

Institute of Physics
Thin Films and Surfaces Group
Minutes of the 35th Annual General Meeting

The 34th Annual General Meeting of the Thin Films and Surfaces Group of the Institute of Physics was held at 12.30 pm on Tuesday 22th March 2005 at the Cable and Wireless Westwood Training and Conference Centre near the University of Warwick.

Present: C. F. McConville, M. McCoustra, G. Aldrich-Smith, M. Buck, J. Maclean, G. Held, P. Weightman. No other members of the Thin Films and Surfaces Group were present.

1. Apologies for Absence

These were received from Z. Barber, W. A. Brown and P. Moriarty.

2. Minutes of the Previous AGM

These were accepted as an accurate record of the 34th AGM.

3. Chairman and Secretary's Communications

The Chairman (CFM) reported that following the previous AGM he had approach the IoP over the possibility of developing an "Eley Medal" jointly with the RSC in areas of chemical physics to which Professor Eley had contributed over his career. The response was lukewarm at the most with concerns over the recurring costs. Since nothing had been heard from the RSC, it was agreed to let the matter drop.

CFM also reported that he had been asked by CMD for our views on EPSRC responsive mode funding of condensed matter and materials physics given the increasing number of schemes that appear to be drawing money out of responsive mode. CFM indicated that he had approached the IoP with the concerns of TFSG and CMD, but had received nothing more than a statement indicating that IoP would be undertaking a similar review across physics as a whole.

CFM reported that group's web site was now fully housed within the IoP site and thanked WAB and her student for taking on this task. However, while WAB has indicated that she is prepared to maintain the site for the next couple of years, the committee should be looking to find someone to take over this task. CFM urged members to forward any relevant material to WAB for the site to ensure it remains and up-to-date and useful resource to members.

The Secretary (MMcC) presented in written form the annual report and annual financial statement of the group (appended to these minutes). As CFM had indicated this had been a very active year and we also had a full programme for the coming year with, in particular ISSC-15 at Cardiff and the second of our revived Surface Science Summer Schools at Nottingham. MMcC reported as at year end the group finances stood at £9,287. This significant drop over last year reflecting the money recouped by IoP and the reduction in our annual grant from IoP last year made in an effort to reduce group holdings.

The Secretary noted that ideas for meetings are always welcome and if any group members would like to organise a one-day meeting, the TFSG would be willing to help with both publicity and perhaps funding for a relevant speaker.

Given the relatively poor attendance by members of the group at this AGM, discussion of the revised group constitution was deferred until the next AGM. The only concern to be raised, however, was the issue of length of service on the committee. It was felt that the restrictions proposed were too harsh and that mechanisms for waiving these restrictions in certain circumstances should be available. CFM will raise this issue at CMD.

4. Committee Changes – Election of New Members

Wendy Brown (WAB) formally stepped down from the committee. CFM proposed both a personal and collective vote of thanks for her sterling service during the past few years as both a committee member and secretary and latterly as website manager and newsletter editor. The floor seconded this motion wholeheartedly. WAB will continue to manage the group website for the moment, although she has indicated her desire to pass on the mantle of newsletter editor. The committee and group are urged to seek a replacement for the latter as soon as possible and look towards replacement for the former.

There nominations were forthcoming for the vacant committee position. Details of the candidates are appended. After a secret ballot of all those present, Professor G. Thornton (Department of Chemistry, UCL) was duly elected to the committee. With a number of members likely to step down at the next AGM, it was agreed by those present that the other candidates, Dr. S. D. Barrett (Department of Physics, University of Liverpool) and Dr. J. Housden (Tecvac Ltd.), should be co-opted on to the committee in preparation for next year.

A full list of the new TFSG committee members with contact details is attached as an Appendix.

5. Any other business

Given the low turn out at the AGM, several of those attending raised the issue of AGM and committee election by electronic means. The Chair and Secretary were urged to investigate the opportunities of this for future AGMs with the IoP.

The issue of the group composition (Industry versus Academia, Thin Films versus Surface Science etc.) was raised. The Chair and Secretary were urged to investigate whether this information was available within the IoP.

