

Minutes of the CCG AGM

University of Loughborough, 12:45, 9th April 2014

Chair: Simon Coles (SC), Secretary/Treasurer: Louise Male (LM). Attendance: Approx. 25.

- 1) **Apologies for Absence:** There were apologies from Graeme Day, Gareth Lloyd, Samantha Callear and Sarah Barnett.
- 2) **Minutes of the previous AGM held at the University of Warwick, 28th August 2013:** The minutes were approved Paul Raithby and seconded by Mike Probert.
- 3) **Matters Arising:** There were no matters arising from the minutes of the previous CCG AGM.
- 4) **Elections to Committee:** LM reached the end of her term as Secretary/Treasurer of the Committee. Sarah Barnett was nominated for the post of Secretary/Treasurer by Claire Wilson and seconded by Simon Coles. As there were no other nominations for this post Sarah Barnett was duly elected as the new Secretary/Treasurer of the CCG.

Two ordinary member positions also became vacant. Two people were nominated for the posts: Helena Shepherd; nominated by Lynne Thomas and seconded by Paul Raithby and Gareth Lloyd; nominated by Hazel Sparkes and seconded by Judith Howard. As there were no other nominations for these posts Helen Shepherd and Gareth Lloyd were duly elected as new ordinary members of the CCG committee.

SC welcomed Sarah Barnett, Helen Shepherd and Gareth Lloyd to the CCG committee.

Helen Mason reached the end of her term as YCG/Student representative and Jorge Sotelo was co-opted as the new YCG/Student representative. SC welcomed Jorge Sotelo to the CCG committee.

5) **Chair's Report: (SC)**

Committee: SC thanked LM for her service to the CCG committee as Secretary/Treasurer and presented a token of the CCG's appreciation for this service amid a round of applause from the attendees at the meeting. LM thanked the CCG for this. SC thanked the two ordinary members of the committee who retired at the 2014 AGM after three years' service, Iain Oswald and Graeme Day, for their service to the committee.

CCG Autumn Meeting 2013: This was held on Wednesday 20th November 2013 at Leeds Metropolitan University Rose Bowl with the title "Increasing Complexity in Crystal Engineering of Materials" and had more of a chemistry bias than usual. This was a successful meeting with delegate numbers almost reaching the capacity of the venue and was held in conjunction with the Directed Assembly Network which gave a somewhat different audience to past Autumn Meetings. Generally the feedback from the delegates was superb.

Big Bang Fair: This was held in Birmingham in March 2014. There was significant CCG representation and SC thanked all those who attended and spoke to the general public and thanked those CCG members who were involved with the organisation of the event. SC thanked Lynne Thomas in particular for her contribution to the success of this event. SC encouraged the CCG membership to continue to be involved in this excellent event in the future and reiterated that the contribution of CCG members to such events is very much appreciated.

CCG Autumn Meeting 2014: SC stated that the planning for the 2014 Autumn Meeting would begin when the CCG committee meets on Thursday 10th April 2014. SC proposed a date of Wednesday 19th November 2014 and explained that this will be checked with the BCA Council to ensure no clashing with the meetings of other groups.

6) **Secretary/Treasurer's Report: (LM)**

Personal Notes: LM thanked all the current and past CCG committee members for supporting her in her role as Secretary/Treasurer and said that she had enjoyed her time on the committee.

CCG Membership: At the time of the AGM there were 230 BCA members who have selected CCG as their main interest group, compared with 187 in 2013. HG3 have pointed out that if BCA members have not selected CCG as their main interest group then they will not receive the CCG mailings. Thus LM asked if CCG members have not received any mailings from the CCG recently that they please check

their details on the BCA website to ensure they have selected CCG as their main interest group. LM explained that the increase in CCG members is partly accounted for by the new members who signed up at the 2013 Autumn Meeting and maybe partly due to people updating their main group of interest following a reminder e-mail about this from HG3.

CCG Autumn Meeting 2014: LM thanked Bruker for sponsoring the 2013 Autumn Meeting with £1250. The total number of delegates registered was 73 which was 3 more than in 2012. 21 people signed up for BCA membership (compared with 26 in 2012). The price for registration was reduced from £35 to £27.50 for members and from £26.50 to £20 for student/retired as the venue and catering costs were very reasonable. As Google Payments/Google Wallet is no longer in existence it was decided to use Eventbrite to run the online registrations for the meeting and LM thanked Richard Cooper for finding Eventbrite. The online registration using Eventbrite incurred charges of 6% + 65p per transaction (£162.10 in charges).

Accounts: LM presented the 2013 end-of-year accounts to the meeting. LM explained the transactions arising from the 2012 CCG & IG Autumn Meeting that appear on the 2013 accounts as follows: It was agreed between the CCG and IG that the outgoings for the 2012 CCG & IG Autumn Meeting would be paid from the CCG accounts and that the CCG would receive 2/3 of the profits from the meeting with the IG receiving the remaining 1/3. The IG's sponsor, Pfizer, funded several student bursaries with these being paid to the students concerned by the CCG, and many of them appear on the 2013 accounts. The IG paid the CCG £221.42 to ensure that the CCG received 2/3 of the 2012 Autumn Meeting profits, and this also appears on the 2013 accounts. However, following a recalculation of the 2012 Autumn Meeting finances after one of the speakers did not claim their expenses it was found that the IG had overpaid the CCG and thus a refund to the IG of this overpayment appears in the Outstanding Outgoings of the 2013 accounts.

The CCG sponsored one student place at the 2013 BCA/CCG Intensive Teaching School in Durham.

Secretary expenses for 2012-2014 appear on the Outstanding Outgoings of the 2013 accounts and these are all supported by receipts.

As of Monday 7th April the amount in the two CCG bank accounts totalled £6538.36, meaning that the bank accounts are in an extremely healthy state.

The profit from the 2013 Autumn Meeting was £688.58.

Iain Oswald commented that the CCG finances should be kept at a level and, having noted that the total amount has been increasing recently asked if any plans were being made to use the surplus. SC replied that the CCG committee aims to keep the total amount in the funds to at least £4000 and, as the finances are so healthy use of the surplus is an item on the agenda for the next CCG committee meeting on Thursday 10th April 2014. Simon Parsons suggested that the CCG could sponsor more student places at the BCA/CCG Intensive Teaching School in Durham in the future. SC agreed that student bursaries in general, and particularly for the Durham School, are an appropriate way to use surplus funds. Simon Parsons asked why the figure of £4000 was being used as the minimum amount that should be in the CCG funds. LM explained that several years ago there was a period when the total amount in CCG funds was well below £4000 and that at that time the BCA Council asked the CCG committee to ensure that the funds were increased to a level of at least £4000 in order for the CCG to be able to fund two Autumn Meetings if necessary. Bill Clegg explained that Charities Commission guidance states that charities should keep enough in their bank accounts to cover at least one year's worth of running costs, which has been calculated to equate to about £4000 in the case of the CCG.

The accounts were accepted by Graham Tizzard and seconded by Iain Oswald.

7) Any Other Business:

Current Meeting: SC stated that the current BCA Spring Meeting 2014 was going well and thanked everyone from the CCG who were involved in the organisation of the programme for their efforts. SC thanked CCG members for their continued contribution to such meetings.

The meeting closed at 13:03