



Minutes of the 54th Annual General Meeting

Held on Friday 5th September 2014 at Edinburgh Capital Hotel, Scotland

Present: Chairman - Will Fludgate
 Hon Secretary - Terri Adams
 Hon Treasurer - James Lindop
 Plus 26 - Society Members

The Chairman, Will Fludgate welcomed members to the 54th Annual General Meeting of the BSSG . 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

Stephen Moehr- NE Section, Chas Butler- TV Section.

2. MINUTES OF LAST ANNUAL GENERAL MEETING

Minutes of the 53rd Annual General Meeting

Held on 14th September 2013 at BioChem Glass, Bucks

The Chairman asked members to read the Minutes page by page and the Minutes were accepted.

It was noted that an apology for absence from Graham Reed had been omitted.

It was agreed that it was not necessary for any amendment to be made to the minutes.

Proposed by: Ian Pearson, Sc Section

Seconded by: John Turnock, NW Section

The Chairman then signed the minutes.

3. MATTERS ARISING

None

4. CHAIRMAN'S REPORT

This year has found us in Council tied up with various projects and I would like to thank those that have given their support throughout the year.

Council has been monitoring the uptake of this year's symposium and it had to make a decision regarding the future Symposiums. The decision to cancel next years was made very easy for us, when the Hotel that we had chosen decided to put excessive riders into the contract that were not agreed at the time we'd visited them. An example of the excessive rider was as follows: If the Hotel decided to cancel the event within 48 hours for any reason and it stipulated ANY reason, the client (BSSG) must pay 98% of the full value of the organised event. This could have compromised us to the tune of £20,000.00 in Hotel fees alone. I took the decision that we would not allow that to happen; this would have a knock on effect that the Society would have to pay back the Trade Stand Fees, the Sponsorship raised and also possible loss of earnings and travel expenses. This could also affect the Society with overseas members wanting a return for incurred costs. If we added those costs to the Hotel bill, it would certainly undo many years of work. No insurance cover could be arranged with such a ridiculous arrangement from a Hotel Chain. The timing of the release of the rider from the Hotel resulted in our not being able to secure a booking at any other of the possible venues that had been short listed, so we had no choice but to cancel the 2015 Symposium.

Looking towards the membership, those booking for symposium showed a disappointing low attendance from members within the UK. As much as we enjoy visitors from overseas, we have not yet organised an International symposium for many years, so without the support of the membership we can no longer continue to spend the agonising time and effort to arrange such a venue, when you consider we are all volunteers.

This leads us towards the members that do ask questions of Council about what we do. One of those questions constantly brought to Council is about the inactivity in the various sections- we are aware of this, but when we consider the decline of active members and the membership being made up of a high percentage of retired, overseas and students it is hard to find a venue to accommodate meetings.

Continued improvements with the exams set by BoE and the finances approved for the new Syllabus (released in January) of modular units and the Standard of Competence has taken many hours of work. The revised syllabus supported by the revisions on how exams are conducted makes it a viable proposition to demonstrate as an effective training and examination structure to an Education Authority to achieve "Official" accreditation within the UK and Europe.

Council are proactive in pursuit of the establishment of an *accredited* training program and examination process for Scientific Glassblowing. Several meetings with other interested parties have already taken place and we can see many more ahead. Moving forward with BSSG BoE syllabus as the foundation for a training program, members can rest assured that the BSSG Exams will still be conducted by our Board of Examiners and we will still hold all intellectual property rights to the modules. The possible setup of a UK based training school for scientific glassblowing has been discussed and if the plans are approved, funding could come from many sources, such as from private individuals to academic or industrially funded schemes.

We are looking towards a new aspect of glass exams, to include quartz working. This idea has been looked at by some quartz industry specialists and meets with early signs of approval. With that

approval, we will introduce an addition/complimentary series of modules that would be for our quartz workers, enabling them to achieve accreditation for their skills and expertise with quartz.

With the BSSG receiving multiple enquiries regarding training and we are encouraged that many people consider us as their first port of call. Hopefully, in the near future we can point them towards an accredited career path that can be mapped out for them.

We have yet to be approved to join the Parliamentary Science Committee (a non-political group) at Westminster; however, we can see that will soon be addressed.

William Fludgate FBSSG

The Chairman read through his report- there were no questions.WF thanked members for their continued support.

