused have outputs which are formulation innovations. This conference also achieved good traction with students.

A further Powder Flow meeting was held in April lead by the University of Leeds, it is good to see this meeting continuing, but despite our best efforts our traction with the meeting was not as great as it could have been. Looking forward we need to see how to better connect with the powder area, this a perennial challenge of formulation as a broad area, as we do not currently have champion for powders on the committee with the necessary time to drive our agenda.

Formulation of Functional Films and Coatings in April 2015 another successful meeting was a story of two halves in many ways. It turned out the meeting crossed a number of highly



active areas and the ambiguous meaning of "films and coatings" in the English language attracted a broad audience. The meeting went from graphene via inks and organic coatings to metal alloy coatings, including masterclasses from world class professors on the control of latex coating film formation. The other half of the story is that Josie Harries who very ably jointly organised the meeting found that the work needed to make such a meeting successful was not compatible with her day job and so resigned as a committee member. I believe this is a challenge for many members and everyone's efforts are much appreciated, but we need to try to look at how membership of the committee can be made sustainable.

So as well as the what can you as a committee member do for the FSTG we need to also to more clearly highlight and broadcast what your employer gains by having you as an FSTG committee member. It is only by making sure that the FSTG is helping committee member's both through personal professional advancement, but also by giving value to their employers that the FSTG will be truly sustainable. I will revisit this couple of minutes.

We are involved in many jointly organised meetings, which bring great benefits to the FSTG - bringing formulation to a broader audience than we would achieve alone, in fact even making many people aware of formulation as a transferable science and engineering skill with its own knowledge base for the first time, plus share the risk and the effort involved in running such meetings. We have always realised that clarity for all parties involved is key, with other professional bodies this is relatively simple as we know what we need to know and what we want, so can understand what the other parties require. However, life is now becoming more complex with a number of truly commercial organisations now organising conferences for which they look for professional partners or engineers slots for professional bodies to run sessions or even embedded conferences. ChemSpec was one such event on the one hand it was a great forum for us to once again reach an audience which was not formulation obsessed, but it was a challenge for us to contribute effectively in Germany without funding. A bit of rejigging and we made a successful contribution to this meeting, but will need to very up front in future with other organisations as to what they offer and expect.

Personal Care in September 2015 was "boutique" meeting held at Chester Zoo, it provided a very deep networking experience due to its boutique nature, with what turned out to be an ideal meeting venue for the attendees and with the venue itself apparently lubricating the audience to interact without alcohol! Lots of learning here, could we do more smaller meetings with lightweight organisation.

MiBio has now become an institution so it was not a surprise that it was another runaway success in October, it very much benefits from the collaboration with a number of other professional bodies. Following on the previous meetings, the expectations of all parties are well understood, the split of responsibilities and rewards is now clear to all, making organisation simpler. The recognition of the meeting and the expectation from the audience means that there is a core attendance which makes the meeting sustainable.

Once again thank you very much to all the committee, our secretariat and the backing of the RSC that have all ensured the FSTG has had another successful year.

So back to the big questions, I feel we could have a bigger impact and feel your chair should be leading by example here.



One area where we can learn from other bodies is through awards, here in 2015 were fortunate to get a donation to set up the Liz Colbourn Memorial Lecture in the general area of modelling and computational formulation, the idea is that this will be an occasional lecture included within our conferences. The existence of this lecture will mean that we include the lecture in conferences which would not otherwise have a computational component, thus getting us to look outside our comfort zone and potentially increasing our impact.

I inherited a financially replete FSTG, and as a committee we have kept it there, showing that the FSTG is sustainable year on year, despite the external climate. We have taken the decision to host Formula IX in 2019, which will need to be underwritten, however this still leaves us 2 years in which to use our bank balance effectively. Looking forward I feel I have been too parsimonious with our monies and we need to think of how we can have a bigger impact even if it means not necessarily breaking even.

We have already started looking outside more, with our discussions on involvement with Colloids 2017 and discussion with Step Exhibitions about involvement with their events, do we need to look further / wider and how do we do it without spoiling what we already do well.

At last year's AGM, I reported on the considerable UK investments in formulation which had just been announced. At the end of 2015, these investments have now been made and are getting up to speed. While these investments were being planned and had not been implemented, it was right that the FSTG left the priority setting to the parties who would fund and spend these investments. Now that these investments are in place the FSTG has a key role to play in ensuring that the investments are as effective as possible and particularly to disseminate both the opportunities and the outputs. So FSTG now needs to get in and get dirty. To that end I invited Graeme Cruickshank to join the FSTG committee; I hope that you will approve his co-opting today.

In terms of taking more risks, at our last awayday in 2014 we discussed a potential 3 day meeting, and in the end in the absence of a champion I took the executive decision that we would not do on in the immediate future. I am now wondering whether we should revisit this for 2017 perhaps in concert with other players in formulation in the UK.

Already, 2016 looks exciting for FSTG with old favourites Solid Formulation, Innovations in Encapsulation, Formula VIII, Nanoformulation2016, MiBio 2016 and new ones too Clever Characterisation for Smart Formulations, Cosmetic Formulation. So quite a lot already planned, it would a busy year if you attended all of these meetings.

Once again thank you very much to all of you who have been involved in the our numerous meetings which are the lifeblood of FSTG, and to Helen Ryder our secretary for stopping the chaos from engulfing FSTG and Aldo our treasurer for keeping us on the financial straight and narrow.

A particular thank you to David Higgins who has involved in FSTG since its formation in 1999, over 16 years back (when I was still in short trousers!) and he still hasn't left. Seriously, David continues to be very proactive on behalf of the FSTG for which I am very grateful and this



has been recognised by the RSC, so I have great pleasure in presenting David with a long service certificate and plate on behalf of the Royal Society of Chemistry”.