This form to be completed and returned to:

Mrs Carolyn Macey, The Institute of Physics, 76 Portland Place, London W1B 1NT, to arrive **NOT LATER THAN 30 November 2004**.

Groups and Divisions will not receive their annual grant if they do not return this form.

Activity Report – Groups and Divisions

Because the Institute has charitable status, it must ensure that its funds are used for the purposes outlined in its Charter. Therefore, it is a legal requirement that we monitor the activities and financial affairs of our groups. For this to be achieved, it is essential that each group produces an annual Activity Report, which will be reviewed by the Group Co-ordination Committee.

Groups have individual programmes, reflecting the needs of their members. Their activities include:

- arranging conferences, seminars and workshops for their members and others;
- promoting interaction between physicists working in industry and research, providing opportunities for networking and a forum for meeting and discussion
- producing regular newsletters to keep their members in touch with the latest developments in their field;
- providing information on relevant meetings organised by other bodies;
- making bursaries available to help students and younger physicists attend conferences;
- awarding prizes in their area.

SECTION A: COMMITTEE ACTIVITIES 2004

1. COMMITTEE MEETINGS			
Dates	Nos attending	Dates (ctd)	Nos attending
23/04/2004 24/06/2004 01/10/2004	8 6 14		
2. ANNUAL GENERAL MEETINGS AND EGMs			
2004 AGM dates	Nos attending	2004 EGM dates (if held)	Nos attending
24/03/2004	17	NONE HELD	
Date of 2005 AGM	22/03/2005		

3. NEWSLETTERS AND CALENDARS OF EVENTS (including conferences and meetings, both group and co-sponsored)

Date	Event (including brief description)	Format and Nos Attending
Jan. 2004	Newsletter including diary of events, reports on meetings and reports by bursary winners.	10 A4 pages
24/03/2004	Joint meeting with the RSC Solid Surfaces Group entitled "Structure of Solid Surfaces",	One day meeting with oral and poster contributions. 60 attended.
05/04/2004 – 07/04/2004	Supported 4 symposia at CMMP 2004 Inorganic and Organic Thin Films Self-assembly Atomic Manipulation Theory of Surface Processes	Multi-day Conference 65 attended 55 attended 60 attended < 20 attended due to clash with only other theory session at CMMP.
9/06/2004	Co-sponsors with IPSI and Vacuum Groups of a meeting entitled "Plasmas, Surfaces and Thin Films"	One day meeting at the IoP.
5/07/2004 – 8/07/2004	Supported 2 exhibits at the Royal Society Summer Exhibition 2004 Stars 'R' Us! Forbidden Beauty	Multi-day event with over 4100 attending and viewing the exhibits.
Sept. 2004	Newsletter including diary of events, reports on meetings and reports by bursary winners.	21 A4 pages
10/11/2004 – 11/11/2004	Co-sponsors with the UK Coatings Forum and the UK Friction and Wear Testing Forum of a meeting entitled "Characterisation and Performance of Thick Coatings"	Multi-day event at the NPL.
22/11/2004 – 23/11/2004	Co-sponsors with CCP3/SRRTNet of a workshop entitled "Surfaces: Out of UHV and into the Real World"	Multi-day event at the Daresbury Laboratory

4. COMMUNICATION WITH MEMBERS

Approximately how often did the Group Committee communicate with its members, and for what purposes?	At least twice a year through our printed newsletter announcing both forthcoming meetings and our AGM. In addition, many (> 6) email communications were sent announcing meetings and the AGM.
How many of the communications were via e-mail?	

	Content	Web location/URL
What information on the Group and its activities is held on the Web, and where?	At present our site summarises our group objectives, lists committee members and their research interests, publishes a detailed diary of forthcoming meetings and activities, back issues of our newsletter, minutes of past AGMs, outlines details of our student bursary scheme and meetings support and gives links to useful sites. We intend to expand on this range as time progresses.	On the IoP website at http://groups.iop.org/TF/

5. SUPPORT FOR STUDENTS/PHYSICISTS/PHYSICS

Please list any bursaries, prizes (inc. school level) awarded over the year

Description	No	Total Value (£)
Conference attendance bursaries for PhD students	9	2699.96

