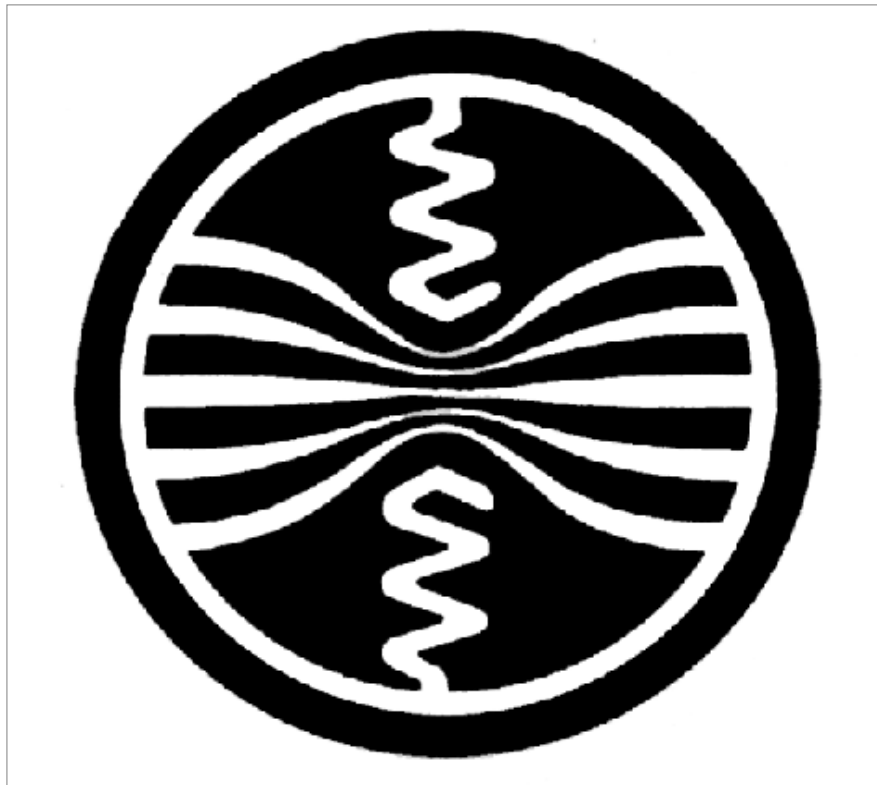


The British Society of Rheology

Founded 1940



Council Memoranda

December 2018

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Preface

First prepared by David Cheng, this memorandum aims to be a record of decisions made at Council and General Meetings, presented concisely for the use of Council in their management of the Society. This edition has been revised and updated to December 2018 by Karl Hawkins, Honorary Secretary.

Chronological list of Council meetings and venues

Note that up to 1999 the AGM was always held on the same day and at the same venue as the September Council meeting.

