



*British Biophysical Society – Building Better Science*

<http://www.britishbiophysics.org.uk/>

Registered Charity No. 25474

**Minutes of the 151<sup>st</sup> Committee Meeting of the British Biophysical Society  
held on Thursday 23<sup>rd</sup> September 2010 at Imperial College, Chemistry Dept, room 234**

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**MINUTES**

**Present:** Anthony Watts (Chair), John Seddon, Mike Ferenczi, Guy Grant, Gordon Roberts, Jeremy Craven, Mark Wallace, Dave Klenerman,

**In Attendance:** Althea Hartley-Forbes

1.	<p><b>Apologies for Absence</b> Apologies were received from Julea Butt, Chris Cooper, Matt Hicks, Mark Leake, Paul O’Shea, Ehmke Pohl, Dave Sheehan, Rob Cooke, Mark Szczelkun, Sabine Flitsch.</p>
2.	<p><b>Minutes of the Previous Meeting</b></p> <p>The Minutes of the 150<sup>th</sup> meeting were approved. An unedited version was sent to BBS Committee members and an edited version will go on the BBS website.</p> <p><b>Society of Biology</b> Mike Ferenczi has agreed to be the new BBS contact at the Society of Biology.</p> <p><b>Previous BBS Minutes</b> John to check which previous BBS Minutes are missing. Tony North or Pauline Harrison may be able to help with finding the missing Minutes. Mike will also check his files. The last 5 sets of BBS Minutes can be put up on the BBS Website. <b>Action: John</b></p> <p><b>Trustee Liability Insurance</b> This is now in place; the annual premium is £180, which covers all committee members for legal costs and compensation claims up to £250,000.</p>

	<p><b>Proposal for a British Biophysics Association</b> Athene Donald has now stepped down, and Andrew Turberfield has taken over as Chair of the IOP Biological Physics Group with whom this will be discussed.</p> <p><b>BBS outreach to wider community</b> Julea to prepare a short report and send to John with possibilities of arranging a meeting with contacts in the East Anglia area.</p> <p>Tony has asked that Mike's suggestion of EBSA sponsoring a UK speaker to go on a European Lecture Tour to be kept on the agenda, to be discussed further. Mike confirmed that this suggestion is discussed at the next EBSA Exec. Comm. Meeting in January 2011 in Madrid.</p> <p><b>IOP Biological Physics Group</b> John has sent edited BBS Minutes No. 150 to the IOP group via Mark Leake.</p>
3.	<p><b>Matters Arising:</b> No new matters.</p>
4.	<p><b>Chairman's Report (Tony Watts)</b></p> <p>Tony has been nominated for Sub-Panel Chair (Biological Sciences) for REF 2014.</p> <p>Tony also reported that several BBS members had asked to be nominated as REF2014 panel members, and he would do that before the Oct 8 deadline.</p> <p>Irish Lecture Tour 2010:</p> <p style="text-align: right;"><b>Action:</b> Mike to invite Malcolm Irving.</p> <p>Tony commented on the July BBS Anniversary meeting in Cambridge. It went very well and he has received positive feedback from various people, including some who didn't attend but had heard that it was very successful. The advertising was done very well. Tony thanked John for securing sponsorship, applauded Guy for managing the event, and thanked his assistant Sally who worked on the desk. Jeremy thanked Tony for all his time and energy in supporting and running the conference. The dinner at Pembroke College for Honorary Members also went very well.</p> <p>Tony sent Vince Cable's speech round to all BBS Honorary Members, and asked them to agitate on behalf of British biophysics.</p> <p>Membership list: Tony's secretary Liz Mitchell has set up two lists, and Jeremy, Emhke and Matt have copies. There are 400+ names on the 1<sup>st</sup> list and roughly 100 names on the 2<sup>nd</sup> list, of people with a Biophysics interest, but who are not currently BBS members. Tony's next action is to send out a bulletin to all BBS members. Tony asked Mark W how many visits the new BBS website has had - Mark confirmed 24 visits so far this month. There is a danger that bulletins might go into spam folders. Mark suggests testing to check that BBS members have received the bulletin. Guy asked who should be allowed to use the membership</p>

