

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

18 December 2013

Present: Simon Gibbon, Matthew Giles, Lyn Daintree, Jan Jezek, Kevan Hatchman, Vitaily Khutoryanskiy, Steve Harding, John Jones, David Higgins, and Helen Dutton

1. Apologies for absence

Flor Siperstein, Josie Harries, Vivek Trivedi, Marcus Goodall, Claire Richards, and Richard Greenwood.

2. Minutes of the previous Annual General Meeting

Simon Gibbon proposed the minutes from the 2012 AGM and David Higgins seconded that these be accepted as a true record of the previous meeting.

3. Chairman's report

The primary role of FSTG is to run conferences for the UK formulation science and technology community, and in this respect 2013 has been a mixed year for the FSTG with a number of notable successes, but also a number of challenges.

2013 was a very successful year for UK formulation. Gordon Tiddy won the Pierre Fillet during Formula VII in recognition of all the work he has done over the years not just in excellent formulation science, but also for his proactive work in growing the co-operation across Europe of formulation, his setting up of the FSTG was no small part of this. CiKTN successfully persuaded the Technology Strategy Board to fund a UK formulation centre, however we still await the final announcement of exactly what this will be, which will happen once the primary industrial partners have finalised all the terms and conditions.

Following on from the success of the InForm partnership, FSTG arranged the first NanoFormulation conference after InForm, which while being smaller than Barcelona, was well attended in Manchester and well appreciated by all who attended, with active discussion and 1-2-1 networking thriving, I think we also learned that our core membership is happy in the heartland of formulation more than in the new technologies offered by developments such as graphene.

MiBio 2013 was such a success that MiBio 2014 is a no brainer, the meeting was well championed and the joint running with the Academy of Pharmaceutical Sciences, worked well and while FSTG did a lot of the running, this shared approach does spread the risk. MiBio 2013 success was in no small part due to the excellent list of international speakers who were recruited. We hope to learn from MiBio 2013 to use this best practise for other conferences in 2014 and beyond.

The membership of the FSTG has been slowly growing in the last couple of years, now with over 700 members.

Once again our committee have been highly active in their activities for the FSTG - Helen as secretary, Matt as treasurer, David as our roving ambassador, plus all those who have organised conferences. However, I think many of us have found it more difficult to find the time to make a substantial and sustained contribution. This is one challenge we will need to address, making it easier for people to contribute effectively.

For the first time, in 2013 we made the decision having arranged two conferences to abandon them, in both cases excellent programmes were put together, but we did not attract enough delegates to make the economics work and possibly more importantly to ensure that the speakers would feel it worth their while to attend and there would be sufficient delegates for productive discussions and networking.

Before addressing this challenge, I would like to talk about the resurgence in formulation which started in 2012 and has continued in 2013. Chemistry Innovation (CiKTN) has organised UK industry to develop a clear case for government support for our highly successful formulation industries - from pharmaceuticals to paint. The formation of the TSB supported Formulation SIG in 2012, and the adoption of its recommendations for a UK Formulation Centre, has taken centre stage in 2013. The FSTG has been actively supporting this activity, but mainly on the periphery by providing advice to the parties involved and ensuring these activities are widely publicised / inclusive. However, as this is an industry lead initiative the FSTG has had no central role. The EPSRC has also been assessing how it should be funding applied research going forward, this has resulted in an increased focus on defined Centres for Doctoral Training, which have been funded through a competitive call from the universities, the results from which have now been announced and it appears that in general focused on fundamental science at the expense of the more applied centres, as such Birmingham's EngD in formulation was not renewed. The FSTG has a role in pointing out the inconsistencies in policy between two agencies within the same government department. So, the landscape against which FSTG operates in 2014 will be significantly different than 2012, creating new challenges for FSTG.

One side effect of these central activities has been a major increase in the number of free meetings which have been held in 2013, whether this is a permanent change or will settle down once funding decisions have been made is difficult to call. Meetings in 2012 / 2013 have been about what should be funded and access to that funding, this has been a major attraction for formulation researchers, plus the networking aspect has been built in. Whether 2014 and beyond will see this continuing with more funding calls or whether this number of meetings will be sustained with dissemination events is as yet unknown. While we charge for our meetings and they offer something different from the range of free meetings, the real challenge is that people will have less time if people feel they need to attend a "governmental" funding meeting.