Date of meeting	Venue	No	President
8/9/81	Castle Leazes Halls, Univ. Newcastle upon Tyne	226	J.R.A. Pearson
18/12/81	Bridge Inn, Port Sunlight	227	J.R.A. Pearson
19/3/82	Chem. Engineering Dept, Imperial College	228	J.R.A. Pearson
2/7/82	Berrow Court Hotel, Birmingham	229	J.R.A. Pearson
23/9/82	Trinity Hall, Cambridge	230	J.R.A. Pearson
10/12/82	Thornton Research Centre, Chester	231	J.F. Hutton
13/4/83	Imperial College, London	232	J.F. Hutton
8/7/83	Berrow Court Hotel, Birmingham	233	J.F. Hutton
22/9/83	Chem. Engineering Dept, Imperial College	234	J.F. Hutton
9/12/83	Disraeli Room, Queen Hotel, Chester	235	J.F. Hutton
30/3/84	ICI Res. Dept, Paints Div, Slough	236	J.F. Hutton
6/7/84	Berrow Court Hotel, Birmingham	237	J.F. Hutton
11/9/83	Applied Maths Dept, Univ. College Wales, Aberystwyth	238	J.F. Hutton
14/12/84	Physics Dept, Univ. Leeds	239	I.M. Ward
22/3/85	Royal York Hotel, York	240	I.M. Ward
5/7/85	Berrow Court Hotel, Birmingham	241	I.M. Ward
9/9/85	Dept. Letters, Univ. Reading	242	I.M. Ward
13/12/85	Physics Dept, Univ. Leeds	243	I.M. Ward
4/4/86	Unilever House, London	244	I.M. Ward
13/6/86	Royal York Hotel, York	245	I.M. Ward
9/9/86	Devonshire Hall, Univ. Leeds	246	I.M. Ward
12/12/86	Griffin House, Royal Ordnance plc, The Strand, London	247	F. N. Cogswell
27/3/87	Royal York Hotel, York	248	F. N. Cogswell
26/6/87	Berrow Court Hotel, Birmingham	249	F. N. Cogswell
1/9/87	Eliot College, Univ Kent, Canterbury	250	F. N. Cogswell
11/12/87	Science Museum, London	251	F. N. Cogswell
4/3/88	Royal York Hotel, York	252	F. N. Cogswell
1/7/88	Berrow Court Hotel, Birmingham	253	F. N. Cogswell
6/9/88	Royal Holloway & New Bedford College, Egham	254	F. N. Cogswell
9/12/88	Ross Priory, Loch Lomond	255	J. Ferguson
10/3/89	Nat. Railway Museum, York	256	J. Ferguson
7/7/89	Royal Kings Arms Hotel, Lancaster	257	J. Ferguson
13/9/89	Rootes Building, Univ. Warwick	258	J. Ferguson
13/12/89	Society of Chemical Industry, London	259	J. Ferguson
14/3/90	Hugh Owen Library, Univ College Wales, Aberystwyth	260	J. Ferguson
13/6/90	Deane Court Hotel, York	261	J. Ferguson
6/9/90	Middle Reading Room, Teviot House, Univ. Edinburgh	262	J. Ferguson
7/12/90	Clock Hotel, Old Welwyn	263	D.CH. Cheng
14/3/91	West Bromwich Moat House, Birmingham	264	D.CH. Cheng
12/6/91	Ness Gardens, South Wirral	265	D.CH. Cheng
10/9/91	Wills Hall Conference Centre, Univ Bristol	266	D.CH. Cheng
17/12/91	Scandic Crown Hotel, Victoria, London	267	D.CH. Cheng
4/3/92	Staff House Conference Centre, UMIST, Manchester	268	D.CH. Cheng
10/6/92	Ross Priory, Loch Lomond	269	D.CH. Cheng
14/9/92	Sidney Sussex College, Univ Cambridge	270	D.CH. Cheng
10/12/92	The George Hotel, Solihull	271	D.R. Oliver
2/3/93	Swansea Marriott, Swansea	272	D.R. Oliver
10/6/93	Hilton Hotel, Newbury	273	D.R. Oliver
23/9/93	Robinson College, Univ Cambridge	274	D.R. Oliver
9/12/93	The George Hotel, Solihull	275	D.R. Oliver
10/3/94	The Hilton National Hotel, Newbury	276	D.R. Oliver
16/6/94	Langdale Chase Hotel, Windermere, Cumbria	277	D.R. Oliver
22/9/94	Crows Room, Motorcycle Museum, Birmingham	278	D.R. Oliver
9/12/95	Moat House International, Chester	279	H.A. Barnes
2/3/95	IRC in Polymers, Leeds Univ	280	H.A. Barnes
1/6/95	Ross Priory, Loch Lomond	281	H.A. Barnes

