

**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

1. Apologies for absence
2. Minutes from the 62nd AGM held at Loughborough, 13th April 2005
3. Matters arising from minutes
4. Chairman's report
5. IOP matters
6. BCA matters
7. Secretary/Treasurer's report
8. Elections to PCG/SCMP committee
9. Future Meetings
10. New Activities
11. Any other business

Elections to Committee

There are vacancies arising for Honorary Secretary/Treasurer and Ordinary Members. John Evans and John Loveday are due to retire from the committee. John Loveday is eligible for re-election. Jacqui Cole has resigned from the committee. Nominations received to date:

1. Ivana Evans (Durham). Proposed: Judith Howard; Seconded: Chick Wilson
2. Matt Tucker (ISIS). Proposed: John Evans; Seconded: Dave Allan
3. Sarena Margadonna (Edinburgh). Proposed: Paolo Radaelli; Seconded: Jon Wright
4. John Loveday (Edinburgh). Proposed: Paolo Radaelli; Seconded: Dave Allan

Current Committee

Name	Grade	Since
Paolo Radaelli	Chairman	2005
Dave Allan	Vice Chairman	2005
John Evans	Honorary Secretary/Treasurer	2002
John Loveday	Ordinary Member	2003
Mina Golshan	Ordinary Member	2004
Andrew Wills	Ordinary Member	2004
Jonathan Wright	Ordinary Member	2004
Jacqui Cole	Ordinary Member	2005
Dave Laundry	Ordinary Member	2005

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Physics**

13:00 Wednesday 13th April 2005, Loughborough

There were 25 members present. Committee members present: Pam Thomas, Paolo Radaelli, John Evans, John Loveday, Mina Golshan.

5. Formal apologies for absence were received from Andrew Wills, Jon Wright and Jeremy Cockcroft.
6. Minutes of the 61st AGM held at UMIST were circulated and accepted as an accurate record of the meeting.
7. There were no matters arising from minutes
8. Pam Thomas reported on another active year for the PCG/SCMP. She also thanked everybody who had worked with her on the committee over 13 years. Specific activities mentioned were:
 - a. A successful winter meeting on neutrons in biology (thanks to Paolo Radaelli as local organiser and John Helliwell).
 - b. A white beam satellite workshop to the BCA spring meeting (thanks to Mina Golshan).
 - c. A teaching (given by Prof Mike Glazer) and research session on phase transitions at the BCA spring meeting (this occurred after the agm but was again extremely well attended by a wide cross section of people).
 - d. A two day Rietveld workshop (thanks to Jeremy Cockcroft, Ivana Evans, Kevin Knight and John Evans).
 - e. The inaugural PCG/SCMP/Panalytical thesis prize awarded to Dominic Fortes (UCL); thanks to Panalytical for £500 sponsorship.
 - f. A magnetic Rietveld workshop will be organised for September 2005.
 - g. The PCG/SCMP prize will be awarded in 2006. Nominations were sought from all members.
9. There were no IOP matters raised.
10. There were no BCA matters raised.
11. The secretary presented the annual IOP activity report to the meeting and the financial summary appended. Several members raised the issue of ease of communication with the IOP regarding financial matters. JSOE will attend the annual representatives meeting and raise as appropriate.
12. Nominations for committee positions are detailed below. All were elected unopposed. The committee sought and received the approval of the meeting to co-opt John Evans as secretary/treasurer for a further 12 months to provide continuity amongst the officers.

- a. Chair: Paolo Radaelli. Proposed: Pam Thomas; Seconded: John Evans.
 - b. Vice chair: Dave Allan. Proposed: John Evans; Seconded: Jon Loveday.
 - c. Ordinary Member: Jaqui Cole. Proposed: Andrew Wills; Seconded: Paolo Radaelli.
 - d. Ordinary Member: Dave Laundy. Proposed: Pam Thomas; Seconded: Jon Loveday.
13. Future meetings will include a magnetic Rietveld workshop in September. The topic for the autumn meeting is under discussion. A structural Rietveld workshop will be held in 2006. The group will consider making a significant contribution to cmmmp meeting in 2006.
14. Paolo Radaelli outlined his plans for the PCG/SCMP over the next 3 years. An “education portfolio” will be produced to highlight the important educational work being undertaken by the committee.

The meeting closed with an expression of thanks to the retiring chair for her work at all levels on the committee over the past 13 years and the presentation of a long-service certificate and small gift.

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.

