



**Minutes of the 2018 Annual General Meeting of the Royal Microscopical Society
which took place on Thursday 27 September 2018 at The Royal Society,
6 Carlton House Terrace, London SW1Y 5AG**

Present: Professor Michelle Peckham (President), Dr Debbie Stokes (International Secretary), Professor Grace Burke (Vice President), Dr Peter O'Toole (Vice President), Professor Chris Hawes Hon FRMS (Executive Honorary Secretary), Dr Lynne Joyce (Honorary Treasurer), Professor Maddy Parsons (Honorary Secretary Science - Biological), Professor Rik Brydson (Honorary Secretary Science - Physical), Professor Susan Anderson, (Honorary Secretary – Education) Dr Kerry Thompson (Honorary Secretary – Education elect), Ms Natalia Alexander, Dr Trevor Almeida, Dr Jackie Bond, Dr Lucy Collinson, Dr Ian Dobby, Dr Elizabeth Duke, Mr Paul Edwards, Mr Matthew Francis, Mr Owen Green, Dr Richard Grenfell, Dr Paul Gunning, Professor Beverley Inkson, Dr Roland Kröger, Professor Mark Leake, Mr Steve Metcalfe, Mr Jean-Yves Mugnier, Dr Duncan Muir, Professor Pete Nellist, Dr Dogan Ozkaya, Professor Klaus Qvortrup, Mr Peter Sainsbury, Mr Jan Soetaert, Mr Duncan Stacey, Dr Natalie Stephen, Mr Leslie Stump, Dr Steve Thomas, Dr Kerry Thompson, Dr Rebecca Thompson, Mr Ian Titley, Mr Fredrik Wallberg, Dr Theresa Ward, Dr Claire Wells, Mr Dongsheng Wu, Ms Allison Winton (RMS Chief Executive), Mrs Victoria Masters (RMS Events Director), Mr Adam Clay (RMS Finance Director), and Mrs Kate Wooding (RMS staff), Ms Kate Jerney (RMS Staff) and Mrs Sarah King (RMS Staff).

1. To receive Apologies for Absence

Apologies had been received from Dr Alex Ball, Dr Andy Brown, Mr Derek Davies, Ms Kim Findlay, Professor Paul Midgley Hon FRMS, Mr Alex Sossick and Dr Neil Wilson.

2. To receive and adopt the Minutes of the 2017 Annual General Meeting

The Minutes were approved and signed as a true and accurate record of the meeting.

3. To consider any Matters Arising

There were no matters arising.

4. To receive and adopt the Annual Report for the year to 31 December 2017

Professor Hawes gave the following report and reminded those present that the Society is a charity and all charities must have an objective. The Society's objective is "To promote the advancement of microscopical science by such means as the discussion and publication of research into improvements in the construction and mode of application of microscopes and into those branches of science where microscopy is important."

In pursuit of this object, Council has a rolling Five-year Strategy and the Annual Report for 2017 which covers the four key areas contained within the current strategy; Events, Publishing, Outreach and Membership. Progress towards the goals within the strategy are reviewed regularly by the Executive Committee and reported to Council.

The RMS organised The Microscience Microscopy Congress (mmc2017) in Manchester which attracted 1400 attendees and 122 exhibiting companies. There was a strong programme with 6 parallel sessions, technical workshops, a major exhibition, poster sessions, a learning zone, pre-congress workshops and a number of associated satellite meetings and workshops.

In addition to mmc2017, the RMS supported over 18 significant events in 2017, attracting 1270 attendees. These events ranged from major conferences and exhibitions through to the ever important courses and networking events that help develop microscopists in their careers. The Society is very fortunate to have so many willing and dedicated members who organised, ran and participated in these events.

There had been seven RMS meetings; the Light Microscopy Facility Managers meeting attracting 140 delegates, the Electron Backscatter Diffraction meeting with 68 delegates, the FlowCytometryUK meeting had 78 delegates, the EM-UK Facility Managers meeting attracted 84 delegates and Microscopy of Semi-conducting Materials XX attracted 62 delegates, the Abercrombie Meeting had 90 delegates and the Flow Cytometry Facilities Meeting attracted 138 delegates. The Scanning

Probe Microscopy Meeting, Frontiers of Biolmaging, and the FIB EM Prep User Group meetings all took place under the mmc2017 umbrella. All of the meetings were well-attended and many of these had associated exhibitions.