4/9/95	Penbryn Hall, Univ College, Aberystwyth	282	H.A. Barnes
12/12/95	Rowton Hotel, Chester	283	H.A. Barnes
27/3/96	Hinckley Island Hotel, Leics.	284	H.A. Barnes
6/6/96	Schlumberger Cambridge Research, High Cross, Cam.	285	H.A. Barnes
4/9/96	De Vere Hotel, Coventry	286	H.A. Barnes
13/12/96	Norton House Hotel, Swansea	287	P. Townsend
26/3/97	Lake Vrynwy Hotel, Llanwddyn, Wales	288	P. Townsend
18/6/97	Swallow Hotel, Sheffield	289	P. Townsend
18/10/97	Fulton House, Univ. of Wales at Swansea	290	P. Townsend
11/12/97	The Novartis Foundation, London	291	P. Townsend
26/3/98	The Novartis Foundation, London	292	P. Townsend
25/6/98	Institute for Food Research, Norwich	293	P. Townsend
21/9/98	University of Cambridge	294	P. Townsend
16/12/98	Craiglands Hotel, Ilkley	295	R. Buscall
16/12/98	Craiglands Hotel, Ilkley	EGM	R. Buscall
9/3/99	Hotel Ibis, Luton	296	R. Buscall
18/6/99	University of Strathclyde, Glasgow	297	R. Buscall

In 1999 it was decided that there would no longer be a Council meeting held on the same day as the AGM in September.

20/9/99	The Novartis Foundation, London	AGM 59	R. Buscall
16/12/99	Conrah Country House Hotel, Aberystwyth	298	R. Buscall
8/3/00	Deane Court Hotel, York	299	R. Buscall
9/6/00	The Novartis foundation, London	300	R. Buscall
18/9/00	Collingwood College, University of Durham	AGM 60	R. Buscall
6/12/00	Norton House Hotel, Swansea	301	T.E.R. Jones
11/4/01	University of Plymouth	302	T.E.R. Jones
11/6/01	Institution of Chemical Engineers, London	303	T.E.R. Jones
30/8/01	Ashburne Hall, University of Manchester	AGM 61	T.E.R. Jones
6/12/01	The Novartis Foundation, London	304	T.E.R. Jones
27/3/02	Lake Vyrnwy Hotel, Llanwddyn, Wales	305	T.E.R. Jones
24/6/02	Ness Gardens, South Wirral	306	T.E.R. Jones
17/9/02	Society of Chemical Industry, London	AGM 62	T.E.R. Jones
9/12/02	University of Wales Aberystwyth	EGM	G. Maitland
10/12/02	Conrah Country House Hotel, Aberystwyth	307	G. Maitland
16/4/03	Miskin Manor Country Hotel, South Wales	308	G. Maitland
23/7/03	Imperial College, London	309	G. Maitland
15/12/03	University of Cambridge	AGM 63	G. Maitland
16/12/03	University of Cambridge	310	G. Maitland
5/4/04	Hoole Hall, Chester	311	G. Maitland
29/9/04	Imperial College, London	312	G. Maitland
15/12/04	University of Wales Swansea	313	G. Maitland
22/3/05	Lake Vyrnwy Hotel, Llanwddyn, Mid Wales	AGM 64	G. Maitland
23/3/05	Lake Vyrnwy Hotel, Llanwddyn, Mid Wales	314	M.R. Mackley
23/9/05	The Novartis Foundation, London	315	M.R. Mackley
8/12/05	University of Cambridge	316	M.R. Mackley
11/4/06	Miskin Manor Country Hotel, South Wales	AGM 65	M.R. Mackley
12/4/06	Miskin Manor Country Hotel, South Wales	317	M.R. Mackley
26/9/06	University of Reading	318	M.R. Mackley
12/12/06	University of Manchester	319	M.R. Mackley
3/5/07	Miskin Manor Country Hotel, South Wales	AGM66	M.R. Mackley
4/5/07	Miskin Manor Country Hotel, South Wales	320	P.F.G. Banfill
18/9/07	University College London	321	P.F.G. Banfill
11/12/07	Royal School of Mines, London	322	P.F.G. Banfill
18/3/08	Liverpool University	AGM67	P.F.G. Banfill
19/3/08	Liverpool University	323	P.F.G. Banfill
9/9/08	Heriot Watt University	324	P.F.G. Banfill
16/12/08	Leeds University	325	P.F.G. Banfill
15/4/09	Cardiff University	AGM68	P.F.G. Banfill
16/4/09	Cardiff University	326	O.G. Harlen
3/9/09	University College London	327	O.G. Harlen