	<p>list, eg, to send round information about meetings. It was agreed that the list should be managed from a single person, i.e. Tony's secretary in Oxford. Tony thanked Mark W for all his hard work on the website, which is running well.</p> <p>There has been a lot of support for the Durham BSI to set up a biophysics MSc course, with support letters from Tony, BBS, EBSA, IUPAB, and the American BPS.</p> <p>Tony suggests putting information up on the BBS website about where it is possible to study Biophysics, other outreach activities, etc.</p> <p>Accreditation was mentioned by Mike. It was decided not to accredit formally any courses.</p> <p>Interdisciplinary Research: Athene Donald set up a meeting involving IOP, BBSRC and EPSRC. BBS was not included. Andrew Turberfield, the new Chair of the IOP group will be approached for an update.</p>
5.	<p><b>Secretary's Report (John Seddon)</b> John congratulated Tony on being elected a 2011 Fellow of the American Biophysical Society.</p> <p>John gave an overview of the BBS AGM, which took place in Cambridge on 16<sup>th</sup> July at the BBS 50<sup>th</sup> Anniversary meeting. 20 people attended the AGM. At the start, John asked for Tony and Jeremy to be ratified as Chairman and Treasurer respectively, and this was passed unanimously. Tony then chaired the rest of the AGM. In his Chairman's report Tony briefly mentioned the following: interactions with the other UK biophysics groups (IOP, RSC); plans for a biennial BBS General Meeting; BBS relationship to IUPAB; whether BBS should remain a member of the Society of Biology; the possibility of bidding for the 2017 IUPAB Congress.</p> <p>In his Secretary's report to the AGM, John reviewed the changes to the responsibilities within the BBS Committee (Chair, Treasurer, Membership Secretary, BBS website, RSC Biophysical Chemistry rep, BBS Newsletter, Society of Biology rep, Royal Society Scientific Unions Committee rep), and confirmed that BBS Minutes would in future be made available on the BBS website.</p> <p>In his Treasurer's report to the AGM, Jeremy confirmed that the 2008 and 2009 accounts were complete, and the 20120 accounts have just been done. BBS reserves will be approx £20k after unpaid subscriptions have been paid. He suggested that we increase the annual subscription, as well as the membership. The signatories to the BBS bank accounts have been changed to the current BBS office holders.</p> <p>Tony thanked Jeremy for his hard work in sorting out the BBS accounts, and confirmed that we now have indemnity insurance for the BBS office holders, to cover legal expenses in the event of any action.</p>

The nominations of Fran Ashcroft, Chris Dobson, Venki Ramakrishnan and Janet Thornton as BBS Honorary Members for 2010 were ratified unanimously. Mike Ferenczi asked how many BBS members there are – Tony replied that the number is currently 450 – 500, after the July Meeting.

### **IUPAB**

- Tony is going to sound out the IOP and RSC groups to see if they would be willing to share our IUPAB subscription.
- We need to consider BBS delegates for IUPAB Congress in Beijing, Oct/Nov 2011.

### **Society of Biology**

- Mike Ferenczi has agreed to represent BBS.

### **Membership**

- Tony has produced a full list, with some 627 names;
- Ehmke is looking after membership, and plans a membership drive for 2010/11, with a target of 1,000 members.

### **Newsletter**

- Matt should send this out in late September / early October;
- Tony plans to set up a BBS Newsgroup. Tony and Matt have spoken about the format.

### **IOP Biological Physics Group**

The IOP group committee primary officers have recently changed to the following:

- Chair: Andrew Turberfield (Oxford);  
Secretary: Sarah Harris (Leeds);  
Treasurer: Giuseppe Battaglia (Sheffield)

### **Young Investigator Award for 2012**

- Nominations not due until late 2011. John commented on the British Liquid Crystals Society who had a page in Nature about their Young Investigators Award. John to send details of Editor to Tony.

### **Irish Tour Lecturer for 2010**

- A person is needed for this.

### **AOB**

- Tharin Blumenschein (UEA) has had a lot of experience with the American Biophysical Society and is keen to join the BBS Committee. Tony to remind her to send us her CV. Mike suggested that it is important to have an industrial person on the Committee. Tony knows a couple of possible people. Dave K suggested someone from Leica. However, Guy believes we need research scientists on the committee.

