

DRAFT (v1 by SB)

## **CONSULTANCY GROUP**

Minutes of Committee Meeting

Wednesday Jul 27th 2016

Royal Society of Chemistry, Burlington House, Piccadilly, London.

### **Summary Actions.**

<b><u>Responsible</u></b>	<b><u>Action</u></b>	<b><u>Date</u></b>	<b><u>Status</u></b>
RSC / MvL	Provide additional info from member survey results to confirm who suggested what.	ASAP	New
SB	Contact members who provided email details in the member survey to see if any are interested in helping progress their suggestions for topics & activities & if so to invite interest in joining committee	Q3	New
HZ	Prepare piece for 175 campaign.		
CH	Circulate info on new funding formula	By next meeting	New
SB	Check with Julie Franklin how many people are waiting to get listed on DoC.	By next meeting	New
BG	Co-ordinate discussion points for the General Assembly.	Aug 12th.	New
BG	Attend General Assembly and report.	Nov,	New
WE	Nominate HZ for Inspirational Member award for 2016 if possible, otherwise 2017.	This week (for 2016) or by next meeting (for 2017)	
HZ	Liaise with CICA as appropriate		New
SB	Progress proposed webinar on contracts & agreements.	Target Q4.	New
All	Continue to seek and circulate ideas for topics / presenters for future meetings.		Ongoing.
SB / MvL	Draft / circulate invitation to Local Sections to partner in organising local CG events.	By next meeting.	New

## Attendance / Apologies.

### Those present.

Hooshang Zavareh (HZ)  
Dermot Hanna (DH)  
Bruce Green (BG)  
Bill Edwards (Chair) (WE)  
Colin Hewlett (CH)  
Stephen Boyde (SB) (via Skype)  
Magda van Leeuwen (MwL). RSC Member Networks Team Leader

#### 1. Minutes of previous meeting.

Minutes of the previous meeting were accepted.

#### 2. Actions from previous meeting.

Actions from previous meeting were reviewed. All major actions were completed.  
No newsletter ideas have been identified.  
HZ 's local group are not interested in supporting Consultancy-themed events.

#### 3. Review of May group meeting.

The May group meeting was attended by 17 members, plus committee, speakers and Paul Forsythe as a guest representing CICA. (cf 21 members attended the 2015 meeting, 7 attended 2014).

CH circulated summary meeting finances prior to meeting.

Receipts:	£1417.50
Expenses:	£ 848.04
Event Profit:	£ 569.46
(Committee expenses:	£273.20)

Main presentations on Social Media and Taxation were professionally delivered and well received.

#### 4. Succession Planning

SB will stand down from the committee at end 2016 after a 3 year term. A replacement Secretary will be required.

None of the other current committee members wish to take over the Secretary role. All are willing to continue in current roles but prepared to stand down to make room for new members if necessary.

It was agreed that further efforts should be made to attract new committee members. WE proposed an e-Alert to members asking for volunteers. MwL noted this was best practice. However, it was noted that the last general invitation to membership to apply for committee roles got only 1 response (ie SB, 3 years ago).

MwL suggested that any group members potentially interested could be invited to attend the next committee meeting as observers. This would require a "real-life" rather than online meeting. MwL also noted that it may be more productive to initially ask for members to help organise specific group activities rather than ask for a long term commitment right away.

The group of members who provided their email contact details in the member survey may be the best place to start.

MvL also suggested that the RSC 175 campaign might be an opportunity to explain benefits of committee participation. HZ noted that he has been asked to write something for the 175 campaign.

**Action** - SB to contact members who provided email details in the member survey to see if any are interested in helping progress their suggestions and / or considering joining the committee.. (RSC will provide supplementary report on member survey results to match up email addresses to suggested topics & activities, ie who said what).

**Action.** - HZ to prepare piece for 175 campaign.

## 5. Financial

### a) Implications of grant reduction

CH has received further info on the new funding formula. The effect will be reduction in RSC group funding from approx £1700 to £1280.

**Action** - CH to circulate details of funding formula. (Done. Details included as Appendix to these minutes).

The last meetings have been cash-positive, so RSC central funding is only required to cover committee expenses and cost of free events eg webinars.

It was agreed that it would be appropriate to offer a speaker fee for webinar presenters if necessary.

It was agreed that although it will be necessary to reduce committee expenses going forward, the priority for next meeting is to attract new committee members and that this would require a "real life" meeting, possibly covering travel expenses for observing members.

### b) AGM travel expenses for non-officers

It was agreed to continue to current policy of not reimbursing AGM travel expenses for non-officers.