There was a very positive response from the floor in respect of the efforts to achieve government recognition for our existing syllabus through the Scottish Qualifications Authority through the Special Awards scheme.

5. SECRETARY'S REPORT

Comments from Secretary: The security of the Society is looking increasingly vulnerable with a large percentage of membership being Corporate and Overseas.

			<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>
<u>Total Members for 2014</u>			145	175	174	173
<u>New Members for 2014</u>			7	22	48	36
<u>Members not renewed for 2014</u>			38	40	38	10
<u>Members by Section with Contact name</u>						
EA	East Anglia	Will Fludgate	35	38	23	33
M	Midlands		16	16	18	13
NE	North East	Julia Malle	15	17	15	15
NW	North West	Paul LePinnet	13	14	14	5
O	Overseas	Kon Kraft	25	44	59	56
S	Southern		5	5	8	14
Sc	Scottish	Ian Pearson	11	10	15	14
TV	Thames Valley	Lee Mulholland	14	17	13	13
W	Western	Phil Jones	5	8	5	4
			139	169	170	167
<u>Members by type</u>						
	Members (Full)		63	65	67	71
	Retired Members		18	22	21	20
	Honary Life member		2	2	2	2
	Student Members (inc Corp Students)		17	37	41	34

Corporate Members	35	37	32	35
Associate Members	4	6	7	7
Subscribers	6	6	4	4
	<u>145</u>	<u>175</u>	<u>174</u>	<u>173</u>
<u>Companies with Corporate membership</u>	<u>10</u>			
Hampshire (R&D) Glassware Ltd	4			
Hereaus	6			
Smith Scientific Ltd,	4			
Enterprise Q	10			
Biochem Glass (Apparatus) Ltd,	3			
Scilabware	6			
Yorlab	6			
Jaytec	5			
Radleys	3			
Fine Glass Finishers	4			
<u>Subscribers for the BSSG Journal</u>	<u>7</u>			
Rakow Research Library				
University of Waikato Library				
Lycee Dorian Paris				
Swets Blackwell LTD				
China National Publications				
BP Chemicals Ltd				
Lycee Dorian				

Almost 50% of members not renewed for 2014 are overseas student members from the Paris school@ 18 members

The balance is made up mostly of retired members or members who have moved into retirement and not renewed.

Thank you to all our Corporate members and subscribers for their continued support.

Terri Adams FBSSG
Hon. Secretary

There were no questions

6. TREASURER'S REPORT

2013 Accounts Report:

Page 2:

Bank Interest:

Our income from bank interest has stayed the same in 2013 but there has been a small improvement early 2014 with a small amount of interest showing.

Symposium:

There no symposium in 2012.

Journal:

The journal has made a deficit this year despite the increase in income due to increase in the costs mainly of postage.

Page 3:**Stationary and postage general administration:**

Where possible Council have been using Email instead of using post or travel.

Library:

There have been no costs incurred by the library.

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 increase in the premium

Accountant's fees:

This is the charge for preparing the 2012 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 2013 was in the red this year. With limited income stream I have been trying to think of ways to boost the income we have, perhaps symposium could be used as fund raisers to support the year round activities?

2014 to Date:

The major change this year is the change to a new treasurer, I have continued to process membership payments as my address remained on the renewal forms. There have been a few teething problems as with any change but I hope we are through most of those. I would like to recommend the auditors Downham Mayer Clarke & Co they have processed the Society accounts for a number of years now and have provided an efficient and helpful service.

So with the approval of Council. So, on behalf of Council, I ask members to:

To ratify the accounts before you.

James Lindop - with support from Daniel Jackson.
Hon. Treasurer.

**The Treasurer read through the accounts one page at a time. Copies were handed round.
There were no questions.**

**It was observed from the floor that Council should be commended in keeping costs down.
The Chairman, on behalf of the membership thanked The Hon. Treasure and former Hon.
Treasurer for their unfailing hard work and dedication.**

Accounts Ratified
Proposer: Graham Reed, Western Section
Seconder: Chris Pittock, East Anglian Section

7. ELECTION OF AUDITORS

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

Proposed by: Brian Moore, TV section

Seconded by: Chris Pittock, EA Section

8. REPORT OF COUNCIL

Much of this year's Council activity has been ensuring that the Symposium which would follow this, Edinburgh 2014 would be well suited. Unfortunately this effort has proved a waste of time and considerable effort as the 2015 symposium, as planned thus far had to be cancelled. The hotel and Conference Search have been advised accordingly. This was in the main due to significant irregularities in the draft contract sent out from the hotel, the signing of which would put the Society at critical financial risk. A risk which all agreed could not be taken. Unfortunately the timing of receipt of the untenable contract also meant we had missed the closing deadlines for any other booking with hotels to secure the discounted rates we have always been given. The apathy from some of the membership in timely membership renewals and support for the two previous symposiums did however make the decision to cancel easier.