**Action: Tony, John and Guy to discuss further**

	<p>- Guy asked whether revising the membership of the BBS Committee is something that needs to be addressed, as some members seldom attend meetings. Tony stated that there is no formal procedure for selecting or deselecting, but he has taken Guy's point on board.</p>
6.	<p><b>Treasurer's Report (Jeremy Craven)</b>  The signatories on the bank accounts have been changed to Tony Watts, John Seddon and Jeremy Craven. Two signatories are required for the savings account and one for the current account.</p> <p>Trustee Insurance has been put in place via Access Underwriting (Selsdon House, 212-220 Addington Road, South Croydon, Surrey, CR2 8LD). The actual insurers are Angel Underwriting, Policy number DQ0035627. The cover appears to cover all committee members, for legal costs or compensation claims up to £250 000. The annual premium is £180.</p> <p>The accountants have been paid for preparing accounts for the last two financial years. In future we can prepare simple "Payments and Receipts" accounts (as at <b>(7)</b> below) which will satisfy the Charity Commission. Below a revenue (income) of £25K there is no requirement for auditing or submitting accounts. However we must prepare and retain a copy of the accounts, plus a simple annual overview of activity.</p> <p>The IUPAB subscription for 2010 has been paid – Patrick Cozzone is Treasurer.</p> <p>Current liabilities:</p> <ul style="list-style-type: none"> <li>i) Jeremy has indicated to the IUPAB Treasurer that over the next two years we will attempt to pay the outstanding amount owed (in total) for the 2006 and 2007 subscriptions. This was well received.</li> <li>ii) He still needs to pay our 2009 and 2010 EBSA subscriptions (about £1000 in total).</li> <li>iii) He needs clarification of whether we agreed to contribute to support Chris Cooper's Protein Structure and Dynamics meeting in September 2011.</li> </ul> <p>The 50<sup>th</sup> Symposium Accounts have not been received yet from Pembroke College and so final accounts were unavailable.</p> <p>Mike asked whether we knew how many new members had resulted from the Cambridge meeting? Guy stated that the number is 85 - 100.</p> <p>Tony thanked Jeremy for all his hard work on the accounts.</p> <p>Accounts for the period 1 July 2009 to 30 June 2010 were tabled and discussed. The figures for 2008/9 were also shown: it was noted how variable certain items are, so that a single year's figures can be quite misleading. A more informative idea of our current situation is covered in Appendix B of the Treasurer's Report. Jeremy would appreciate another Committee member casting an eye over the figures in the more detailed spreadsheet from which these accounts are derived, and John volunteered to do this.</p> <p style="text-align: right;"><b>Action: John</b></p>

Jeremy is currently using Excel for the accounts. He has explored using a Cloud-based spreadsheet; however this is not particularly straightforward. John has sent Jeremy the RSC Accounts template received from Dave K for Jeremy to consider.

Jeremy is concerned with where to archive safely the old BBS Accounts. A discussion was held about having the BBS Accounts available together with the BBS Minutes on the BBS website. Mike commented on archiving information: there should be a single person responsible for managing it; he doesn't see a problem with the transition to the new BBS Committee when that time arrives. If all files are kept in PDF and Excel, there should be no problem moving them.

John to send list to Mike of missing Minutes, as he may have copies filed away. Currently only the last five sets of Minutes could be freely accessed on the website, although the administrator would be able to access all Minutes that have been uploaded. A note should be put up to direct people to contact Mark W if anyone wants access to older Minutes. Mark confirmed that the website is a safe place to upload Treasurer's Report and Accounts. Mark has given copies of the passwords to the Office Bearers, and all information needed to pass on to the new Committee will be made available. Mike agreed that keeping data on CD is safer and easier.

**Action: John, Mark W.**

#### **IUPAB**

Tony to discuss with the new Chair Andrew Turberfield, whether if a British Biophysics Association were set up, it would join IUPAB and contribute to the category 3 vote-full subscription currently paid by BBS. It was stated that IUPAB would prefer the BBS not to move to a lower membership category, but there is no way out of this unless someone else contributes.

The IUPAB Congress in Beijing will be from 30<sup>th</sup> October 2011. It was agreed to stick with our current membership until then. Tony will continue to talk to Andrew Turberfield and the IOP. Guy emphasised that he would not like to see the BBS Anniversary Meeting profit go straight out to pay the IUPAB subscription, but would prefer it to be used in a more constructive way.

Our next IUPAB subscription is due by mid-2011. Jeremy asked whether the BBS will be supporting people to attend the Beijing Congress. JMS mentioned the need to flag this up with the Royal Society through Chris, who has already completed the questionnaire for next year. The Royal Society will pay for 1 delegate to attend the IUPAB AGM in Beijing – to be nominated.

**Action: Chris**

We need two other BBS voting delegates.

Gordon emphasised that the long term goal is getting the subscription paid and Tony concluded that we are a step along the way of sorting out this situation.