We have been successful with two major meetings this year - NanoFormulation - more international attendees than UK and MiBio mainly UK attendees.

Communication with our members has continued via our website, newsletters and email updates, but we have not found it easy to sustain a pulse of communication through the year and have not yet worked out how to take full advantage of the potential of social media. This is one area where we need to seek / identify best practice from across the RSC

and other learned bodies, plus look for members who are keen to help us make this an easy / active channel.

Finally a couple of admissions on my part of areas where I am aware we have challenges, but I have been avoiding doing anything about them, as I am hoping that a better solution will present itself to me.

In 2013 we have taken over the FSTG group on LinkedIn from Stephen Bysouth, this has a membership of about 4,000, with about 70% of the membership being outside the UK. We also have a group of only a few on MyRSC, but this group is exclusively RSC members and so more relevant to our UK based activities. The question is really how we make best use of these potential channels.

Our website is now running on a vulnerable version of the content management software, however the expenditure to update is considerable and I am not convinced it is the best platform going forward. Once again looking for help / inspiration here.

I can say that 2013 has been a challenging year for FSTG, overall I feel pleased at what we have achieved, a little bit frustrated by our nearly there things in 2013 and looking forward to making 2014 even more successful with the committee's continuing support and help. FSTG is financially in a good position, so this may give us options for taking a radical approach going forward.

Merry Christmas and a Happy New Year to all.

4. Treasurer's Report

Matthew Giles reported that there are funds of £59,697.73 in the NatWest account at the end of 2013. This is up from £32,758.63 at the start of 2013.

Income: £46,802.83

Expenditure: £19,863.73

Matthew commented that the move from Barclays-NatWest and improved link to RSC means that online payments can now be made. This will be standard method of payment going forward (previously cheque).

It was noted by Matthew that some of the money in the FSTG account could be used to allow committee members to attend meetings/conferences – application and justification standard but maybe a way of publicising the FSTG, linking with new people and an effective use of funds.

5. Secretary's Report

Helen Dutton reported that the number of FSTG members is 748. This is up from 611 last year. The total membership of the RSC is 48,500. 631 members are from the UK with a split across regions (largest cohort in Liverpool with 67 members). FSTG e-membership holds 36 members with 26 people outside the UK.

Helen reminded the committee that the FSTG FUN pack (completed as part of International Year of Chemistry) is available and experiments can be used to go out into Schools for outreach presentations. Goodies (pens, post-its, notepads, trolley coins, etc) can be requested from Matt. The committee commented that it would be good to have an Introduction to Formulation on YouTube, for example *Formulation means ...* Links with the RSC Education centre to assist with this will be looked at.

Helen asked committee members for their end of year updates looking at what they have done in 2013 for the FSTG, what they plan to do in 2014 and what can the FSTG/RSC do to help them going forward. Statements will be reviewed at the Away Day.

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 FSTG meetings will be sent via email and as an invitation via Outlook. Helen also reviewed the attendance of committee members at committee meeting for 2013 and noted that this was poor for some individuals. Committee members must be committed to attending meeting and if this is not possible reports should be sent so the item on the agenda can be addressed.

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

Flor Siperstein was re-elected unopposed as an ordinary member to serve for a further three years. Proposed by David and seconded by Lyn.

John Jones was re-elected unopposed as an ordinary member to serve for a further three years. Proposed by Steve and seconded by Matt.

Vivek was elected unopposed as an ordinary member to serve for a 3 year period following his co-opted membership status throughout 2013. Proposed by Jan and seconded by Simon.

Richard Greenwood stepped down from the committee.

Marcus Goodall stepped down from the committee.

Many thanks for the years that these members have dedicated to the FSTG and we will continue to keep them posted about events.

Two applications were received following the Call for New Committee Members

- Aldo Guiducci - Development Technologist at BP (Reading)
- Eduardo Cesari - Senior Analytical Chemist, Jeyes Ltd (Norfolk)

Information was circulated prior to the meeting for consideration. It was agreed, that the FSTG would invite both to join as co-opted committee members for 2014 and they will be considered for full membership at the AGM in December 2014.

There are currently 14 members (+ 2 co-opted) on the committee.



7. AOB

Said that website would be re-vamped in 2014 with a greater focus on communication to our members. We will monitor hits to website and ensure we have an active newsletter/communication stream from the site.

8. The date of the next AGM will be in December 2014 – date to be announced closer to the time.