



Minutes of the 51st Annual General Meeting

Held on 9th September 2011 at the Quay Hotel, Conwy, Wales

Present:

Chairman	-	Will Fludgate
Hon Secretary	-	William McCormack
Hon Treasurer	-	Daniel Jackson
Plus 25	-	Society Members

The Chairman, Will Fludgate welcomed members to the 51th Annual General Meeting of the BSSG and reminded members that they should state their name and the Section they represent clearly as the AGM was being recorded on audio tape.

WF asked all present to stand in Remembrance of two members who had passed away, John Fulton, Scottish Section and Arthur Kershaw, North east Section

The Chairman then asked if everyone has copies of all reports and thanked everyone for attending. Following this, the Chairman advised they would go through the items on the Agenda as printed and that members should all have a copy of the minutes in the welcome pack with the AGM reports. If not, spare copies were available.

1. APOLOGIES FOR ABSENCE

Paula Craib, Scottish Section, Chris Pittock, East Anglia Section
Paula sent her best wishes for the symposium and meeting

2. MINUTES OF LAST ANNUAL GENERAL MEETING

Minutes of the 50th Annual General Meeting
Held on 3rd September 2010 at Colchester

The Chairman read out the Minutes page by page and the Minutes were accepted with the following corrections.

Page 1. Item 3, Put Memorial Lecture in front of Norman Collins award.

Page 11. Replace Roy Batchen with Terri Adams

Proposed by: Ian Pearson – Scottish Section

Seconded by: Terri Adams – Thames Valley Section

The Chairman then signed the minutes.

3. MATTERS ARISING

Comments from the minutes;

Norman Collins Memorial Lecture award.

WF informed the meeting it was not being awarded this year.

WF commented on the item on scanned journals. Once they are in the web page they are in the “Public Domain” and the BSSG would lose it’s “Intellectual Rights” So a password will provide protection.

4. CHAIRMAN'S REPORT

Since the last Symposium, which was a huge success for the 50th celebration, the knock on effect and enquiries about the BSSG has been quite uplifting with changes throughout the committee and the movement of portfolios from one person to another and also the taking on of new members to strengthen our resolve shows that we are slowly getting to the place that I would like to see the Society for the future.

Updating the documentation throughout our society takes time and is an ongoing commitment, so that we can become sharper and more efficient society and it has to be remembered that we do not have paid staff to do all this work.

Our Journal is still our way of communicating and reflecting what the membership wants, but we are not mind readers and with all those possible ideas that we have been promised, I would like to see more articles coming in from the membership and to share those strengths, hopes and experiences with us at the Journal for all to see.

That could be a small article that might need to be "cleaned up" but as long as the bones of an article are there, I am sure we can get it to print. So, now there is no excuse for anyone to feel worried about submitting something, it can be sent direct to the editor or to me for us to get your name added to our list of contributors.

The BoE has had numerous applications and that shows that we are working together as a team. There are a few new ideas on the table and some changes to the team to reflect a strong background for our glassblowing trainees to feel confident in what we do and why we do things that way.

Just a quick word to those that are considering taking the BSSG exams... your mentors are there to get you to the point of sitting an exam, they would not want you to fail and the examiners are there to encourage you to pass, in fact, when you apply, you could say that your name is already on the certificate, you just have to prove your worth on the day... Hopefully, one day you will be able to look back to those days with fond memories from a position on the Board of Examiners.

I have been out to a few venues and acted as a public relations representative, in particular to one glass manufacturing company, this has opened up some new ideas and I will be working with our Secretary to investigate how we can provide information to such companies out there that work with glass towards their Investors in People certification in the near future. I will be travelling over to France later this year to visit with members and to put forward some proposals that will enhance our already high standings in the glass community. This will require a lot of work and commitment from our team but should prove that our Society is the one for them to move forward with into the future using our exams as recognised qualifications.

I thank all those around me, for the hard work, support and background work being done. I would also like to thank our Symposium Committee for organising such a well attended event and also to our members that get involved at ground level. If you are having a meeting in your area and would like me to attend, please give me as much notice as possible and I will do my utmost to join you and meet members who cannot for one reason or another attend the AGM or the Symposium.