**Action: Tony**

7. **Meetings Secretary's Report (Guy Grant)**

There is no BBS-sponsored meeting so far for Spring 2011; currently Meetings are scheduled for 23<sup>rd</sup> August, 31<sup>st</sup> August and 2<sup>nd</sup> September. Guy suggested running a 1 day meeting; Dave K suggested running a Workshop on Fluorescent Imaging, BBS & Leica, possibly in Cambridge. Leica currently have meetings scheduled in January, June and October 2011.

Mark W informed the Committee about a sponsored Nikon lecture at Oxford, and Mark will reactivate this if possible.

Guy suggested getting someone who is already in the UK to give a lecture, and the BBS could cover expenses. Tony to call other Committee members to see if they can help with setting up something to fill the gap up to Mid July 2011. Jeremy will speak to Dave Hornby in Sheffield for suggestions. Mike Sutcliffe from Manchester is a possibility. Gordon will speak to Emma in Leicester to see if there is a possibility of something and Tony will speak to Steve Harding also in Leicester. The target is PhD level, big name, to get BBS doing meetings this will show activity of society over next year which will be beneficial to status. We can afford £500 for a 1-day meeting. Committee members to send further suggestions to Guy.

**Action: Committee Members**

Tony can investigate the possibility of organising an EPR Meeting in Oxford with Chris, as well as an AFM workshop. Further suggestions are needed for the North of England. Tony suggested that perhaps Rob Law could organise a Lipid Rafts discussion group one-day meeting at Imperial, involving Harvey McMahon, Justin Molloy, and with a low Registration Fee in the region of £20. It would be badged as a BBS Meeting, and the BBS would underwrite it to the amount of £300.

Tony asked whether details of all confirmed meetings were on the BBS website.

**2010**

The Workshop on Hydrodynamic and Thermodynamic Analysis of Macromolecules Meeting, 20 – 24<sup>th</sup> September 2010 (Tony Watts) is two-thirds full. They only want the BBS banner to show that we are endorsing the meeting. Jeremy commented on our logo, which doesn't have our name, just a slogan. His concern was that if no one knows what BBS stands for, the logo won't benefit us.

John to send Chris Cooper a list of potential sponsors for the Meeting he is organising.

**2011**

EBSA Congress: Budapest, 23<sup>rd</sup> August – 27<sup>th</sup> August.

Dynamics within and between proteins, 31<sup>st</sup> August - 2<sup>nd</sup> September (Chris Cooper). £500 underwriting has been agreed, and it will be badged as a BBS co-sponsored Meeting. **The BBS AGM for 2011 will be held at the Essex Meeting.**

IUPAB Congress; Beijing, October 30<sup>th</sup>. We need someone there to represent

	<p>BBS; Gordon will be there for IUPAB.</p> <p>December: Biophysics meeting on Functional Imaging; Ningbo China (Paul O'Shea).</p> <p><b>2012</b>  Joint meeting with IMDG: Role of Metals in Neurodegenerative Diseases: Queen Mary, London (Julea Butt). Guy to chase Julea for further information.</p> <p>Faraday Discussion Meeting on 'Lipids and Membrane Biophysics', Burlington House, RSC / Geological Society, London (John Seddon), 11<sup>th</sup> – 13<sup>th</sup> September. It was agreed that BBS should have some low level of involvement for our profile.</p> <p>Guy believes the Durham BSI is an appropriate place to host the 2012 general BBS meeting. Guy suggested that Tony write to Judith Howard, as Director of the BSI, and cc to Ehmke;</p> <p><b>Action: Tony (cc to John and Guy); the fact that it is a BBS meeting (not a BSI Meeting) should be emphasised.</b></p>
8.	<p><b>2010 BBS Anniversary Meeting (Guy Grant)</b>  Guy has not tabled anything for today's meeting as he is currently waiting for clarification of the accounts, and Robinson College have yet to send the final invoice.</p> <p>Everyone commended the scientific side of meeting; the venue was also very good. Overall Guy was slightly disappointed with the number of participants (175); just under half were students paying a reduced registration fee, and there were only 65 full registrations. Tony suggested that one problem was running it over a weekend.</p> <p>For the next biennial BBS meeting (Durham), Guy suggests that they book a mid-week venue asap.</p> <p>Guy stated that he thought that the Meeting was too general, even though others thought it was a breath of fresh air! Tony asked Guy to put together a half page report on the Meeting for the BBS Newsletter. Matt has already asked all Chairs of sessions (including Gordon and Mark W) to put together half-page reports for the BBS Newsletter / website; Mike was asked to put together a half-page on the Poster Prizes, including some photos. All material to be ready for sending out by December.</p> <p style="text-align: right;"><b>Action: Guy, Mike, Gordon, Mark W</b></p>
9.	<p><b>Newsletter (Matthew Hicks); Publicity Officer / Website</b></p> <p>Matt invited contributions for the Newsletter. He has written to people inviting them to write 'A day in the life of', along with a half page biography. The next Newsletter will include the Young Investigator medal winner, and highlights from the 2010 Cambridge meeting. The Newsletter will also be available on the web. Matt to send it to the RSC Biophysical Chemistry Group, and Mark Leake can distribute it</p>