Council have also been approving all of the changes that the Board of Examiners have recommended to Council in working towards progressing and securing recognition and accreditation within the education system for the Board of Examiners Syllabus and Examinations. Currently, it is hoped this may be achieved using the Scottish Qualifications Agency as our catapult. If successful, this accreditation will move our Society into the position of becoming a leading light. In essence we will fulfil our status becoming just as we have described ourselves - A Learned Society.

One Council meeting had to be cancelled due to health issues and work commitments. The matter was quickly addressed by using round robin style emails to get the issues resolved before the next meeting, this also ensured that our Secretary had everything to hand to cast a strong agenda for that meeting and we could use the term "Taking care of Business" in a very professional manner. A large portion of Council & BoE business is successfully conducted electronically, significantly speeding up the process and reducing Society overheads.

Council are aware of some issues that had to be dealt with which had arisen because of personal issues -yes we do have a life outside of the BSSG. One of those issues being establishing the banking for our newly appointed Hon. Treasurer- which, by the time this has been read, would have been resolved.

A major concern from Council is the state of the membership numbers. Having seen the membership figures from the ASGS, we seem to be on par with them when you consider the size of the Countries involved. This does not address that we have far more readers of our Journals than the membership shows and we would welcome ideas on how to increase membership. If that includes constructive criticism that the Society has to adopt, then, so it shall be done.

I would like to thank all those serving members of Council and also the BoE members for all the work that has been done to enable us to look forward to a stronger year. These thanks also extend to the work done towards keeping our internet presence up and running and also to the work from our Editor keeping fingers from getting burnt whilst reading and not glassblowing.

Finally, a thank you for those attending AGM today – Council are very aware that some issues addressed herein are somewhat preaching to the converted.

Council 2014.

William Fludgate FBSSG
Society Chairman.

A response from the floor noted that the Society had previously been caught out financially in respect of the Durham Symposium – this could not happen again. The stresses imposed upon the symposium committee are unacceptable and the sums of money involved in complicated Hotel contracts would almost certainly mean bankruptcy for the Society. A bi annual symposium was proposed but consideration will now be given to the future of symposiums, whom might assume the responsibility for the organising symposia in line with the changing/ diminishing active membership and membership numbers.

The proposal to gain formal accreditation for our BSSG syllabi through SQA was met with a round of applause from the floor.

9. JOURNAL & ADVERTISING REPORT

This is an important year for the *Journal* as “we” celebrate 50 years of continuous publishing. January’s issue saw members received a gold (edible) gold coin with their *Journal*. Various features were included in further issues concerning all aspects of publishing the *Journal*. A presentation to delegates at this year’s Symposium concluded celebrations. It is very disappointing therefore to see that the momentum of “filling” the *Journal* has not been maintained due to lack of material being submitted by members. Octobers issue is one of the thinnest issues both on quantity and quality. I have no doubt that January 2015’s issue will be double sized to accommodate the symposium reports.

The Editorial Board have chosen this year’s winner of the Lucy Oldfield Cup, the BSSG Literary Prize. This will be awarded at the Annual Dinner during the symposium.

The advertising aspect has slightly suffered through the absence of one regular contributor. All advertisers are offered opportunities to promote their products (free) through the *Journal* pages.

A big thank you to Graham Reed and Alan Gall for carrying out proof reading duties.

**Ian Pearson,
BSSG JOURNAL EDITOR**

**There was no Advertising Managers report due to a lack of post holder.
Thanks to Graham Reed for volunteering to take on the post of Advertising Manager.**

10. BOARD OF EXAMINERS

The Board Members for 2014 - 2015 are as follows:

Chairman - Brian Moore
Chairman Elect - Matthew Myles, Norwich University
Examinations Secretary - Terri Adams, Oxford University
Competition Manager - Lee Mulholland, Southampton University
Minutes Secretary – Mrs Johanne Fludgate, BioChem Glass
BoE Member - Dan Jackson, Sheffield University
BoE Member - William Fludgate, BioChem Glass
BoE Member - Steve Moehr FBSSG
BoE Member - Phil Jones, Bath University
BoE Member – James Lindop, Scilabware
BoE Representative Examiner – Keith Holden FBSSG
BoE Representative Examiner – Clarence Mortlock

Thanks go to Keith Holden and Clarence Mortlock their roles as a Representative Examiner to facilitate the examination requests for University of Queensland and University of KwaZulu-Natal respectively.