William Fludgate

The Chairman read through his report highlighting the success of the Symposium which is thanks to the membership.

Also the need to send in articles to the Journal.

WF wishes to visit as many of the membership as possible.

He reiterated his thanks to everyone.

There were no questions on the Chairman's report

5. SECRETARY'S REPORT

	<u>2011</u>	<u>2010</u>	<u>2009</u>
<u>Total Members for 2011</u>	173 (172)	153	161 (159)
<u>New Members for 2011</u>	36	24	24
<u>Members still to renew for 2011</u>	10	35	10
<u>Members by Section and Council delegate</u>			
EA East Anglia, Will Fludgate	33	31	35
M Midlands	13	14	15
NE North East, Dan Jackson	15	8	11
NW North West	5	6	7
O Overseas, Kon Kraft	56	46	42
S Southern	14	13	12
S Scottish, Robert McLeod	14	12	14
TV Thames Valley, Lee Mulholland	13	14	13
W Western	4	5	10
	167	149	159
<u>Members by type</u>			
Members (Full)	71	74	77
Retired Members	20	21	30
Honorary Life member	2	2	1
Student Members	34	25	17
Corporate Members	35	23	25
Associate Members	7	4	4
Subscribers	4	4	5
	173	153	159
<u>Companies with Corporate membership</u>			
Hampshire (R&D) Glassware Ltd	3	4	5
Smith Scientific Ltd,	4	4	4
Excelitas Technologies UK Ltd (formerly Perkin Elmer)	4	4	4
Biochem Glass (Apparatus) Ltd,	3	3	3
Scilabware	8	8	9
Yorlab	6		
Radley	3		
Aimer	4		
	35	23	25
<u>Subscribers for the BSSG Journal</u>			
Rakow Research Library	1	1	1

University of Waikato Library	1	1	1
Swets Blackwell LTD	1	1	1
China National Publication	2	1	1

Comments from Secretary

One member has died (Arthur Kershaw, Bradford Univ)

The purpose of the Section contacts is to provide a contact with the Council.

Willie McCormack, Hon Secretary

**The Secretary took the meeting through his report and made the following comments;
The figures shown over the last three years show the membership trend is up.
There is a welcome reduction in the number of lapsed members.
WF thanked WMC for his service as he is standing down as Secretary.
There were no questions**

6. TREASURER'S REPORT

2010 Accounts Report:

Page 2:

Bank Interest:

Our income from bank interest has still not improved such as is the investment environment.

Symposium:

There was a deficit on the symposium of £3,148 this was due to extra cost of the 50th anniversary celebrations and was expected. Due to the surplus in 2009 there was no need to use any of the society's savings to cover the costs.

Journal:

The journal has made a deficit this year despite making a surplus in 2009, the deficit was considerably less than 2008 though which was £1,517.

Page 3:

Stationary and postage general administration:

Costs have gone down as expected; in 2009 we had the expense of buying in printed stationary which does not have to be bought every year. The cost of stationary has dropped well below last year and even below the amount spent in 2008. Where possible Council have been using Email instead of using post or travel.

Library:

The increase was expected and is due to the library moving to Oxford.

Travel Expenses:

The costs have decreased a small amount this year. Council are meeting at venues which are centrally located in relation to the officers.

Insurance:

The renewal of the insurance shows a small decrease in the premium

Accountant's fees:

This is the charge for preparing the 2010 accounts by the accountants as seen below.

Miscellaneous expenses:

Include engraving of trophies, Competition prize monies, Certificates of Appreciation etc.

Net Deficit for year:

The net year deficit for 2010 was in the red this year which was expected with the extra expense on the Anniversary symposium and some deficit on the Journal. Looking over the last three years the accounts remain at a similar level.

2011 to Date:

The Journal has made a small deficit this year the previous year there was a number of one off advertisers which helped income but obviously can not be relied on to balance the books. So we need to look at the advertising costs to ensure the journal doesn't become a drain on resources. There has been an increase in interest in BSSG qualifications with a number of syllabi being purchased. There has also been an increase in overseas membership helped by our friends at Lycee Dorian the Paris school of glassblowing.