15/12/09	University of Edinburgh	328	O.G. Harlen
30/3/10	Lake Vyrnwy Hotel, Llanwddyn, Mid Wales	AGM69	O.G. Harlen
31/3/10	Lake Vyrnwy Hotel, Llanwddyn, Mid Wales	329	O.G. Harlen
22/9/10	Oxford University	330	O.G. Harlen
14/12/10	Sutton Bonington, University of Nottingham	331	O.G. Harlen
19/4/11	Portmeirion, North Wales	AGM70	O.G. Harlen
20/4/11	Castell Deudraeth, Portmeirion, North Wales	332	W. Frith
22/9/11	Birmingham University	333	W. Frith
20/12/11	University College London	334	W. Frith
19/3/12	Manchester University	AGM71	W. Frith
20/3/12	Manchester University	335	W. Frith
20/9/12	Birmingham University	336	W. Frith
18/12/12	Aberystwyth University	337	W. Frith
26/03/13	Kavli Royal Society International Centre	AGM72	W. Frith
27/03/13	Kavli Royal Society International Centre	338	P.R. Williams
10/09/13	Swansea University	339	P.R. Williams
17/12/13	University of Cambridge	340	P.R. Williams
15/04/14	Lake Vyrnwy Hotel, Powys	AGM73	P.R. Williams
16/04/14	Lake Vyrnwy Hotel, Powys	341	P.R. Williams
16/09/14	Birmingham University	342	P.R. Williams
18/12/14	Durham University	343	P.R. Williams
31/03/15	Ruthin Castle, Denbighshire	AGM74	P.R. Williams
01/04/15	Ruthin Castle, Denbighshire	344	H. Wilson
18/09/15	University College London	345	H. Wilson
15/12/15	University of Glasgow	346	H. Wilson
19/04/16	Imperial College London	AGM75	H. Wilson
19/04/16	Imperial College London	347	H. Wilson
22/09/16	Video Conferencing	348	H. Wilson
14/12/16	University of Reading	349	H. Wilson
11/04/17	Lake Vyrnwy Hotel, Powys	AGM76	H. Wilson
12/04/17	Lake Vyrnwy Hotel, Powys	350	T.N. Phillips
22/09/17	Video Conferencing	351	T.N. Phillips
18/12/17	Engineers' House, Bristol	352	T.N. Phillips
16/05/18	Schlumberger Gould Research, Cambridge	AGM77	T.N. Phillips
16/05/18	Schlumberger Gould Research, Cambridge	353	T.N. Phillips
19/09/18	Video Conferencing	354	T.N. Phillips
18/12/18	ICMS, Edinburgh	355	T.N. Phillips

1 OFFICERS AND OTHER POSTS

1.1 THE PRESIDENT

- [AGM76] Future elected presidents will stand for a year as President-Elect, followed by a two-year period as President, and a single year as Immediate Past President
- [AGM70] At the end of the two-year term of office, the outgoing President automatically assumes the role of Immediate Past President for a further two years. The Immediate Past President may attend Council meetings and advise Council, but ceases to be a Trustee and does not have voting rights.
- [320] Presidents' names to be engraved on the reverse of the Presidential chain when the front is full
- [303] President represents BSR at ESR committee meetings
- [271] President to put the Presidential chain on his household insurance, insured valuation £2150 (2001)
- [268] President elect should be invited to attend Council meetings following acceptance.
- [257] Precedent says that the President alternates between industry and academia
- [254] Presidential Chain offered by Dr Cheng - hoped that all names of past and future presidents be engraved on suitable links of the chain and (from 2006 onwards) on the backs of the same links.
- [240] The Society's current president represents BSR on the ICR (Int. Committee of Rheology) which usually meets every fourth year
- [233] Council nomination for President: First discussion July meeting. Choice made September. Nominee acceptance December. Nominee invited to attend Council meeting December/March.

1.2 THE SECRETARY

(The Secretary would update these Memoranda annually and put them to Council in December for the charge rates and money figures to be revised where necessary.)

