

The 63rd Annual General Meeting of the Physical Crystallography Group of the British Crystallographic Association and Structural Condensed Matter Group of the Institute of Physics

12:15 Tuesday 4th April 2006, Lancaster

There were 16 members present. Committee members present: Paolo Radaelli, Dave Allan, John Evans, John Loveday, Jon Wright, Mina Golshan.

1. Formal apologies for absence were received from Andrew Wills and Pam Thomas.
2. Minutes of the 62nd AGM held at Loughborough were circulated and accepted as an accurate record of the meeting.
3. There were no matters arising from minutes
4. Paolo Radaelli reported on another active year for the PCG/SCMP. Specific topics discussed were:
 - a. A successful school on magnetic Rietveld refinement was held at Cosener's house in November 2005; thanks to Juan Rodriguez Carvajal – LLB, Paolo G. Radaelli – ISIS, Andrew Wills – UCL, Laurent Chapon – ISIS, Aziz Daoud-Aladine – ISIS for teaching and local organisation.
 - b. The PCG/SCMP prize (£1000) attracted strong applications. To prevent conflicts of interest it was judged by an external committee who were thanked for their efforts. The prize was announced and a lecture given later in the meeting by Dr Matt Tucker (ISIS) for work on total scattering of framework inorganic materials to probe their structure and dynamics.
 - c. The second Panalytical Thesis prize (£500) again attracted strong applications. The prize was announced/awarded to Dr Andrew Goodwin (Cambridge University, supervisor Prof. Martin Dove) for a thesis entitled "Dynamics from Powder Diffraction" later in the meeting at the conference dinner. Dr Goodwin will be invited to present his work at a future PCG/SCMP meeting.
 - d. Sessions on high pressure, topology and a topas training workshop have been organised by the PCG/SCMP for the BCA meeting.
 - e. Sessions on "orbital ordering" and "magnetism" have been organised in collaboration with the neutron scattering and magnetism groups for CMMP06.
 - f. The committee apologised for the lack of a winter meeting in 2005.
 - g. The 2006 winter meeting will be held on 25/10/06 in Edinburgh and will be entitled "A Snapshot of UK Physical Crystallography". JL/DA are local organisers.
 - h. A structural Rietveld refinement school will be held in Durham in early January 2007; John and Ivana Evans will be local organisers. The structural and magnetic schools will continue to alternate so that each generation of graduate students have the opportunity of attending.

- i. The PCG/SCMP will support a meeting on protein crystallography by powder diffraction to be held in 2007 in Grenoble. JW is local organiser.
 - j. Comments were invited from the meeting about the possibility of methods by which the current PCG/SCMP teaching activities could be formalised and possibly “accredited” as part of postgraduate student training requirements. The meeting was broadly supportive of this activity. Paul Fewster offered to discuss the issue with the IOP accreditation committee on which he serves. The PCG/SCMP committee agreed to think further on this topic.
5. IOP matters were discussed under the Secretary/Treasurer’s report.
6. There were no BCA matters raised.
7. Honorary Secretary/Treasurer’s report:
 - a. The secretary/treasurer presented the annual IOP activity report to the meeting and the financial summary appended. Minor financial discrepancies reported to the 2005 AGM due to double payment of a cheque by the IOP have been corrected.
 - b. Issues regarding proposed changes to the IOP funding model were described. In brief it appears that current group funds will be zeroed at the end of this year and that the group will have to bid in advance for funds in the future. A plan for forward spend to support activities to the end of 2006 was presented to the meeting and agreed. Future committees will need to ensure that funding applications are submitted at the appropriate time. More details will become available during meetings for group officers to be held in May at the IOP. **Action:** group representatives to attend forthcoming IOP meetings.
 - c. A PCG “annual diary” (appended) was presented for discussion to help future committees.
8. Committee posts for Honorary Secretary/Treasurer and ordinary members (retirement of John Evans after 3+1 years, Jon Loveday at the end of a three year term; resignation of Jacqui Cole/Dave Laundry after 1 year) were available. Nominations for posts are detailed below. All were elected unopposed.
 - a. Honorary Secretary: Matt Tucker. Proposed: John Evans; Seconded: Dave Allan.
 - b. Ordinary Member: Jon Loveday (re-election). Proposed Paolo Radaelli; Seconded: Dave Allan.
 - c. Ordinary Member: Ivana Evans. Proposed: Judith Howard; Seconded: Chick Wilson.
 - d. Ordinary Member: Sarena Margadonna. Proposed: Paolo Radaelli; Seconded: Jon Wright.
9. Future meetings are detailed in the Chair’s report above. John Helliwell asked the committee to consider the topic of single molecule diffraction for either an Autumn meeting or as a strand to a future spring meeting. **Action:** Group representative to raise at BCA planning meeting.

