

**Institute of Physics**  
**Thin Films and Surfaces Group**  
**Minutes of the 36<sup>th</sup> Annual General Meeting**

The 36<sup>th</sup> Annual General Meeting of the Thin Films and Surfaces Group of the Institute of Physics was held at 12.30 pm on Wednesday 1<sup>st</sup> March 2006 at IoP HQ, Portland Place in London.

**Present:** C. F. McConville, M. McCoustra, W. Allison, Z. Barber, J. Maclean, G. Thornton and sufficient other members of the group to ensure that the meeting was quorate.

**1. Apologies for Absence**

These were received from J. Cole, M. Buck and P. Moriarty.

**2. Minutes of the Previous AGM**

These were accepted as an accurate record of the 35<sup>th</sup> AGM.

**3. Chairman and Secretary's Communications**

The Chairman (CFM) reported on the recent **International Review of Physics** and the perceptions of the review panel in respect of the status of surface science in the UK. While stating that surface science underpins nanoscience, the review was perhaps a little less than glowing on the status of UK surface science. CFM indicated that he had discussed these views with senior members of the IoP and would be preparing a statement on behalf of the TFSG in response.

**ACTION CFM**

CFM also reported on the new funding model for groups that the IoP will impose later this year. CFM voiced the concerns of the committee that this might impact on our activities by removing the flexibility that having our own account allows. CFM would be raising the issue at the GCC later that afternoon.

CFM indicated to the floor that TFSG was always willing to support meetings and was always looking for good topics for short meetings. Members from the floor indicated that the TFSG might like to consider supporting the Surrey Ion Beam Meeting and the next Novel Applications of Surface Modification Meeting. CFM asked the relevant members to contact the Secretary (MMcC) who would put these suggestions to the Committee.

The Secretary (MMcC) presented in written form the annual report and annual financial statement of the group (appended to these minutes). MMcC reported as at year end the group finances stood at £8,041.53. This significant drop over last year reflects our increasing activity and the prolonged impact of the money recouped by IoP and the reduction in our annual grant from IoP two years ago.

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.

**4. Committee Changes – Election of New Members**

CFM formally stepped down as Committee Chair. MMcC proposed both a personal and collective vote of thanks for his service as in this role. The floor seconded this motion wholeheartedly. MMcC then proposed that CFM be formally co-opted onto the Committee for a further period reflecting his tenure on GCC. This motion was seconded and fully supported by the floor.

As MMcC had received no additional nominations for Committee Chair, the nominee from the Committee, Dr. Georg Held (GH), was proposed as our new Chair. The floor seconded the nomination and GH was elected to the post for the period 2006 - 2009. MMcC had also received a formal nomination of Dr. Jessica Maclean as the Vice Chair of the Committee. No further nominations were forthcoming from the floor and so JM was elected as Vice Chair of the Committee for the period 2006 – 2009. The Vice Chair position is not formally one of the Officers of the TFSG rather an indicator of our next Chair and so JM retains her Ordinary Membership of the Committee.

With Dr.'s Giles Aldrich-Smith and Marcus Jacka **both** stepping down from the committee and the election of GH as Chairman, three vacancies therefore existed on the committee. Three nominations were forthcoming for the vacant committee positions. Dr. Steve Barrett (Department of Physics, Liverpool), currently a Co-opted Member of the Committee, Dr. Andrew Simons (QinetiQ) and Dr. Martin Lowe (NPL). As no further nominations were forthcoming from the floor and having been appropriately seconded the nominees were duly elected to Ordinary Membership of the Committee.

In addition, Dr. Zoe Barber's period as a co-opted member of the Committee ended. The Committee thanked Zoe for her all her efforts as a member of the TFSG Committee.

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

## **5. Any other business**

There was no additional business.

## Group and Divisions will not receive their annual grant if they do not return this form

**This form to be completed and returned NOT LATER THAN 30 November 2005 to:**

Sarah Verth, The Institute of Physics, 76 Portland Place, London W1B 1NT  
Tel: 020 7470 4831  
Email: sarah.verth@iop.org

## **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 2005**

<b>1. COMMITTEE MEETINGS</b>			
<b>Dates</b>	<b>Number attending</b>	<b>Dates (continued)</b>	<b>Number attending</b>
22/03/2005	7		
10/08/2005	10		
<b>2. ANNUAL GENERAL MEETINGS AND EXTRAORDINARY GENERAL MEETINGS</b>			
<b>2005 AGM dates</b>	<b>Number attending</b>	<b>2005 EGM dates (if held)</b>	<b>Number attending</b>
22/03/2005	12		
<b>Date of 2006 AGM</b>	To Be Arranged		