Five RMS courses had been organised; the Light Microscopy School with 21 delegates, the course on 'Getting the most from your confocal' with 12 delegates, the Electron Microscopy Spring school had attracted 17 delegates, the Flow Cytometry course had 37 delegates, and the ESRIC Super-Resolution Summer School ran for the first time with RMS assistance and attracted 36 delegates.

The RMS also hosted/administered five other meetings, the Electron Microscopy Characterisation of Organic-Inorganic Interfaces attracted 90 delegates, the Francis Crick EM Symposium had 132 delegates, ToScA attracted 91 delegates, ToScA North America had 61 delegates and the Electron Microscopy of Catalysts Meeting had 28 delegates.

In addition, the RMS supported a number of other key events including the EMBO/MRC course in Plymouth, the Cryo Microscopy Group Meeting in Birmingham, the Malvern Festival of Innovation, the Society for Electron Microscopy Meeting in London (the RMS Beginners Competition was held at this meeting) and the Tomography for Scientific Advancement Symposium (ToScA) held at the University of Portsmouth and at the University of Texas (USA) in 2017.

In 2017 there were 26 travel bursaries awarded. There were also 20 travel bursaries awarded for attendance at mmc2017.

The RMS successfully ran associated exhibitions at many of its events in 2017 with 122 companies at mmc2017 and 66 exhibitors at other meetings. The three Facility managers meetings (LM, EM and Flow), were supported by well over 48 companies who had attended as delegates with the opportunity to give short techno bites.

The Society supports its members in attending conferences in order to share their research and advance their careers. This allowed them to visit some very pleasant locations around the world. Reports from selected bursary winners appear within infocus.

The Primary school focussed Microscope Activity Kit (MAK) scheme continued to grow. In 2017 the kits had reached 14,597 children and the number of students now reached through this scheme exceeded 72,380. 18 kits had been lodged with the Primary Science Teaching Trust for use at their national learning hubs. MAKs are also being used by the Microscopical Society of Ireland, the Israel Society for Microscopy and the University of Nottingham Malaysia Campus. The RMS worked with partners to assemble, distribute and re-stock the Activity Kits between loans.

Nine candidates were enrolled on the RMS Diploma course with 5 having graduated so far.

As part of the Outreach programme the RMS exhibited at the Association for Science Education annual exhibition in Liverpool. Other Outreach events were the 14th Schools Science Conference at the University of Westminster, the Lyme Regis Fossil Festival, Wonder at the University of Nottingham, the Wychwood Festival, Science Uncovered at the NHM in London, and the Festival of Innovation in Malvern.

221 new members joined the Society in 2017 compared to 204 in 2016, 185 in 2015 and 109 in 2014. A further 3 members re-joined the Society during 2017. An active membership of 1,495 had been achieved as at 31 December 2017 which had represented an increase of 35 on the 2016 figure. Of these, 230 had been students and 67 are Corporate Members. The numbers of student members we now have is 230 which equates to 15.4% of total membership which is encouraging. We have a range of offers for students at different levels of study to encourage them to join. The Society was grateful for the support given by Corporate Members and 5 new companies had joined in 2017. The RMS was proud to be a truly International Society with a wide geographical spread of members. A great deal of effort had been put in to recruiting and retaining members and staff had attended all RMS meetings and various other events, actively recruiting. Existing members were reminded that they could also play their part by introducing new members.

The Journal of Microscopy had been in good health. 230 papers had been submitted as at 28 November 2017, and of these submissions, 138 had been accepted for publication. However, the Impact Factor had fallen from 2.136 to 1.692. The Short Invited Review series had continued and 42 papers had been published since the launch in 2011, with one of these in 2017.

All articles had been published online as 'Early View' ahead of print publication, this had allowed hot topic papers to be fast-tracked. An Open Access option had been available for authors to publish in the online open version of the journal, with a range of creative commons licences. 10 online open papers had been published during 2017. A Journal App had become

available for both iPhone and Android, which had proved successful. The Journal had been promoted at a number of global conferences and a workshop on 'how to get your paper published in the Journal' was held at mmc2017.