	<p>to the IOP group.</p> <p>A photo of some of the BBS Committee was taken at the Cambridge Meeting.</p> <p>The Midlands group Biophysics meeting had some 120 attendees, and the BBS publicity banner was put up.</p> <p><b>Action:</b> Matt to email/liaise with Mark W to have the BBS Newsletter uploaded onto the BBS website.</p>
10.	<p><b>New Website (Mark Wallace)</b></p> <p>John asked why, if you go into the Meetings part of the BBS website, you don't see anything from the Cambridge meeting, apart from Tony North's lecture? Mark explained that the reason for this is because only the five most recent items are displayed. Mark is correcting this so that the BBS Meeting will have its own page.</p> <p>Tony thanked Mark again for all his hard work, and Guy also thanked Mark for his work for the Cambridge meeting.</p> <p>Mike F asked whether the current BBS logo could be changed, by taking out 'Building Better Science' and having the wording 'British Biophysical Society'? This was agreed and Mark will make the changes.</p> <p style="text-align: right;"><b>Action: Mark</b></p>
11.	<p><b>Membership</b></p> <p>Ehmke Pohl has agreed to act as BBS Membership secretary.</p> <p>John informally presented Ehmke's paper in his absence.</p> <p>Ehmke suggests the following to increase our membership base:</p> <ul style="list-style-type: none"> <li>i) Contact all members of list by mail, not email, asking them to publicise the BBS, and to fill out Standing Order forms;</li> <li>ii) Target younger members of community, by inviting them to give talks at the 2012 Durham Meeting;</li> <li>iii) Offer Summer Studentships.</li> </ul> <p>He will need labels for 400 - 600 members; if he is given the resources to do this then he will go ahead. He would like the forms to be co-ordinated with the Newsletter. It was suggested that Tony could write a couple of paragraphs highlighting the advantages of BBS membership.</p> <p>A quote for printing and postage will be required: Matt, Dave, Jeremy and John to get quotes for printing the Newsletter, based on two A4 sides folded, colour, and to include a Standing Order form. A draft form to be sent round the BBS Committee for comment. Once finalised, the Newsletter, Standing Order form and an addressed envelope without a stamp, to be sent out to the BBS Membership. The increased Membership fee has been agreed at £25 (also for students). When people apply for membership, the Standing Order form should go to Ehmke, who should send them to the bank, with a copy to Jeremy.</p>

	<p>Jeremy commented that BBS should be eligible for Gift Aid, which could generate additional funds for the Society. He will get more information about this.</p> <p>Mike asked whether a membership page on the BBS website could allow members to change their details online.</p>
12.	<p><b>Irish Sub-section (Dave Sheehan)</b>  Mike to invite Malcolm Irving to do the 2010 Tour. John to send list of previous Irish Tour Lecturers to Mike, and cc to Tony and to Mark W who will put it on the BBS website.</p> <p style="text-align: right;"><b>Action: Mike, John</b></p>
13.	<p><b>Honorary Members (Tony Watts)</b>  We should revisit the list of possible candidates from last year, and send any new suggestions to Tony, to be discussed at the January 2011 Committee meeting, then ratified at the 2011 AGM.</p> <p style="text-align: right;"><b>Action: All</b></p>
14.	<p><b>AOB – 2017 IUPAB Congress.</b> There was not much enthusiasm for the BBS to bid to host the 2017 International Biophysics Congress. However, it is possible that EBSA will put in a bid to hold a joint EBSA / IUPAB Congress.</p>
15.	<p><b>Date of the next meeting</b>  Tuesday January 11<sup>th</sup> 2011 at Imperial College London</p>