
Annual General Meeting

25th August 2020, Virtual Meeting

Minutes

The meeting commenced at 13:00

Present

Glenn Hurst (GH Chair)	Richard Blackburn (RB Membership)	James Wright (JW)
Anna Roffey (AR Secretary)	Claire McDonnell (CMD Treasurer)	Gita Sedghi (GSe)
Andrew McKinley (AMK Communication)	Julie Hyde (JH SaFE Rep)	Adrian Wright (AW)
Malcolm Stewart (MSt)	Gan Shermer (GS)	David Pugh (DP)
Kevin Morgan (KM)	Roy Lowry (RL)	Michael Seery (MS)
Fiona Dickinson (FD)	Simon Lancaster (SL)	Shane Lo Fan Hin (SH)
Oliver Burnham (OB)	Hanno Kossen (HK)	

AGM20/01 Apologies (AR)

Dylan Williams, Becky Butler, Jenny Burnham.

AGM20/02 Minutes of the 2019 AGM & 2020 Committee Meeting (GH)

The minutes were reviewed and accepted.

AGM20/03 Summary of HEG activities over the previous year (GH):

- a. RSC HE Chemistry Teaching Network winter and summer meetings

2020 Winter Meeting: The winter meeting was organised by Craig Campbell on January 8 at the University of Oxford with a focus on lab skills. This meeting expanded discussion on the development of a skills list for practical laboratory teaching, examining the physical science more generally.

2020 Summer Meeting: The summer meeting was organised jointly by Jenny Burnham (University of Sheffield), Stephen Potts (UCL), David Read (Southampton) and Chris Adams

(Bristol). The theme was the switch to remote teaching as led by institutions, and the experience of switching to remote and blended learning as experienced by individuals.

b. VICEPHEC

The annual VICEPHEC conference took place at the University of Bristol on August 22-23 2019 and was chaired locally by Chris Adams. The conference included keynote plenaries from Ross Galloway (University of Edinburgh), Dylan Williams (University of Leicester) and Jane Pritchard (Oxford Brookes). RSC HEG also funded 4 travel bursaries to support conference attendance (4x £180) together with providing financial support for keynote speakers (£500).

A similar event was planned for Kent this summer, but due to the COVID-19 lockdown the event was moved online (vVICEPHEC) and took place last week (17-21 Aug 2020) with pre-recorded talks and posters available to all throughout the week and live Q&A sessions with the presenters on the Friday.

c. Sponsorship of MiCER and MORSE 2020

MORSE is a one-day event, and last year was organised by Barry Ryan on 1 November 2019 at St Laurence's, Dublin. RSC HEG provided financial support of £400.

The 2020 MiCER was due to take place on May 15 2020 in Edinburgh City Centre, but rapidly pivoted online due to the pandemic.

d. 8th European Variety in University Chemistry Education 2019

The biannual Eurovariety in Chemistry Education Conference took place at Monash Prato Conference Centre, Italy on July 17-19 2019 and was chaired by Tina Overton and Chris Thompson. RSC HEG awarded 3 travel bursaries to our members in order to support attendance (3x £200).

e. Kickstart Funding for Effective Practice and Innovation in Chemistry Higher Education.

Three Funding awards of £300 each to support pilot chemistry education projects were awarded in March 2019.

AGM20/04 Treasurer's Report (CMD)

CMD noted that the accounts for the previous year have been submitted to the RSC and accepted, and a summary for members' information was presented.

CMD also noted an auditor (Prof Christine O'Connor, Technological University Dublin) has been nominated to audit the accounts for 2019 (as is RSC policy) and approved by the HEG Committee.

CMD summarised the Treasurer's Report of Audited Accounts for 2019 (see separate document) and noted:

- Chemistry HE Teaching Network Meetings, HEG only needed to fund winter event because the summer meeting was incorporated into VICEPHEC19.
- There was funding allocated for the MORSE invited speaker's travel expenses, which ultimately was not required on this occasion (though it is good to have funding ready in place for conferences HEG supports for before registration fees come in)
- Kickstarter funding – three projects have been approved. Two are up and running, while there are a few details still being worked out with the third, but funds will be transferred soon.
- 2020 expenditure to date has disrupted due to COVID-19 lockdown.
- Planned spending – one kickstart to be paid, Chemistry HE Teaching Network upcoming meetings.

CMD also noted that there were more funds available for kickstarter funding and a focus group from the HEG committee is going to be looking into this for this year.