- [297, 303] AGM resolutions may be handled by electronic and postal voting. Secretary organises notices and voting slips for return before the meeting.
- [301] BSR's gifts to be displayed in a cabinet in the Scott-Blair Collection room at University of Aberystwyth
- [288] Secretary agrees to send out an action list within two weeks after a meeting; the present mechanism of distribution of minutes to remain
- [288] Expenses claim forms to be sent out by Secretary with necessary paperwork prior to each meeting
- [279] To order letterheads for a two year supply, to coincide with each Presidential term of office. Collingwood Design have the artwork.
- [276] Minutes should be sent to European Societies Representative. Current Secretary to hold minutes of two previous secretaries for reference, remainder to Archivist.
- [271] Secretary's task to take 'gifts etc.' to AGM and any significant event. These articles to remain with Secretary.
- [271] Agreed to get Minutes sent two weeks before a meeting (no earlier please)
- [271] Agreed that all gifts stay with the Secretary
- [268] Secretary to write to Council's nominee for Presidency inviting nominee to attend Council meetings following acceptance.
- [267] Agreed to pre-circulate Officers Reports to Council to save time
- [263] Council Memoranda received - should be updated annually by the Secretary
- [254] Gold Medals passed to Secretary for safe keeping (Scott Blair gift)
- [236] BSR publications (now being sent to Russia gratis) would be in return for Russian journals. (The Secretary was asked to arrange).
- [231] December Council meeting: Secretary to distribute calendar of BSR dates for Council members and list of Council members, addresses and phone numbers.
- [229] Invite nominees to Council to attend AGM.
- [226] The Secretary, to agree in principle, to the offer from ISI to licence the selling of copies of articles from our published proceedings.

1.3 THE TREASURER

- [341] Council agreed to seek independent financial advice on investments.
- [334] Claims for travel expenses associated with ESR meetings will be limited to expenses incurred in excess of those that might otherwise arise from an existing trip, approved annually by council
- [329] Treasurer to prepare an annual budget as well as accounts.
- [306] Treasurer to set up direct debit facility for subscriptions.
- [305] Cardnet facility to be made available to other organisations in cognate disciplines.
- [305] Financial year will be adjusted to align with calendar year.

- [304] Cost centre (v) will be the new review publication.
- [304] Treasurer and not Editors sends invoices to advertisers.
- [295/EGM] Finances to be organised into four cost centres - (i) Administration, (ii) Conferences, (iii) Bulletin, (iv) Rheology Abstracts.
- [295] Treasurer must propose budget for Scott Blair Collection to December Council, based upon interest accrued in account in previous financial year.
- [288] Treasurer asks that council officers provide him with a monthly statement of financial activity.
- [288] Treasurer agrees to provide a brief summary of financial position at each meeting
- [288] Sharon Barbara Warrington is the 'expert scrutiner' for our accounts
- [288] Audit of Accounts: under present rules, she (Sharon Warrington) can only undertake work on an honorary basis. (Need a mechanism of expenses/payment etc)
- [287] Council agrees that Scott Blair account should hold a minimum of £10,000, and that all payments relating to expenses of Scott Blair WP be paid from general account.
- [284] Independent scrutiny of audit suggested. (Constitution needs changing) Carole Moules to inform council of changes to Constitution.
- [284] Guidelines needed for Treasurer to handle conference matters.
- [284] Agreed that from October 1996 the option of using standing orders be removed and replaced by direct debit.
- [281] Treasurer to give view to the future, as well as a retrospective view of our financial position at Council meetings in the future.
- [281] Treasurer asks that the BSR should aim to cover its annual operating costs from its annual income
- [265] Credit card facility (Visa/Mastercard) for BSR. Imprinter held by Treasurer.
- [264] Treasurer to set up credit card scheme provided maximum charge to Society did not exceed £200.
- [264] All conference turnover to be included in Treasurer's report following VAT registration.
- [264] Agreed that Treasurer set up a credit card scheme provided the maximum charge to the Society does not exceed £200 pa.