Results of Competition judging - which took place on 19th July 2014.

All the entries this year were from young ladies.

AD Wood Cup – Winner Zosia Olenska, Yorlab
Certificate of Merit for Natalie-Claire Brimacombe, Yorlab
Silica Cup – Laura Wilson, Heraeus
Hampshire Trophy & Quickfit Cup – No Entries

Examinations

Three examinations have taken place this year:

Aaron Brown: Durham University
21st January 2014, Standard of Competence - Passed

Jarred Wright: University of Queensland, Australia
23rd March 2014, Stage One Bench - Pass with Credit

Robyn Hare: Newcastle University
7th April 2014, Standard of Competence – Passed

Three other exams have been scheduled for after AGM - One at University of Nottingham and two at Jaytec, all three are Bench Stage One.

A fourth exam, the Elementary, will have taken place at University of Kwazulu-Natal.

We have had interest from two parties regarding quartz training. This would mean the BoE bringing a Quartz element into our syllabus. This idea is under consideration as part of an ongoing project being undertaken jointly with Council and other outside bodies working towards the establishment of Scientific Glassblowing training and accreditation.

The next scheduled BoE meeting is expected to be held on 1st November 2014 in Oxford.

Brian Moore
Chairman BoE

The Chairman thanked Brian of behalf of Council and BoE for his unfailing work in updating and enriching the BSSG Syllabi .

11. LIBRARIAN'S REPORT

No written report.

The library continues to receive copies of Fusion, VDG, Glass-Sci. Our thanks go out to the respective societies for their much valued contributions.

TA commented that leading was certainly on the decline, one book title only.

Terri Adams

12. WEBMASTER'S REPORT

A comprehensive activity report is available as a separate document.

Council continues to liaise with the Web Master to improve and update the web page. The forum element of the BSSG web page has been retired due to lack of support.

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

Proposed by: John Turnock, NW Section

Seconded by: Chris Pittock, EA Section

13. ELECTION OF OFFICERS

- (i) CHAIRMAN
Mr William Fludgate, EA Section is willing to stand again.
- (ii) HON SECRETARY
Mrs Terri Adams, TV Section is willing to stand again but has expressed a desire to retire at AGM 2015 if a suitable replacement can be found.
- (iii) HON TREASURER
Mr James Lindop, NE Section is willing to stand again.

Proposed by: Ian Pearson, Scottish Section
Seconded by: Graham Reed, Western Section

14. DECLARATION OF APPOINTMENTS

The following members were elected to office for 2013/2014

Journal Editor:	Mr Ian Pearson, Sc Section
Advertising Manager:	Mr Graham Reed, W Section
Librarian:	Terri Adams, TV Section
Webmaster:	Sean Taylor, Sc Section

The Chairman asked for a proposer and seconder the declaration of appointments.

Proposed by: Matthew Myles, EA Section
Seconded by: Alan Howell, EA Section

15. SYMPOSIUM

In the absence of a 2015 symposium, an AGM will be held. Council are considering venues for a symposium in 2016.

- **Rule Change**

Due to economic and domestic reasons that would affect the Society financially, a recommendation to change Rule 13.1 from, The AGM shall be held during the Annual symposium, to The AGM shall be held annually.

A card vote was required for the change of rules- There was a unanimous show of cards in favour of the proposed change.

16. ANY OTHER BUSINESS

- **Membership Renewal**

Membership is fundamental to the success of our organisation. Ease of renewal in this electronic age is essential. Council will review the membership renewal process to establish a Direct Debit status for membership.

A discussion on feedback success and previous direct debit attempts ensued. It was noted that other societies successfully employ a DD system but equally that getting feedback from the membership was on the whole unsuccessful. The outcome being, for Council to revisit DD as *a means of membership*.

MINUTES ACCEPTED AS MARKED

DATE.....

SIGNED.....

NAME IN CAPS.....

SIGNED.....

NAME IN CAPS.....