<b>3. NEWSLETTERS AND CALENDARS OF EVENTS</b> (including conferences and meetings, both group and co-sponsored)		
<b>Date</b>	<b>Event (including brief description)</b>	<b>Format and Number Attending</b>
Feb. 2005	Newsletter publication	10 A4 pages
22/02/2005	Large Area Coatings Meeting at IoP HQ as co-sponsors with Vacuum Group.	One day meeting, >30 attendees
21-22/03/2005	UK SPM Users Meeting, co-sponsors with the Royal Microscopical Society	Multiday meeting, >100 attendees
18-19/04/2005	New Astronomical Challenges for Surface Science. Launch meeting of EPSRC AstroSurf Network at UCL.	Multiday meeting, >60 attendees
21/04/2005	Ice Surfaces and Interfaces meeting at Wolfson College, Cambridge.	One day meeting, >40 attendees
15/06/2005	Plasmas, Surfaces and Thin Films meeting at IoP HQ as co-sponsors with IPSI.	One day meeting, >40 attendees
27-30/06/2005	15 <sup>th</sup> Interdisciplinary Surface Science Conference, ISSC 15, at Cardiff.	Multiday meeting, >130 attendees
23-27/08/2005	Surface Science Summer School 2005 in Nottingham.	Multiday meeting, >80 attendees
03-06/09/2005	2005 European Conference on Phase Change and Ovonic Science, Cambridge. One of a number of co-sponsors.	Multiday meeting, >60 attendees
19-21/09/2005	Novel Applications of Surface Modification, Chester College, Chester. Co-sponsors with Applied Physics and Technology Division.	Multiday meeting, >80 attendees
28-29/11/2005	UK Coatings Forum Meeting at IoP HQ as co-sponsors with IPSI.	Multiday event, attendance to be confirmed
<b>4. COMMUNICATION WITH MEMBERS</b>		
<b>Approximately how often did the Group Committee communicate with its members, and for what purposes?</b>		Generally our printed newsletter is published twice a year and announces both forthcoming meetings and our AGM. However, the change in editor this year has delayed publication of our second issue. In addition, many (> 6) email communications were sent announcing meetings and the AGM.
<b>How many of the communications were via e-mail?</b>		
	<b>Content</b>	<b>Web location/URL</b>
<b>What information on the Group and its activities is held on the Web, and where?</b>	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 have recently agreed to publish approved	On the IoP website at: <a href="http://groups.iop.org/TF/">http://groups.iop.org/TF/</a>

	committee minutes on our website and intend to expand on this range as time progresses.	
<b>5. SUPPORT FOR STUDENTS/PHYSICISTS/PHYSICS</b> Please list any bursaries, prizes (including school level) awarded over the year		
<b>Description</b>	<b>Num ber</b>	<b>Total Value (£)</b>
Conference attendance bursaries for PhD students	16	£3,188.57

## SECTION B: PLANS FOR 2006 AND BEYOND

<b>1. CONFERENCES, VISITS AND LECTURES</b> Please give estimated scale of activities in 2006, and details of known events			
<b>Event</b>	<b>Number (estimate)</b>	<b>Event</b>	<b>Number (estimate)</b>
Multi-day conferences	2 – 3	Half-day/evening events	
One-day conferences	4 – 5	Other	
<b>Details of known events</b>			
<b>Date (approx)</b>	<b>Type of event</b>	<b>Title/subject etc</b>	
Feb/Mar 2006	One day meeting	Joint meeting with IPSI on Spintronics.	
April 2006	Multiple-day meeting	CMD CMMP 2006, supporting two component symposia.	
November 2006	Plasmas, Surfaces and Thin Films	Regular joint meeting with IPSI at IoP HQ.	
<b>2. OTHER ACTIVITIES PLANNED FOR 2006</b> Please give details of any other events planned or contemplated for 2006			
Several additional meetings have been proposed at TFSG committee and could be scheduled within 2006. These include:			
<ul style="list-style-type: none"> <li>(1) A meeting promoting the potential applications of 4GLS in surface science</li> <li>(2) A meeting on ultrafast processes at surfaces</li> <li>(3) A meeting on Dilute Nitrides</li> </ul>			

If these cannot find dates in 2006, then they will be rolled over into 2007.

### 3. PLANS FOR 2007 AND BEYOND

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

Beyond 2006, the most obvious event already pencilled into our diary is our group conference, ISSC-16, in 2007 at St. Andrews. We will probably also be considering our next Surface Science Summer School, which is likely to be held in 2008. This will coincide with the ECOSS meeting in Liverpool during its period as European City of Culture and our involvement with co-organising the Edinburgh ESSDERC/CIRC conference. There is also the next in the CMMP series likely to occur in that timescale. 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:

30<sup>th</sup> November 2005

Name:

Martin R. S. McCoustra

Position:

Secretary TFSG

## THIN FILMS & SURFACES GROUP FINANCIAL STATEMENT 2005

Institute of Physics			
Thin films and surfaces group (40)			
For the Twelve Months Ending 31 December, 2005			
		2005	2005
	2005	Opening	December
	Budget	Balance	Year To Date
<b>Current Year Budget</b>	5,340.00		
<b>Opening Balance</b>		9,287.61	
<u>Current Year Movements</u>			
General Purposes Grant from IoP			5,340.00
Printing			(222.66)
Postage			(407.37)
Committee Expenses			(806.93)
Bursaries			(3,488.57)
Conference Support			(1,660.55)
			-----
Current Year Movements Total			(6,586.08)
			-----
<b>Closing Balance</b>			<b>8,041.53</b>
			=====

## THIN FILMS & SURFACES GROUP COMMITTEE FROM 22 MARCH 2006

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