1.4 THE MEMBERSHIP SECRETARY

- [345] Requests to use our email list should be considered on a case-by-case basis, but that non-profit organisations offering something that is clearly rheological would be OK.
- [334] Membership Secretary to circulate to council the name(s) of prospective members by email; if no negative responses after one week, then Membership Secretary to confirm acceptance to council by email.
- [302] It was agreed to attempt to build up an email address list.
- [295] Honorary members may receive Rheology Abstracts free on request. If not requested then not sent.
- [295] Membership certificates are not issued.
- [285] Administrative assistance for Bulletin/membership secretary agreed. Need to check on liability of Society having paid employees.
- [283] Over 10% of BSR membership now Hon Member status
- [280] Decided that Hon. Membership be decided at the June Council meeting
- [271] New Membership Booklet @ 90p / copy. Updates at Mem. Sec. discretion.
- [271] Agreed to update membership list every 2—4 years
- [269] Membership List to include Constitution, past presidents and award winners
- [269] Membership Secretary to use discretion on supply of free Bulletins and Abstracts eg. Eastern European members.
- [268] Membership Secretary to be given some discretion with regard to charging extra for late payment of fees and removal of a name from Membership list. Rule 4d relates to unpaid fees.
- [266] Membership application forms to be printed occasionally in Bulletin.
- [263] No category of life membership
- [263] Confirmation that BSR registered under Data Protection Act in name of current Membership Secretary.
- [255] The President to invite Honorary Membership, based on retired members with more than 20 years membership, to those people so identified.
- [240] Agreed to divide membership list into two sections, UK and overseas
- [238] In the Society's Membership List, letters should be given in full, not degrees, ie, fetsa not BSc etc. (This confirms the resolution 237.6.2).
- [230] BSR wishes to offer a special category of overseas membership to members of the Australian Soc. Rheol. Voting rights not discussed
- [221] All Foreign Societies should be sent the Bulletin as a matter of course and Abstracts in exchange (for equivalent publications). (A current issue of the Bulletin was distributed by the Membership Secretary

with the request that the Foreign Societies should reply if they want to receive it regularly. Only a few accepted and they are on the Gratis List kept by the Membership Secretary).

- [219] "Transfer of membership", where an employer may be paying the subscription for an employee, is not appropriate. Members of the Society are individual members in their own right and clearly must resign if their employer stops paying their subscription; the employee to whom "transfer of membership" is sought must be treated as a new member and should apply and pay the Entrance Fee required.
- [217] 'Membership' from librarians that is a disguise for journal subscriptions not acceptable (Rule 3 (a)).