SECTION B: PLANS FOR 2005 AND BEYOND

1. CONFERENCES, VISITS AND LECTURES			
Please give estimated scale of activities in 2005, and details of known events			
Event	No (estimate)	Event	No (estimate)
Multi-day conferences	6	Half-day/evening events	0
One-day conferences	2	Other	0
Details of known events			
Approx. date	Type of event	Title/subject etc	
22/02/2005	One-day Conf.	Large Area Coatings, IoP, Co-sponsors	
21/03/2005	– Multi-day Conf.	UK SPM 2005, Co-sponsors	
22/03/2005			
18/04/2005	– Multi-day Conf.	Launch meeting of the EPSRC AstroSurf Network, Co-sponsors	
19/04/2005			
21/04/2005	One-day Conf.	Surface Science of Aqueous Solids on Metals, Chemistry, Cambridge	
27/06/2005	– Multi-day Conf.	15 th Interdisciplinary Surface Science Conference, (ISSC 15), Chemistry, Cardiff	
30/06/2005			
21/08/2005	– Multi-day Conf.	Surface Science Summer School, Nottingham	
26/08/2005			
03/09/2005	– Multi-day Conf.	5 th European Symposium on Phase Change and Ovonic Science. Co-sponsors	
06/09/2005			
18/09/2005	– Multi-day Conf.	Novel Applications of Surface Modification, First Meeting of the APTD. Co-sponsors	
21/09/2005			
2. OTHER ACTIVITIES PLANNED FOR 2005			
Please give details of any other events planned or contemplated for 2005			
<p>Several additional meetings have been proposed at TFSG committee and could be scheduled within 2005. These include:</p> <ul style="list-style-type: none"> (1) A meeting promoting the potential applications of 4GLS in surface science (2) A meeting on ultrafast processes at surfaces (3) A meeting on Dilute Nitrides <p>If these cannot find dates in 2005, then they will be rolled over into 2006 and may be suggested as symposia at CMMP 2006</p>			

3. PLANS FOR 2006 AND BEYOND

Please give details of any plans you may have on a longer timescale.

Beyond 2005, the most obvious events already pencilled into our diary are CMMP 2006, possibly to be held in Cardiff, to which TFSG will contribute a number of symposia, perhaps based on existing meetings ideas (as above) and our group conference, ISSC-16, which will be held in St. Andrews in 2007. Beyond that we would certainly like to repeat our Surface Science Summer School, probably in 2008. We are also planning to approach EPSRC with the idea of revisiting their 1994 "Future of Surface Science" meeting. This would provide us with a broad forum to review one of our core science areas over recent years and look forward to its future in academia.

Over this period, while we will continue to support activities in surface science, we feel it is crucial to continue to strengthen our links with the thin films community both in academia and in industry.

Signed: _____

Date: _____

Name: _____

Position: _____

THIN FILMS & SURFACES GROUP FINANCIAL STATEMENT 2004

Institute of Physics				
Thin films and surfaces group (40)				
For the Twelve Months Ending 31 December, 2004				
	2004	Prior Month	2004	2004
	Forecast	Closing Bal	December	December
			Movement	Year To Date
Current Year Budget	3,303.00			
Opening Balance		17,105.57	(7,817.96)	9,287.61
Current Year Movements				
Printing		(553.64)	553.64	0.00
Postage		(545.19)	545.19	0.00
Committee Expenses		(1,963.75)	1,963.75	0.00
Speaker's Expenses		(250.00)	250.00	0.00
Catering		(41.00)	41.00	0.00
Bursaries		(3,265.96)	3,265.96	0.00
Conference Support		(1,132.68)	1,132.68	0.00
Current Year Movements Total		(7,752.22)	7,752.22	0.00
Closing Balance		9,353.35	(65.74)	9,287.61

Institute *of* **Physics**

Constitution and Rules of the Thin Films and Surfaces Group

1. Name

The Group shall be known as the Thin Films and Surfaces Group of The Institute of Physics.

2. Definitions

In these Rules

The Group means the Thin Films and Surfaces Group of The Institute of Physics.

The Institute means The Institute of Physics.

The Council means the Council of The Institute of Physics.

Corporate Members means Honorary Fellows, Fellows and Members of The Institute of Physics and Fellows of the former Physical Society.