I propose the auditors Downham Mayer Clarke & Co with the approval of Council. So, on behalf of Council, I ask members to:

1. To ratify the accounts before you.
2. To approve that Downham Mayer Clarke & Co. be elected to continue as the Society Auditors.

Daniel Jackson
Hon. Treasurer.

**The Treasurer read through the accounts one page at a time. Copies were handed round.
There was one question if it was time to increase subscriptions.
This will be discussed at Council meeting.**

7. ELECTION OF AUDITORS

The Chairman asked for a proposer and seconder of Downham Morris Mayer and Co. Stockport, Cheshire to be elected as the society auditors.

**Proposed: George Robertshaw, East Anglia Section
Seconded: Steve Moehr, North East Section**

The Chairman asked for a proposer and seconder for the Executive Reports.

**Proposed: Ian Pearson, Scottish section
Seconded: George Robertshaw, East Anglia Section**

8. REPORT OF COUNCIL

There are 3 Council meetings per year, in November, March and July and they are numbered 51/1, 2 and 3 where 51 is the year.

The Business of the BSSG Council is to discuss reports from the Chairman, Secretary, Treasurer, Journal Editor., Advertising manager, Board of Examiners committee, Librarian, Web master and Reports from the Sections and the Annual Symposium.

Actions are assigned and correspondence dealt with and in this way the Society is organized and run.

The November meeting met at the Kings Hotel in Grantham with six members present and apologies of absence from six members.

As well as the usual reports Council discussed the 50th Anniversary symposium held in Colchester which was a great success.

The March meeting met in the Angel & Royal Hotel in Grantham, (The Kings hotel having ceased trading) with eight members present and four apols.

This meeting discussed, along with all the other business, the BoE organising the Competitions in time for the Symposium which involves setting dates and selecting required pieces for entrants.

The June meeting also met in the Angel & Royal Hotel in Grantham with seven members present and three apols received.

At this meeting Council asks office bearers if they wish to stand again and have their names put forward to the AGM for ratification by the members.

The main item of business was the annual symposium in Wales and how the organising was proceeding.

Symposiums are organised by a symposium committee and the various jobs shared out are the Lectures, Trades and Exhibition stands, Companion programme and arranging the Hotel and liaising with the Hotel conference person.

At the Symposium the Society holds its Annual General meeting to report on the business in the previous year and elect Office bearers.

The BoE annual meeting had been held in the same hotel two weeks before and at their meeting the entries for the various competitions were judged. The turnout this year was very good with seven entries.

Council reports are in each Journal. However members can see the individual reports made to each Council meeting by e-mailing the Secretary.

The Minutes are available to members too and they are also in the web page.

Serving the BSSG is interesting and challenging and there is always a need for more members to help. Any member is welcome to attend a Council meeting as an observer if they are thinking about taking part.

W.McC read through the report on behalf of WF commenting on new developments in the BoE and explaining the need for new members of the Board.

IP reminded Council of Publication dates for the Council report to be submitted for inclusion in the Journal

9. JOURNAL/ Advertising REPORT

The Editorial board has expanded this past year with the addition of Robert McLeod as Advertising manager who joins Terri Adams as Librarian and myself as Editor. We have selected this year's winner of the BSSG Literary Award, known as The Lucy Oldfield Cup. This will be presented at the Annual Dinner.

Using a dedicated person for the role of advertising allows me to focus on editorial material which sadly has been minimal this year. The advertising aspects of the Journal will be reported upon separately.

The April 2011 issue was one of the thinnest *Journals* yet published and the forthcoming October one appears to have suffered the same fate. I estimate a 50% downfall in articles compared to 2010. A proposal to appoint an Assistant Editor may or may not assist with the volume. Time will tell.

I wish to take this opportunity to thank BSSG's two proof readers, Graham Reed and Alan Gall. Alan is a regular contributor to the Journal. In addition our BSSG Librarian has produced several excellent Book Reviews.

Ian Pearson,
BSSG JOURNAL EDITOR

IP was happy for the proposal in Council for an assistant Editor to be appointed. He thanked the Editorial Board for their help.

WF asked if the dates for publication and advice on the Format of articles could be published.

WMcC said he would try the assistant editors post this year and if it was successful it could be made permanent next year.