1.5 THE BULLETIN EDITOR

- [354] **Bulletin to include a list of Vernon Harrison Award nominees thesis titles and abstracts**
- [341] Writers of feature articles to be offered a year's free membership.
- [304] Editor's job is only to prepare text and then send to Publications Manager for production.
- [304] Bulletin will be placed on the website but hardcopy will still be distributed to members.
- [295] Frequency of publication of Bulletin is to be 3 times yearly commencing 1999, one of which will be BSR business only for circulation to our own members, the other two containing the ESR Newsletter.
- [287] It was agreed to have regular ESR pages in the Bulletin
- [287] Agreed, in principle, that two issues per year of Bulletin be devoted to ESR matters with costs shared with European(western) societies
- [286] Agreed to accommodate proposed involvement of Bulletin as ESR launching platform, a type of 'Rheology in Europe'
- [285] Two Bulletin designs circulated - agreed to retain the colour scheme of red/white/grey/black and for it to be a gloss finish. Society needs to print 3500 covers per year.
- [285] Redesign of Bulletin cover agreed New style be used from Jan 1997, cover details to include vol, part number but not month.
- [283] Implied rule that no advert (in Bulletin) is printed unless payment received (but not too strict here)
- [282] Agreed that Carole Moules take the necessary approaches for the redesign of the front cover of Bulletin, taking into account the possible new European role.
- [281] Bulletin is not publicity vehicle for the ESR.
- [279] Separate the diary in the Bulletin between conferences and workshops
- [279] Bulletin Editor to re-establish contact with the European Society groups
- [269] Bulletin to be sent to other Rheological Societies with a Bulletin of their own to exchange.
- [268] Council's nominee for Presidency should be published in Commentary after acceptance by nominee.
- [268] Commentary of AGM in September Bulletin.
- [268] AGM Date to be put somewhere on front page of Bulletin.
- [268] AGM minutes should be published in the June issue only.
- [267] Adverts to be randomly positioned throughout Bulletin.
- [267] Adverts accepted only on prepayment before print deadline. £115/page 1992 price.
- [266] Membership application forms to be printed occasionally in Bulletin
- [265] Noteworthy promotions to be inserted into Bulletin.
- [264] Book lists to be published in Bulletin with reviews in Rheology Abstracts.
- [263] Bulletins to be bound in 4 year sets, estimate £12 (Dec 1990).
- [263] Bulletin Editor's task to send out Bulletin - £25 payment per issue for casual labour.
- [263] Bulletin Editor to publish AGM notice and previous minutes in June 1991 issue, overrules [233] when Notice of AGM sent to Members three weeks before date of meeting.
- [263] Advertisements in Bulletin £110 per full page advert per insertion from April 1991 to be increased annually in line with inflation.
- [258] Notices (rather than advertisements) may be placed in Bulletin at no charge e.g. to promote Members' books and job adverts.
- [253] Bulletin : agreed that the Editor decide on the priority of advertisements (e.g. back page)
- [252] Advertisements for jobs in rheology should be included free in Bulletin as a service to Members.
- [248] Deadlines for Bulletins & Abstracts to be published in Bulletin.
- [244] Selected individuals requested to write one-and-a-half page articles plus photograph.
- [235] Notice requesting Society members to nominate candidates for the Annual Award should be put in the first issue of the Bulletin for the year.
- [228] Bulletin editor to decide on advertising rates in consultation with Treasurer if so wished
- [227] the "Japanese Soc. Rheol. should be sent our Bulletin since we receive their journal. The copy sent to Sheffield Univ, Library is the result of an ancient Council decision to set up an archive and that the Library had agreed to hold the Bulletin".

- [221] All Foreign Societies should be sent the Bulletin as a matter of course and Abstracts in exchange (for equivalent publications). (A current issue of the Bulletin was distributed by the Membership Secretary with the request that the Foreign Societies should reply if they want to receive it regularly. Only a few accepted and they are on the Gratis List kept by the Membership Secretary).

1.6 THE ABSTRACTS EDITOR

- [AGM73] The post of Abstracts Editor replaced with Web Editor.
- [339] Abstracts Vol 56 will be the last, due to the dwindling number of subscribers. Perpetual electronic access to be offered to subscribers.
- [328] Editor's job reduced to writing editorial and receiving abstracts, judging suitability, and forwarding abstracts to copy editor (paid, not Council member)
- [306] Arrangement with Canadian Society (301 below) ceases with the end of volume 45. Thereafter direct web access available.
- [306] Future price of £20 per member for web access to current and past issues with password protection.
- [304] Editor's job is only to prepare text and then send to Publications Manager for production.
- [301] Abstracts to be provided electronically to the Canadian Society of Rheology for £20 plus £3 per member per year for copy and onward distribution to their members.
- [293] £3700 allocated for transferring the text of Rheology Abstracts from issue 1 to the present onto CD-ROM.
- [288] Abstracts : More information to be sought on copyright issue. Nick Hudson raised matter of providing CD of all back issues of RA. Agreed to raise this at next meeting with Nick providing more information on cost to Society, need of such provision etc.
- [287] Abstracts Editor again raises issue of copyright of abstracts
- [286] RA front cover - council agrees design and that the front cover pictures be changed quarterly (to be decided by Council)
- [285] RA - society has 121 agreed subscriptions here (86 paid, 15 cancellations and 23 outstanding)
- [285] Agreed to sort out issue of copyright on back issues of Rheology Abstracts.
- [284] RA - adverts on back page are agreed as being a one-off trial.
- [283] RA Vol 39 is to be the first to be published by the BSR.
- [283] Editor of RA proposes that an administration/publications manager for RA be appointed
- [283] Editor of RA proposes that abstractors are paid for their services, by the BSR
- [282] Working Party decide that RA can be published by the BSR - to decide pricing policy etc at a later date.
- [282] Elsevier break association with Rheology Abstracts from Jan 1996.
- [265] University Microfilms Inc. agreed to allow publication of abstracts of selected theses.
- [264] Book lists to be published in Bulletin with reviews in Rheology Abstracts.
- [263] Book reviews to be in Rheology Abstracts