In 2018 the General Editor, Professor Tony Wilson Hon FRMS stood down after many years, Professor Pete Nellist is now the new General Editor. Professor Graham Dunn and Professor Chris Hawes Hon FRMS are standing down as Editors and Dr Kurt Anderson, Professor Gail McConnell and Dr Ulla Neumann have agreed to become Journal Editors. A 'how to get your paper published in the Journal' workshop was held at IMC19 in Sydney and receptions promoting the Journal were held at M & M in Baltimore and at IMC19 in Sydney.

infocus continued to be well-received and this covered a broad range of topics. There was a change in Editor as Professor Tim Watson stood down, and Dr Vikas Trivedi has become a Deputy Editor. In 2017 *infocus* published 4 issues made up of 416 pages, all with colour images. There had been an interesting range of content including a total of 16 feature articles, 17 reports, 2 book reviews, regular features such as the calendar, news, journal of microscopy information, new RMS member details, Corporate Member profiles, new product information and company news. An Editorial Board had been established from members of each science section committee to encourage submissions, suggest articles and promote *infocus* at conferences and events. The Scientific Editors of *infocus*, Dr Adrian Burden and Professor Tim Watson had been working hard to ensure that the magazine continued to develop and members were reminded that they should consider writing articles and that the editors were always looking for book reviewers. In 2018 a special anniversary issue was published celebrating the publication of the 50th issue!

The RMS-Wiley book series had been progressing steadily with 5 books published by the end of 2017. A book entitled Electron Beam-Specimen Interaction and Applications in Microscopy by Budhika Mendis will be published in 2018 and two more are due to be published before the end of 2018 - Understanding Light Microscopy by Jeremy Sanderson and Biological Field Emission Scanning Electron Microscopy by Bruno Humbel and Roland Fleck (Eds). Published books had been well-received and members were reminded that new titles were always being sought.

During 2017 the website had around 50,000 unique visitors, with the new mmc-series, traffic was split between both sites, with a total of over 100,000 visits, the first time we exceeded this milestone! Around 55% of our website traffic came from the UK. The USA, Germany and France provided nearly 20% of traffic and the remaining 25% was from all over the world including India, Canada and Australia, which highlights the international nature of the Society. An increase of over 3,000 visitors from the USA was due to the ToScA North America Meeting which we hosted in Texas. An independent elmi 2018 website was launched to support the organisation of the elmi meeting.

In addition to the website, the Society uses Facebook, LinkedIn and Twitter to publicise events, news items, publications and other items of interest. Instagram was introduced in 2018.

Adopting the annual report was proposed by Dr Debbie Stokes and seconded by Professor Maddy Parsons. All had been in favour of the report.

5. To receive and adopt the Annual Accounts for the year to 31 December 2017

Dr Joyce reported that the Financial year, January to December 2017, had total incoming resources of £2.027M (£1.361M) which had reflected the fact that 2017 was an mmc series event year. The overall value of the Society's unrestricted funds, including property and other investments was £4.421M (£4.129M). Total expenditure had been £1.958M (£1.414M) which had given rise to a surplus of £292K (unrestricted), £220K in 2016, partly due to £230K gain on investments.

At 31 December 2017 the total unrestricted assets of the Society, less the liabilities had stood at £4.421M (£4.129M) which had meant an increase in unrestricted assets of £292K (£220K).

The surplus had been largely due to the gain on the investment portfolio of £230K. Further investment had been made in improvements to the building, and also to IT and infrastructure, funded by free reserves.

Generated Funds had been made up of income from the property, investments and voluntary income. The Restaurant had brought in 24K (£30K) – this decrease is due to back rent being received in 2016.

Voluntary income (AMFES) had been £4.3K (£4.6K). Total investment income in 2017 had been £79K (£74K).

Charitable activities had included meetings and courses, publications and the membership.

RMS Publications (Journal of Microscopy and infocus) had generated income of £709K (£671K), with allocated costs of £458K (£499K). Income from membership subscriptions had increased to £107K (£98K). Corporate membership increased to 67 (62) Corporate Members as did student members to 230 (199). The total income from Meetings had been £246K (£353K) and income from courses had been £132K (£126K). Meetings and Courses had returned a planned deficit of £139K (-£199K).

The level of donations and grants in 2017 had been £31K (£48K), which had included investment of £14K (39K) in Microscope Activity Kits. Contributions to microscopes in education via AMFES had been £385 (£313), these had included requests from primary schools for a grant to purchase approved microscopes.