PCG Yearly Activity Diary

When	What	Who
January	Finalise BCA spring meeting scientific programme	Sec
	Crystallography News Deadline (AGM+prize announcements)	Sec
	Email reminders about pcg prizes	Sec
	Instruct IOP to send hard copy information re AGM	Sec
February	Deadline for Thesis Prize	Chair
	Deadline for Physical Crystallography Prize (biannual)	Chair
	Ensure new committee members lined up for AGM	Chair
	Check end/start of year finances/grant correctly handled by IOP	Sec
March	Ensure all speakers for BCA organised	Sec/OM
April	BCA spring meeting activity	All
	Committee meeting before AGM	All
	Agenda/finances for AGM	Sec
	AGM during BCA spring meeting	All
	Ensure new committee members/officers in place	Chair
	PCG prize lecture	Chair
	Crystallography News Deadline	Sec
	Finalise winter meeting theme/chair/location	Chair
	BCA council meetings at spring meeting	Sec
	BCA Durham teaching school	some
May	IOP Annual representatives meetings	Chair/Sec
	BCA Spring meeting planning meeting	Sec
June	Structural Rietveld workshop (~biannual)	OM
July	Ensure final plans for winter meeting in place	Chair
	Crystallography News deadline (Announce winter meeting + workshops)	Sec
August	Mini committee meeting during e.g. IUCr or ECM as appropriate	Chair
September	Initial adverts for Winter meeting	Sec
	BCA Council meeting Birkbeck	Sec
October	Crystallography News deadline (reports on summer meetings)	Sec
November	Re-advertise winter meeting	Sec
	Announce pcg prize nominations as appropriate for year	Chair/Sec
	IOP group/divisional officers forum	Chair
	IOP annual report submission	Sec
	IOP funding applications submission?	Sec
Magnetic Rietveld school (~biannual)	some	
December	Winter meeting	OM
	Annual committee meeting	All
	Discuss BCA Honorary members and nominate	All
On Going	Other conferences (CMMP)	All

Involvement in central facility workshops	OM
Contact BCA/IOP members as required	Sec
Webpages	??
Bursary application/processing	Sec
Newsletter for IOP members	??
Liaison with RSC solid state group, neutron scattering group, magnetism group	OM's
Lobby central facilities as appropriate	All
Provide "seed funding/support" for e.g. future beamline applications	
Articles/activity reports for Crystallography News and/or newsletter	All

Notes

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Filename: C:\data\bca_pcg\[pcg_diary.xls]diary
Who: Chair/Honorary Secretary-Treasurer/Ordinary Member

Financial Summary 2005

Balance as of 31.12.2004	£3,537.96
Group income for 2005	£1,728.00
Group expenditure in 2005	-£124.90
Balance as of 31.12.2005	£5,390.86

Details of Spending in 2005 Accounts

Miscellaneous

Postage/printing	£58.00
Total misc	£58.00

Bursaries in 2005

Sarah Lister	£150.00
Shu Yan Zhange	£250.00
Total Bursaries	£400.00

Speaker Spend in 2005

Malcolm McMahon plenary at bca	£89.00
committee travel	£0.00
Total speaker spend	£89.00

2004 Winter Meeting

2004 winter meeting registration (income)	-£1,259.00
Winter meeting support cheque repaid	-£1,000.00
BCA fees for attendees	£52.50
Total winter meeting expenses in 2005 accounts	-£2,206.50

2005 Rietveld School

Teacher expenses (travel, accommodation, food)	£548.60
Room hire/refreshments	£986.00
Total Rietveld School	£1,534.60

Projected spend in 2006

Sagamore conference support	£1,000.00
PCG prize support	£1,000.00
Bursary application - Andrew Goodwin	£250.00
CMMP speaker expenses	£500.00
Winter meeting underwrite	£1,000.00
Rietveld school support/bursaries	£1,000.00
German Sastre travel	£133.33
Total General spend 2006 by 21st February	£4,883.33

Effective Balance on 21st Feb (estimated by jsoc)	£507.53
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Notes:

Issues regarding IOP accounting at 2005 AGM have been resolved.

IOP budget model will change from 2007 to a bidding system; total amount of group funding unchanged. Amount bid for should not normally change dramatically from the group's spending profile.