10. BOARD OF EXAMINERS

Six members attended the BoE meeting on the 18th June at the Angel & Royal Hotel in Grantham. Steve Moehr - BoE Chairman, Terri Adams -Qualifications Secretary, Lee Mulholland – Competitions Manager, Will Fludgate – BSSG Chairman, Willie McCormack – BSSG Secretary, Matthew Miles – Observer.

Apologies received: Dan Jackson – BSSG Treasure, Brian Moore – Hampshire Glass

An encouraging uptake of BSSG Syllabi this year.

Two complete sets + Masters purchased by two universities and an encouraging 4 similar requests for syllabi from companies currently undertaking in house training.

BOE continuing to work with Paris School (Verre de Lycee Dorian) to establish recognition of collaboration/integration with BSSG qualification and accreditation for BSSG on French Baccalaureate certification. Proposed visit to Paris by BoE reps later 2011.

One examination taken this year;

Abigail Storey at York University who achieved a Distinction in her Handburner Examination.

There was wide ranging discussion on giving support to apprentices

* Construct a reference source from the society library for students taking the BoE exams.

* Putting together a more in depth theory aid.

* Discussion on years experience needed for AD Wood and Hampshire competitions.

* Agreed to reduce the experience level for the Hampshire Trophy from seven years to five years.

* It was decided to leave the AD Wood cup at three years.

* BoE recommend establishing an Annual Apprentice Prize for 1st, 2nd and 3rd year apprentices.

This would be separate from the AD Wood competition.

A glass plaque and a monetary prize of perhaps £30 could be offered.

Results of the competitions:-

AD Wood Cup; Fixed piece – Viscometer + Free piece – two entries

Aaron Brown – Viscometer & Water pump, Winner

Eloise Alsop - Viscometer & Catalogue item, award of merit

Silica Cup; one entry

Paul Frampton – Coiled distillation column, Winner

Quickfit Cup; Four entries

Lee Mulholland – Electro Chemical Cell, Winner

Election of Officers:-

Chairman – Steve Moehr

Examination Secretary – Terri Adams

Competition Manager – Lee Mulholland

Minute Secretary – Willie McCormack

New BOE membership application received from Matthew Miles: confirmation of appointment to be approved at next BoE meeting (Symposium 2011)... Welcome aboard Matthew.

The report was read through by SM chairman of the BoE

WMcC asked when the new apprentice prize competition would start.

After a short discussion with WF, IP and TA it was decided the BoE will discuss the implementation. TA will write to appropriate Trainers.

11. LIBRARIAN'S REPORT

There has been renewed interest in library loans since the book reviews have appeared in the journal, so 'thank you', to our Journal Editor for his suggestion.... and the additional workload he has successfully generated for me! The only issue being that more than one person has requested the same title!

The matter of potentially high return postage costs of library loans for retired or student members, as raised at last year's AGM, has been discussed at council where it was agreed that the Society's funding prepaid return postage costs would be considered should funding difficulties be highlighted at time of loan request.

The library continues to receive donations. Regular contributions include *Sci-Glass*, the Journal of the Scientific Glassblowing Society of Australia and New Zealand and copies of *Hot Glass*, the newsletter of the Scientific Glassblowers Association of Australia along with *Fusion*, the Journal of the American Scientific Glassblowers Society, for which the BSSG are very grateful.

Other donations this year include:

A DVD from the American Scientific Glassblowers Society titled *2008 Roster, Cumulative Index, References and Abstracts*.

A DVD titled *Northlands Creative Glass*, donated by Ian Pearson.

As part of my duties as a Librarian and a member of the BoE, I have been tasked with the putting together of a list of reference aids and recommended reading to support the education of BSSG members undertaking the BSSG Syllabus. I would appreciate any input from the membership in respect of suggested titles and if they are not on the library list I will do my best to secure a copy to add to the library. We all have our own 'bibles' to support us in our workplace so please speak up because what might seem blindingly obvious to you may not have occurred to somebody else.