### c) Travel grants for future meetings

Since some of the members cite location as a reason for not attending, the option of offering travel grants for members to attend group meetings was discussed.

It was agreed that this would be prohibitively costly if overseas members wished to take advantage, so difficult to manage in a non-discriminatory way.

## 6. Member Survey Results

A preliminary report on the member survey results was circulated shortly in advance of the meeting.

SB highlighted some key points as follows;

- there were 96 responses out of total membership of 625, (of whom 316 on MyRSC, 111 on Directory of Consultants). MvL commented that this would normally be regarded as a good response rate.

- 50% of survey responders are full time. WE queried whether the survey respondents were a representative sample. It was agreed that they were likely to be more active than the membership average.

- 30% had attended meetings, ie essentially all previous meeting attendees did complete the survey.

- Most popular options for other activities are local meetings, joint meetings with other societies and webinars. (Q8)
- 50% were on Directory of Consultants (implying that 50% of DoC members did not do the survey). 11 said they are waiting for listing. If this is true and if the group is representative then this suggests there may be a significant backlog of DoC applications.

**Action** - SB to follow up with Julie Franklin.

- Q10 and Q11 generated a large number of suggestions for topics and activities.

**Action.** As above - SB to follow up on suggestions for Topics and Activities.

## 7 Topics for Future Activities - All.

### a) Group meetings./ General

As above, SB will follow up directly with survey responders to develop proposals for review by the committee at next meeting.

**Action** - All - Circulate any other ideas in the meantime.

### b) CICA contacts

Following CICA attendance at the CG May meeting, we have confirmed our interest in joint events and will notify CICA committee of any public activities organised by CG. CICA have had one subsequent committee meeting, with no specific proposals arising. Next CICA committee meeting is scheduled for September.

**Action** - HZ to maintain contacts.

### c) Webinars

SB has proposed a webinar on Confidentiality Agreements / Contracts & is looking for a suitably qualified legal presenter or co-presenter. RSC legal team have declined on grounds of conflict of interest, but offered to provide contacts with an external solicitors.

**Action** - SB to follow up.

No other webinar topics are currently being developed.

### d) Local meetings.

Despite HZ experience, MvL felt that other Local group organisers might welcome an offer from CG to help organise Consultancy - themed events at a local level.

**Action** - SB to draft a communication for MvL to circulate on our behalf to Local groups.

## 8. Introduction / Interest Group Support

MvL introduced herself to the group and summarised support available for Interest Groups.

## 9 Member Survey Prize Draw

The prize draw winner was selected.

**Action.** SB to contact the winner and arrange prize.

## 10. Other Business

### a) 2016 RSC General Assembly.

BG will be the the Group representative at the RSC General Assembly in Belfast on 18 - 19th November

**Action** - BG to coordinate list of group discussion points by Aug 12th and report post-Assembly.

b) Inspirational Member Award

The group agreed to nominate HZ for the RSC Inspirational Member Award.

MvL noted that although the deadline has technically passed, she could still accept a 2016 nomination up to the end of this week, ie 29/7/16.

**Action.** - WE to progress nomination.

Date of next meeting.

Monday Nov 21st. Burlington House.

Appendix - RSC Interest Groups Funding Formula. Information provided by MvL.

- The overall budget for Interest Groups is £150,000
- The amount of this budget that is allocated to our joint groups is removed first of all (as because they are joint groups and funded by more than one organisation they have a slightly different funding process)
- Then the amount of the grant that is spent on the 'admin part' of the grant for all the other Interest Groups is calculated, and then this is deducted from the budget (this is worked out by the total no. members \* £1.50)
- What remains of the budget is then allocated between all of the Interest Groups by the following process:
  - o The individual Interest Group's average spend over the last three years is divided by the overall total Interest Group average spend over the last three years, to give a percentage
  - o The remaining budget for the activity grants is then divided by this percentage, which gives the amount of grant based on activity per Interest Group
- These two parts of the grant are then added together to give each group their overall grant for the year

With regards to the Comsultancy Group, the values that I have for your 'impact' expenditure over the last three years (funding spent on events and conferences, prizes and awards, donations/sponsorship for the benefit of your group membership) are for 2013 - £2,755, 2014 - £2,560 and 2015 - £2,544. The average expenditure of all the Interest Groups over the 3 years was £742,158 therefore the amount allocated to the group for 'impact' expenditure is £327. The membership numbers for the group currently stands at 635, the amount allocated to administration costs is £953, giving a total grant of £1,280.