Governance costs cover the activities which provide the governance infrastructure. These activities allow the charity to operate, as distinct from supporting its charitable or income generation activities. Governance Costs had included fees payable to the auditors, legal fees, expenses associated with Council, the Executive Committee and the Science Sections, together with a number of other items including a proportion of staff salaries. The cost for 2017 was £49K (£48K) which represented 2.50% (3.54%) of total income.

At the end of 2017 the value of all investments stood at £3.262M (£3.073M). The value of the equities managed by Investec stood at £2.287M (£2.061M). Fixed interest securities were £569K (£577K) and cash deposits £114K (£161K). The Society's investment policy requires fixed interest securities (including cash holdings) to be equivalent to twenty-four months operating costs for the Society.

The total return on investments in the Investec portfolio had been 10.3% over the year which had compared to a return of 9.5% in the APCIMS, and 6.9% in the RPI +3% over the corresponding period. The APCIMS indices are designed for use as a basis for reviewing the asset allocation and structure of a portfolio with fund managers or stockbrokers and a benchmark for assessing and comparing the performance of discretionary fund managers. At the end of 2017, the value of the Charities Property Fund had been £63K (£60K).

In December 2017, Council ratified the budget for 2018. Planned expenditure for 2018 will include £45K capitalised costs for IT and infrastructure project (website, server and office equipment), and in addition a further £55K on IT and infrastructure costs. There would be £9K potential expenditure on additional MAKs which would be spent as required, with a further £19K in running costs for the scheme if the full planned allocation of 100 MAKs were achieved. £12K would be spent on Summer Studentships. This would result in a deficit of £200K. The budget is prudently prepared with a pessimistic expectation of income and a 'worse case' anticipation of expenses.

Professor Peckham then outlined the plans for 2018 and beyond, which had been to continue to deliver a successful events programme to raise the profile of the Society within the scientific community and increase its presence on Social Media, together with making further updates to website to make it more accessible on mobile devices. The Society would provide resources to improve the public understanding of science and microscopy, and increase the number of Microscope Activity Kits available up to 100 as demand requires, engaging with selected third parties to broaden the reach of the kits still further. The Society would aim to increase membership numbers by keeping subscription rates low and recruiting at events. The Society would aim to represent the interests of microscopy and microscopists to funding agencies and Government, and increase membership numbers by keeping subscription rates low and by recruiting new members at events. The Society would continue to monitor developments in Open Access and improve infrastructure, particularly the CRM database, and continue with ISO27001 accreditation – the standard for data security and compliance with the new GDPR. The Society would continue developing and support Bioluminescence Imaging UK and work with the two new Patrons – Baroness Brown and Baroness Findlay.

Adopting the annual accounts was proposed by Dr Peter O'Toole and seconded by Professor Susan Anderson, all had been in favour.

6. To resolve that the officers for 2018/19 be elected.

There being no other nominations, the Council nominations were duly elected as follows:

President	Professor Michelle Peckham
Vice-President	Professor Grace Burke
Vice-President	Dr Peter O'Toole
International Secretary	Dr Debbie Stokes
Honorary Treasurer	Dr Lynne Joyce

Executive Honorary Secretary
Honorary Secretary Education
Honorary Secretary Science (Biological)
Honorary Secretary Science (Physical)

Professor Chris Hawes Hon FRMS
Dr Kerry Thompson
Professor Maddy Parsons
Professor Rik Brydson

7. To resolve that the Ordinary Members of Council for 2018/2019 be elected.

There being no other nominations the following Ordinary Members of Council were duly elected:

Dr Alex Ball
Dr Stan Botchway
Dr Andy Brown
Dr Liz Duke
Ms Kim Findlay
Professor Paul Midgley Hon FRMS
Professor Klaus Qvortrup
Dr Neil Wilson

It was also noted that Professor Paul French is co-opted onto Council. Mr Chris Kennedy is the Honorary Historian. Chairs of the six Science Sections are also members of Council, and these are Dr Alex Sossick, Dr Claire Wells, Dr Lucy Collinson, Professor Beverley Inkson, Professor Sonia Contera, and Mr Richard Grenfell.

8. To consider Any Other Business