Non-corporate members means non-voting attendees (Associate, Student and Affiliate members).

Members means Corporate and Non-corporate Members.

Students means Student Members of the Institute

Affiliates means Affiliate Members of the Institute.

(By-Laws 52-57)

3. Scope

The Group shall concern itself with matters relating to the study of the properties of thin films, surfaces and interfaces. The Group, established in 1969, aims to stimulate and support this study by organizing meetings and conferences at which scientists from both academic and industrial environments can come together to discuss the most recent advances.

The Group's general fields of interest are:

1. The electronic, vibrational and structural aspects of clean surfaces and of surfaces with thin adlayers.
2. The characterisation of surfaces and interfaces of materials of technological interest by a wide variety of physical and chemical techniques.

3. The preparation and growth of thin films and multilayers, and the study of their structural, physical and chemical properties.
4. Development and evaluation of new techniques, and the extension of existing ones, for the characterisation of thin films and surfaces.
5. Reactions at surfaces, including molecule surface interactions, adsorption/desorption phenomena, surface dynamics and chemical reactions.

The current policy of the Group is to organise a major conference on surfaces every two years, and large conferences on thin films as the need emerges. In addition there are a number of shorter meetings held each year to cater for the more specialist interests. Where the subjects of these meetings border on the interests of other Groups, they will be organized as joint meetings. Direct interest will be taken in educational matters of interest to members, and occasional involvement in appropriate summer schools is encouraged. In addition to the organization of meetings jointly with other Groups, closer liaison is sought with similar specialist groups in other institutes and societies, and joint meetings, where appropriate, will be arranged. A regular Newsletter giving details of relevant conferences organized both by the Group and by other bodies is circulated twice a year.

4. Objects

The objects of the Group shall be:

- (a) To further the objects of the Institute of Physics consistent with Council policy.
- (b) To hold meetings of members of the Group, either independently or jointly with other bodies, for the reading and discussion of papers, for the delivery of lectures and for the discussion generally of subjects coming within the scope of the Group.
- (c) To stimulate interest in the subjects falling within the scope of the Group.
- (d) Generally to advance the science and technology of the subjects within the scope of the Group.
- (e) To communicate with members of the Group.
- (f) To contribute opinions on policy only to the Institute.
- (g) To do all such other things as are incidental or conducive to the attainment of these objects.

Groups must not:

- (a) Speak on behalf of the Institute without explicit permission of Council within a well-defined remit.
- (b) Be used to further commercial activities.

(By-Laws 97-100)

5. Membership

Membership of the Group shall be open to Corporate and Non-corporate Members, (as defined in Clause 2) upon written application to the Institute headquarters, subject to such fees as may from time to time be imposed by the Council.

The rights, privileges and obligations of every member of the Group shall be personal to him/herself and shall not be transferable.

Any person who ceases to belong to one of the classes of membership mentioned above shall *ipso facto* cease to be a member of the Group.

6. Officers

The Officers of the Group shall be a Chair and an Honorary Secretary (who may also act as Honorary Treasurer) together with such other Officers as may from time to time be elected by the Group. A Vice-Chair may also be appropriate. Only members of the Group shall be eligible to be Officers of the Group and in accordance with the By-Laws of the Institute they must be Corporate Members of the Institute unless Council otherwise determines.

7. Committee

The affairs of the Group shall be managed by a Committee comprising the Officers of the Group together with normally not more than nine ordinary members of the Committee and such additional members as may be co-opted from time to time under Rule 10. Only members of the Group shall be eligible for membership of the Committee. In accordance with the By-Laws of the Institute the majority of the ordinary members of the Committee must be Corporate Members, or Associate Members of the Institute unless Council otherwise determines.

8. Period of Office for Officers and Committee Members

Each Honorary Officer shall be elected for a maximum term of three years. No Honorary Officer may be re-elected to the same post until the elapse of two years. No person may act as an Honorary Officer, in any capacity, for more than 6 years in total.

Ordinary Members shall (normally) be elected for a period of not more than three years and may not be re-elected to the same post until the elapse of two years

No person may be a member of the Committee in any capacity for more than nine years.

9. Election of, and Nominations for, Honorary Officers and Committee Members

Vacancies for Officers and ordinary members of the Committee shall be filled by election at the Annual General Meeting of the Group.

