

DRAFT (v1 by SB)

CONSULTANCY GROUP

Minutes of Committee Meeting

Wednesday Feb 24th 2016

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

Summary Actions.

<u>Responsible</u>	<u>Action</u>	<u>Date</u>	<u>Status</u>
WE / HZ	Work up backup presentations ahead of the May meeting.	By May meeting	New
WE / HZ	Liaise with speakers as required. Notify SB if backup contact would be useful.	Til May meeting.	New
WE	Check possibility to advertise meeting to SCI.	ASAP	New
CH	Arrange email to last year attendees (based on input from WE)	By April earlybird deadline.	New
CH	If registration numbers go above 30, notify BG to top-up merchandise.	To end April.	New
SB	Circulate AGM notification to membership	March	New
All	Look out for & circulate ideas for future webinars and / or Newsletter content.	Ongoing.	New
HZ	Progress arrangements with local group for networking meeting.	Ongoing	
HZ / SB	Invite CICA secretary to attend AGM.	ASAP	New
CH	Check the new RSC funding formula and update on implications.	For July 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, most of the time)

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 complete.

3. May meeting plan - all.
Backup presentation plans / Speaker contacts

It was agreed that the speaker contacts (WE & HZ) will work up backup presentations as defined at the last meeting for use in the event of last minute cancellation by their speaker.

WE & HZ will liaise with speakers in the runup to the meeting and in particular;

- check for any presentation requirements over & above Powerpoint projection
- ask for copies of slides in advance of the meeting and check for agreement to distribute to attendees
- let them have a link to the meeting notice on the RSC Events Database.

Publicity plan

The meeting notice is on the RSC events database with online registration facility.

A notification email has been sent to CG membership and information posted on MyRSC groups.

WE will check possibility to get a meeting notice in the SCI monthly.

CH will arrange to email last year's attendees directly to encourage them to attend.

Merchandise requirements / transport

Nobody has registered for the meeting yet so no need for additional merchandise at this stage.

CH to notify BG if number of registrations goes above 30 so that additional items can be obtained in time.

4. AGM preparation

SB will circulate the AGM meeting notice during March.

SB will stand down from the committee Jan 2017 (after 3 years). All other committee members have indicated willingness to continue in current roles.

Dates on committee were confirmed as tabulated below.

Position	Name	Dates on committee (20xx – 20xx)
Chair	Bill Edwards	2007 - (Chair from 2014 -
Secretary	Stephen Boyde	2014 -
Treasurer	Colin Hewlett	2009 - (Treasurer from 2014 -
Ordinary Members	Hooshang Zavareh Bruce Green Dermot Hanna	2011 - 2012 - 2013 -

5. Webinar review / feedback - SB.

A webinar on Pricing your Professional Services was run on Tues Feb 23rd with 38 live participants. Feedback has been generally positive, (although there were some problems with SB internet connection).

A recording will be available - link will be posted on MyRSC when available.

An email will go to those who attended including written answers to some of the questions raised which were not covered during the webinar.

RSC Enterprise Plus have arranged a webinar on Social Media which may be of interest to the membership.

All - look out for potential further topics / speakers for future webinars.

6 RSC Interest groups regional review - DH

RSC will be changing arrangements for communicating with Interest Groups. Details will be confirmed shortly.

7. Extending CG activities / networking with local groups - HZ

HZ has made contact with his local group organiser with a view to exploring possibility for a local networking meetings. HZ to progress and keep the group informed.

RSC have provided a spreadsheet listing number of CG members by local group (Appendix to these minutes).

HZ has also been in touch with CICA with a view to developing closer links (see Other Topics below).

8 CG Newsletter - news items? - SB

All to provide ideas for content for a first edition CG newsletter to SB.

9. Financial implications of grant reduction

CH updated on the changes to Interest Group funding discussed at last meeting. The new rules will weight funding more towards level of group activity than number of members.

CH will check the formula and update the committee on implications, ie which activities are RSC aiming to incentivise.

The group reconfirmed preference for face to face meetings but will schedule an online meeting later in the year as a test .

10. RSC anniversary. HZ / DH.

The group agreed to look out for opportunities to contribute to the RSC anniversary activities, including possible social event(s).

11. Other topics

a) CICA

The group agreed to formally invite the CICA secretary to attend the group meeting / AGM as a way of developing closer links.

HZ to forward contact details to SB. SB to arrange invitation.

b) Travel grants

The group agreed not to offer travel grants for the May meeting, but to review the possibility at next committee meeting.

Date of next meeting.

Next meeting was provisionally scheduled for July 27th at Burlington House (tbc).

Appendix-. CG membership by Local Section.

Local Section	Number	%ge
Mid-Anglia	53	9.3%
Chilterns & Middlesex	43	7.6%
Thames Valley	43	7.6%
East Midlands	39	6.9%
Kent	36	6.3%
Downland	32	5.6%
Liverpool	29	5.1%
Birmingham & W Midlands	27	4.7%
Mid-southern counties	22	3.9%
Bristol & District	21	3.7%
Essex	17	3.0%
Central Yorkshrie	17	3.0%
Manchester and district	16	2.8%
USA	15	2.6%
Republic of Ireland	13	2.3%
East Anglia	12	2.1%
Edinburgh & SE Scotland	12	2.1%
Teesside	12	2.1%
North Staffordshire	10	1.8%
South East Wales	9	1.6%
Lancaster and District	8	1.4%
Sheffield and District	8	1.4%
Glasgow & W Scotland	7	1.2%
Australia	7	1.2%
Newcastle Upon Tyne	6	1.1%
North Wales	6	1.1%
Hong Kong	6	1.1%

Peninsula	5	0.9%
Mid-Scotland	4	0.7%
Aberdeen & N Scotland	3	0.5%
Tayside	3	0.5%
Huddersfield	3	0.5%
South Wales West	3	0.5%
Cumbria	2	0.4%
Deccan	2	0.4%
Nigeria	2	0.4%
West India	2	0.4%
New Zealand	2	0.4%
Italy	2	0.4%
Southumbria	1	0.2%
Northern Ireland	1	0.2%
Sri Lanka	1	0.2%
Chennai	1	0.2%
Malaysia	1	0.2%
Pakistan	1	0.2%
Mid-Wales	1	0.2%
South Africa (North)	1	0.2%
Belgium	1	0.2%
Singapore	1	0.2%
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