Our journal is very highly thought of within the scientific glassblowing community and having sat down recently and read many of our back issues it is easy to see why! The content of early journals was packed with very informative quality articles submitted from a wide range of membership. We could all think of at least one technique of manufacture or specialised piece of bespoke glassware which might be of interest to others so why not support the editorial team and write it up? Or perhaps you would consider doing a review of your own workshop; what equipment you have, what ventilation system, what is your position in respect of undertaking repair work and the cleaning of glassware? You will not be judged on your spelling or grammar, the editorial team are there to support you with

this. There has been renewed interest in the training of scientific glassblowers so let us as a society support them further by contributing to our journal.

TA read through her report commenting on the main points. Note:- not clear on recording. Discussion on compiling a Theory Aid and Reference source from the library for the use of Students taking the BoE exams.

TA appealed to the members for any Articles and books for the Library.

There were no questions

12. WEBMASTER'S REPORT

First please accept my apologies for not attending this AGM

Up-dates to the site have been done as and when requested. People are still continuing to visit our web site as the site traffic report below shows,

I've also included the last 3 years statistics for comparisons.

Visits				
	12- Aug- 2008	04- Aug- 2009	25- Aug- 2010	30- Aug 2011
Total	29427	33310	37897	42094
Average per Day	13	12	13	11
Average Visit Length	2.32	1.3	1.09	1.36
This Week	91	83	90	76
Page Views				
Total	51048	55066	63851	70091
Average per Day	22	16	19	16
Average per Visit	1.7	1.4	1.5	1.5
This Week	154	115	131	114
Total visits since last AGM	4027	3883	4587	4197

On the 19th February 2011 I renewed our Web site fee to 123-reg for another year total cost £71.86 inc vat.

As I'm stepping down as web master and handing over to Sean Taylor after this AGM it goes without saying I will do all I can to help Sean and wish him luck for the future.

I would like to take this opportunity to thank all for their help and support over the years.

Will Fludgate said the web master job was very important and must be filled. He then thanked Chris for his work as web master commenting he has done a marvellous job.

WF asked the floor for any ideas for the web page and said he was looking forward to Sean Taylor starting as the new web master.

The Chairman asked for a proposer and seconder for the Reports.

Proposed by; Matthew Myles, East Anglia Section
Seconded by; Alan Howell, East Anglia Section

13. ELECTION OF OFFICERS

- (i) **CHAIRMAN**
Mr William Fludgate, East Anglia Section is willing to stand again for 2011/2012.
- (ii) **HON SECRETARY**
William McCormack is standing down.
Terri Adams was asked to accept the post of Secretary and agreed to her name being proposed.
- (iii) **HON TREASURER**
Daniel Jackson is willing to stand again for 2011/2012.

The Chairman asked for a proposer and seconder for the executive posts

Proposed: Ian Pearson, Scottish section
Seconded: George Robertshaw, East Anglia Section

The Chairman thanked W.McC for his work as Secretary.
Ian Pearson spoke in appreciation of WMcC's work as Secretary over the last six years.

14. DECLARATION OF APPOINTMENTS

The following members were elected to office for 2011/2012

Journal Editor:	Mr Ian Pearson, Scottish Section
Advertising Manager:	Robert McLeod, Scottish Section
Librarian:	Terri Adams, Thames Valley Section
Webmaster:	Sean Taylor, Scottish Section

Proposed: Matthew Myles, East Anglia Section
Seconded: Brian Moore, Thames Valley Section

15. SYMPOSIUM 2011 UPDATE

WF confirmed a symposium would be held in 2013.
He gave an update on a venue search.
TA further commented, not clear on recording.

16. ANY OTHER BUSINESS

WF informed the members the BSSG Rules 2003 had been reviewed and asked the Rules review 2011 be accepted.

**Proposed, Will Fludgate BSSG Chairman
Seconded, Matthew Myles East Anglia section**

WF said the Rules 2011 will be published in the Society web page

Gary Coyne, the visiting ASGS delegate invited all BSSG members to the ASGS International Symposium to be held in Corning USA next June

The Chairman then closed the meeting at 12.34 thanking all those who attended the AGM and thanked the overseas members for attending.

MINUTES ACCEPTED AS MARKED

DATE.....

SIGNED.....

NAME IN CAPS.....

SIGNED.....

NAME IN CAPS.....