



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

14 December 2010

Present: Marcus Goodall, Flor Siperstein, Matthew Giles, David Higgins, Pat Mulqueen, Philippe Rogueda, Helen Dutton, Claire Richards, Simon Gibbon, Richard Greenwood, John Jones and Lyn Daintree

A minute's silence of observed at the start of the AGM for the sad loss of Lisa Benee.

1. Apologies for absence
Eric Paterson and Joselio Vieira

2. Minutes of the previous Annual General Meeting
David Higgins read the minutes of the previous meeting. Claire Richards proposed, and Flor Siperstein 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.
David thanks Stephen Bysouth, who stepped down from the committee earlier in the year, for his contribution to the website, participation and comments in meetings. Stephen has offered to be available for advice if required. David will write Stephen a letter to thank him on behalf of the committee.
David thanks Jemimah Eve, who stepped down from the committee earlier in the year, for her work as secretary over the years. David thanks Helen Dutton for taking on the role of secretary.

4. Treasurer's Report
Matthew Giles reported that there are funds of £17500 in the current account in 2010 and £20834 in the tracker account plus funds in the InForm account.
From the InForm fund so far 40,000EUR has been allocated. There is a detailed budget for the NanoFormulation2011 conference and FSTG is on target so far. The risk to FSTG is minimal at this point.
Regarding NanoFormulation2012 – there should not be a cash flow problem as the speaker's expenses for NanoFormulation2011 will come after the conference (and the next InForm instalment) and therefore the money set aside here can be used for NF2012 until the next instalment of the InForm grant is received.

Income:	
Subscriptions	£2190.00
Conference income	£10,603.29
Total	£12,793.29



Conferences:

IChemE joint Conference	£1200 profit
Powder Flow Conference	£6800 profit
Black and Green I	£400 profit
Black and Green II	£200 profit

Expenditure:

Travel	£3003.93
Meals	£348.90
Conferences	£4875.12
Website	£1080.60
Bursaries	£641.45
Other	£654.06
Total	£10,604.06

The FSTG has had a healthy year with a good a balance of income and expenditure. The powder conference generated excellent income – thank you Philippe.

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

5. Secretary's Report

Helen Dutton reported that the number of FSTG members is 392. Helen points out from 2011 the RSC will allow members to select three interest groups free of charge as part of their RSC membership. This may increase our number of members but we may lose out in terms of the £5 income from the FSTG membership rate. This issue will be monitored over the year and may need to be raised at the 2011 RSC AGM.

Fiona is our interface to the RSC – the FSTG request that the RSC becomes more involved in the FSTG and offer us additional publicity for events. Fiona will be invited to attend a future face-to-face meeting and the FSTG Away Day.

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 2011. The AGM minutes will be posted on the website alongside the previous years.

Helen requested the memory stick that was purchased to store all of the secretarial archive. Philippe will send this to Helen and Helen will keep updated.

6. Election of committee members

New members were: Helen Dutton (proposed DH, seconded CR), Simon Gibbon (proposed MG, seconded JJ) and Marcus Goodall (proposed PM, seconded FS)



Helen Dutton was the only candidate for the post of secretary and was elected unopposed.

Flor Siperstein, John Jones and Philippe Rogueda were re-elected unopposed as ordinary members to serve for a further three years.

There are currently 14 members on the committee.

There have been 2 nominations to join the committee:

Josie Harries – Ink Development Manager for Domino Printing Sciences

Josie is responsible for leading a team of four scientists delivering novel formulations for use in Continuous Inkjet (CIJ) printers. She is a passionate formulation chemist and enjoys using her skills to help deliver the products required by the market place. She is keen to use her knowledge and abilities to help reduce the environmental impact of the products used within the inkjet industry. She would like to take a more active role in promoting formulation science and see the FSTG as an ideal opportunity for this. She has good written communication skills and would be able to make a significant contribution to the newsletter and website and would enjoy helping to oversee the organisation and running of the groups activities.

Kevan Hatchman, Rhodia Novecare

Covering letter not yet received.

The FSTG committee would like to thank Josie and Kevan for expressing their interest in the FSTG and wanting to take a more active role. Josie and Kevan will be invited to a future face-to-face meeting to allow them to meet the FSTG committee and for us to meet them. The FSTG can then see how these two nominees can fit into the structure of the FSTG and what different skills they can bring. Kevan and Josie can also see the type of activities undertaken by the FSTG and they can see where they feel they would be able to contribute. Josie and Kevan will be considered for committee membership at the 2011 AGM.

7. AOB

The Chemidex Cybrary is available to FSTG members online.

There has been a travel bursary application from Dr. Vitaliy Khutoryanskiy, The University of Reading. This is for £500 to go towards the Waterbourne Symposium (28 Feb – 4 March 2011) in New Orleans. This has been approved.

Philippe explained about meeting with Prof. Bo Pan's group in Kunming Science and Technology Institute, China and how they are very interested in the FSTG and InForm. Philippe proposed that the website should be translated into Chinese. This would be done by one of Bo Pan's students in exchange for a FSTG/GJTT travel bursary to travel to attend Nanoformulation2011.



The aim of this translation is to:

- ensure a presence of the FSTG on the Chinese web
- advertise the FSTG in China
- start a collaboration with potential future conference partners in China
- create a place for formulation science and technology in chinese science
- award an FSTG travel bursary beyond our usual sphere of contact
- spend the FSTG travel bursary budget
- increase Chinese presence at Nanoformulation2011
- present a professional image of the FSTG in China

Whilst it agreed this was a good proposal it was commented that the FSTG website is not fully functional in English yet and the website the FSTG committee are reluctant to have it translated until complete. Tom will be contacted and asked to complete the website before end of February. It was suggested that a google translator could do this translation which Simon will look into. The Chinese Chemical Society may also be able to help and Lyn has some contacts whom she will contact. It was suggested for the time-being that the newsletter is translated into Chinese but not the website as this is in the process of being updated on a regular basis.

8. The date of the next AGM is to be decided next year when the calendar of events becomes clear – the AGM may be held following the Powder Flow 2011 conference which is scheduled for December.