INSERT DAVID/SIMON PHOTO HERE

Wishing you all an inspiring break over Christmas to come back to a formultastic New Year.

4. Treasurer’s Report

Aldo Guiducci reported that there are funds of £87,685.99 in the NatWest account at the end of 2014. This is up from £60,402.66 at the start of 2015.

Income: £17,825.64 + Liz Colbourn Memorial Fund £18,000.

Expenditure: £8,542.31

Noted that we had quite a lot of money and could afford to events at a break-even or loss. It was noted that for MiBio2015 Steve took 16 students along from Nottingham – we could look to encourage groups of student ‘coach parties’ possibly targeting were have a MSc course on formulation (e.g. Greenwich University) and thereby helping students to network with academics/industrialists at events. Also could offer a one-day formulation introduction for students (link to Modular Masters) – hold at Medway – Vivek and Steve look to take forward. Could work with the Young Members Network here too and be for those doing the Modular Masters course already or for those thinking about taking the course.

Noted that SCI offer a one-week intensive distance learning course

In order to enhance the FSTG profile could look to advertise in journals outside our usual sphere (e.g. trade magazines) – would look to advertise meetings and also to include a FSTG explanation. Could maybe look at tapping into the nuclear industry and possibly work with the Water Science Forum too.

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 771. This is up very slightly from 754 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 2016 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.

An Away Day for 2016 was discussed – this is a great opportunity for committee members to get together to discuss and plan conferences/workshops/events.

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, Roz, to be considered for election to full member.

Roz spoke about what she had done for the FSTG throughout 2015 and what he planned to do going forward. She helped initiate, organise and run the new Innovations in Encapsulation conference in December 2014 with David Higgins and Vitaliy Khutoryanskiy. This event proved to be a great success, and as a result, the second one is being planned for June 2016. This year she helped with the initial organising of this second conference, and will continue to do so. She was elected unopposed as an ordinary member to serve for a 4 year period following her co-opted membership status throughout 2014. Proposed by David and seconded by Simon.

Two applications were received following the Call for New Committee Members

- Graeme Cruickshank, CPI & Director of the National Formulation Centre
- Andrew Howe, Aqdot (& University of Cambridge, BP Institute)

Information was circulated about each person prior to the meeting for consideration.

Graeme is the Director of CPI's National Formulation Centre. The new £28 million National Formulation Centre is being managed by CPI and brings together leading research, industrial know how and technology infrastructure to provide the environment for companies to accelerate the commercialisation of next generation formulated products. Graeme joined CPI in July 2015 from Procter and Gamble where he spent 20 years in a range of technology and product design roles across a range of FMCGs and most recently was Global Associate Director for Strategic Alliances and Test Method Development. He brings an impressive track record in leading innovation and delivering value from strategic alliances across the globe. In his new role Graeme will focus on the establishment and management of the centre which will enable the development and manufacture of complex high-value formulated products within the UK thus accelerating and de-risking the innovation process. Graeme wishes to better foster connectivity between the NFC and FSTG and ensure we maximise impact from formulation related events and sharing sessions to better further the interest of this domain in the UK.

Andrew has been an industrial researcher (Kodak, Schlumberger and now Aqdot) for 27 years: designing manufacturable formulations for lasting improvements to products and processes and to solve production problems. Andrew is keen to host events around challenges and opportunities in formulation and formulating for efficient delivery of actives. He is also keen to enhance FSTG contacts as a link to SCI Formulation community. Through

joining the FSTG he expects to broaden his experience in formulation and contacts in the formulation community, particularly his new specific interest in encapsulation.

It was agreed, that the FSTG would invite Andrew to join as full committee member for 2016 as he has extensive experience of sitting on similar committees. Andrew was proposed by Matthew and seconded by Simon.

Graeme was elected to join as co-opted committee member for 2016 and will be considered for full membership at the AGM in December 2016.

Graeme was proposed by David and seconded by Lyn.

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 – 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.

Lyn Daintree – elected in AGM Dec 2011, to serve 3 years. Extension of 1 year granted. Committee Member since 2009. **Stepped down from committee at AGM.**

Flor Siperstein – 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 – 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. Committee Member since 2013.

Claire Richards – 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.

Josie Harries – elected in AGM Dec 2012, to serve 3 years. Extension of 1 year granted. Committee Member since 2012. **Stepped down from committee.**

Kevan Hatchman – 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 2008.

Steve Harding – 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 2008.

Jan Jezek – 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 2008.

Vitaily Khutoryanskiy – 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 2008.

Mike Moss – elected in AGM Dec 2014, to serve 4 years. Committee membership to be reviewed in Dec 2018. Committee Member since 2014.

Cuross Bakhtair – elected in AGM Dec 2014, to serve 4 years. Committee membership to be reviewed in Dec 2018. Committee Member since 2014.

Roslyn Holmes – elected in AGM Dec 2015, to serve 4 year. Committee membership to be reviewed in Dec 2019.

Andrew Howe – elected in AGM Dec 2015, to serve 4 year. Committee membership to be reviewed in Dec 2019.

Co-opted

Graeme Cruickshank – elected in AGM Dec 2015, to serve 1 year. Committee membership to be reviewed in Dec 2016.

There are currently 17 members (+ 1 co-opted) on the committee.

7. AOB

We would look to be producing the FSTG Newsletter again as this has not happened for some time.

- 8.** The date of the next AGM will be in December 2016 – date to be announced closer to the time.