Nominations, which shall be proposed by not less than two members of the Group and be accompanied by the written consent of the nominee, shall be sent to reach the Honorary Secretary of the Group not later than **seven days** before the Annual General Meeting. The call for nominees shall be printed in the notice of the Annual General Meeting.

At least one third of the committee membership must be re-elected at each AGM.

10. Co-option to the Committee

The Committee shall have power to fill casual vacancies and to co-opt members up to a maximum of one-third of the total membership of the Committee as may be required from time to time for special purposes, for a year at a time up to a maximum of three years in total. If the co-opted member is required for longer than a year, permission must be sought at the AGM. These co-opted members might include members of other Group Committees or other professional bodies for the purpose of programme co-ordination.

Honorary Officers or Ordinary Members of the Committee appointed to fill casual vacancies shall stand down at the next Annual General Meeting. They shall be eligible for election to the post vacated; the period served as a co-opted Honorary Officer or Ordinary Member shall not be taken into account (see Rule 8).

11. Quorum for Committee Meetings

At Committee Meetings, four members of the Committee, at least one of whom shall be an Officer, present in person shall constitute a quorum.

12. Annual General Meeting

A General Meeting of the Group shall normally be held annually to elect Officers and members of the Committee and to transact other business. The Agenda for any Annual General Meeting shall be sent to all members of the Group **at least twenty-one days** before the meeting. Any member of the Group wishing to bring forward business of a character suitable for consideration at the meeting shall give notice of his/her intention in writing to the Honorary Secretary at least seven days before the meeting.

An AGM must include:

- (a) Minutes of the Previous AGM
- (b) Reports from the Honorary Officers
- (c) The election of new Committee Members

- (d) A presentation of the Group accounts

It is recommended that the minutes of the previous AGM be circulated by email with an alert about the upcoming AGM.

13. Extraordinary General Meeting

An Extraordinary General Meeting of the Group shall be called by the Honorary Secretary of the Group on receipt of instructions from the Committee, or of a written request signed by not less than ten members of the Group, and shall take place within eight weeks of the receipt by him/her of such instructions or request if these so specify. The Agenda for any Extraordinary General Meeting shall be sent to all members of the Group at least twenty-eight days before the meeting and shall not contain the item 'any other business'.

14. Quorum for General Meetings

Twelve members or ten percent of the Group, whichever is smaller, present in person shall constitute a quorum at an Annual or Extraordinary General Meeting.

If the meeting is inquorate, refer to By-Laws.

15. Group Meetings

Every member of the Group shall be entitled to attend its meetings and shall be entitled to introduce visitors unless the Committee gives notice that this Rule shall not apply to any particular meeting.

16. Professional Status and Communications with Outside Bodies

In accordance with the By-Laws the Group shall not communicate with an outside body on any matter of professional conduct or status or on any matter whatsoever beyond those concerning arrangements for meetings or the supply of technical information for the benefit of the members of the Group without the express prior authority of the Council.

17. Authority of the Constitution and Rules

- (a) Council may alter this Constitution and Rules at any time.
- (b) Clauses 2 and 5 to 17 of this Constitution and Rules are immutable except by Council. Amendments to Clauses 1, 3 and 4 are permitted provided that the following procedure is observed.

Alterations or additions to Clauses 1, 3 or 4 shall only be made at the Annual General Meeting or at an Extraordinary General Meeting called for the purpose. The proposed alterations or additions shall be set out in full in the notice calling the meeting. Such alterations or additions shall be approved for submission to the Council only if supported by a majority vote of those members present and voting at the meeting. The amendments shall not operate unless and until they have received the approval of the Council.

(c) The Group and its members shall be subject in all things to the Institute's Charter of Incorporation and By-Laws.

(d) Where the rules are silent the decision of the Committee shall stand.

THIN FILMS & SURFACES GROUP COMMITTEE FROM 22 MARCH 2005

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CO-OPTED MEMBERS:

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Zoe Barber is co-opted onto the committee to maintain links with the Thin Films community.

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Dr.'s Barrett and Housden have been co-opted on to the committee with the intention of them filling vacant seats at the next AGM.