GH noted the group has extra funds available so we can support more events this year coming and invited ideas and new initiatives. **[ACTION: ALL]**

CMD noted that in our recent HEG Committee meeting (June 2020) the committee agreed our order of priority for spending/supporting is: VICEPHEC, Chemistry HE Teaching Network, followed by Kickstarter projects.

AGM20/05 Communications update and new initiatives (AMK)

AMK summarised his role within the committee and noted disseminating information is important and something our group could improve. He described recent improvements to the [HEG wordpress website](#), updating our group information, committee membership, group projects, conferences we support. This website should become a central hub for our members.

The aim of these new initiatives is to help members with professional development, experience of writing, possibly similar to the "bites" structure used at VICEPHEC. Members are invited to write pieces for our website (experiences from their practice, at conferences, ideas, plans, etc.), and when we have more content we may be able to make a larger contribution to the RSC.

AMK invited members to volunteer, indicating that we would ideally publish one long and a few short each month ideally. **[ACTION:ALL]**

There was a discussion about what could be included on the website making it a library of outputs from our community for interested people, including a permanent poster exhibition, perhaps the VICEPHEC posters (this could also be for a limited time).

MSt agreed with these ideas and noted that his Drylabs events appeared to be attended by people who would not normally come to such events, and that any help to improve communication within our field was very welcome.

CMD suggested that a recent contact from VICEPHEC, Angela Ziebell (Monash University), had some interesting experience with the pivot to socially distanced chemistry teaching and a short post from her might be suitable for our site. **[ACTION: CMD, AMK]**

CMD suggested short audio commentaries to accompany posters on the website would be good (up to 2 mins).

RB noted that Jack Barbera (JBa, HEG committee member and International Representative) has good contacts with the editors of the Journal of Chemical Education (JChemEd), and suggested resources to support potential authors of JChemEd would be good for the website. **[ACTION: JBa]**

MS agreed to also agreed that HEG could link to a blog post he authored on his own website, similarly about publishing in Chemistry Education Research and Practice (CERP). **[ACTION:MS, AMK]**

AGM20/06 Membership of the Committee (RB)

RB welcomed Gita Sedghi and Roy Lowry to the committee.

RB discussed the composition of the HEG committee and noted both the Chair and Treasurer positions are up for election this year. There is no automatic rollover for these terms, being Officers of the Committee, though the incumbent can stand again. There will be an open call to the membership to fill these positions, via an e-alert from the RSC. Any interested members should respond within 30 days with an expression of interest. If only one person puts themselves forward for a position they will be appointed, otherwise the RSC will hold an election.

a. Officers:

The term of office is 3 years, with a possible second term.

The Chair, Glenn Hurst has completed three years (first term) – *an election is required*

The Treasurer, Claire McDonnell, has completed three years (first term) – *an election is required*

The Secretary, Anna Roffey has completed two years (first term) – *no election required*

The Membership officer, Richard Blackburn has completed one year (second term) – *no election required*

The Communication & Publicity officer, Andrew McKinley has completed one year (second term) – *no election required*

The International Representative, Jack Barbera has completed one year (first term) – *no election required*

The SaFE Representative, Julie Hyde has completed one year (first term) – *no election required*

b. Ordinary Members:

The term of office is 3 years. Current members with years as follows:

- Fiona Dickinson (*first term ends 2022*)
- Rebecca Butler (*first term ends 2022*)
- Adrian Wright (*first term ends 2022*)
- Dylan Williams (*first term ends 2022*)
- Gan Shermar (*second term ends 2022*)
- Jenny Burnham (*second term ends 2023*)
- Shane Lo Fan Hin (*second term ends 2023*)
- Malcolm Stewart (*second term ends 2023*)
- Gita Sedghi (*first term ends 2023*)
- Roy Lowry (*first term ends 2023*)

AGM20/07 Any other business

DP commented that the RSC HE Chemistry Teaching Network was very good and that the recent DryLabs had been fantastic, and suggested HEG should keep investing in these activities.

MSt noted VICEPHEC had covered many of the same topics as MICER and DRYLABS and suggested it should be encouraged to react in a more agile way to the current situation.

SL asked AMK if resources and advice for Higher Educators could be included on the HEG WordPress site to support the unusual circumstances of 20/21 (e.g. RSC accreditation guidance). He suggested we should avoid a retrospective 2021 VICEPHEC, e.g. “what I did in Lockdown”, and rather focus on what we keep after lockdown in 21/22. It was agreed that this should be fed back to the VICEPHEC steering group along with MSt’s previous comment.

[ACTION:AR]

MS suggested the HEG WordPress site should share links to HEG members’ JCE and CERP COVID articles. **[ACTION: AMK]**