1.6b THE WEB EDITOR

- [AGM73] The post of Abstracts Editor replaced with Web Editor, responsible for the preparation and posting of material to the Society's website and other online forums.

1.7 PUBLICATIONS MANAGER

- [351] Agreement to sign up to the Publishers Licensing Society
- [305] Agreements with outside service providers established.
- [304] Publications Manager's job is to receive text from Editors, prepare and decide upon order of adverts, and liaise with printer.
- [291] Payment to be made to Strathclyde University for time spent by Publications Manager, rather than to him direct, since BSR charitable status precludes direct payments to an Officer.
- [288] Publications Manager to hold the portfolio of graphic work
- [285] Suggestion that Publications Manager is responsible for all publications of Society.
- [285] Tabled a job description of Abstracts & Bulletin Manager ; suggested remuneration package of £600 p.a.
- [285] Council agreed to pursue the electronic publishing of its publications - need to address copyright issues

1.8 WEB PAGES/ WEBMASTER <http://www.bsr.org.uk>

- [343] Storm internet hosts the content for the website; DomainIT look after the domain names (bsr.org.uk and rheology.org.uk).
- [336] Design changed to have drop-down menus
- [331] Discussion of moving to alternative tech support.
- [327] Move to commercial hosting by Storm Internet. Jon Harvey of Bayview Systems to implement.
- [306] Agreed to fund (£10k) a one year study to set up electronic / web-based management of Council's affairs, leading to unified databases and access to information.
- [305] Rheology Abstracts to be available on the website with password access to members and subscribers.
- [305] Selected items, including book reviews, to be put on ESR website.
- [304] Secretary keeps the registration certificate for the domain name with Nominet and ensures renewal subscription is paid when due.
- [303] Chris Petrie to be invited to join Council as Member with responsibility for the web page
- [283] WWW 'proposal' page put forward by Chris Petrie, he has produced a draft
- [283] WWW-page. Sub group of Chris Petrie/Russell Davies/Nick Hudson formed to agree the final version and report back to Council.

1.9 ARCHIVIST

- [271] President and Hon. Sec. with Archivist to decide on job specification, fees and archive home.
- [271] job description of archivist on file
- [271] Dr J Benbow appointed as the first Society Archivist
- [268] the need for an archivist was tabled
- [268] Keep an up to date record of past meetings.

2 GENERAL ADMINISTRATION

2.1 COUNCIL MATTERS

- [306] Agreed to fund (£10k) a one year study to set up electronic / web-based management of Council's affairs, leading to unified databases and access to information.
- [306] Treasurer to set up direct debit facility for subscriptions.
- [305] Financial year will be adjusted to align with calendar year.
- [305] Agreed to make CardNet facility available to other organisations in cognate areas.
- [295/EGM] Membership subscription to be £15, entrance fee to be £5 (but students free). Members may opt to receive Rheology Abstracts at a cost of £15 per year. Individual non-members may subscribe to Rheology Abstracts for £15 per year.
- [288] ESR asked that all member societies put into place a reciprocity agreement. BSR agrees to this.
- [285] Role of 'Publications Officer' discussed.
- [285] Discussion of generation of a new executive post on council, Publications Officer. It would reduce the ordinary membership by one.
- [284] Claude Wolfe raises issue that asks for the need for a formal communication channel between ESR and member societies. Agreed that Jim Ferguson, our formal delegate, be this channel and to report to Council as required.
- [282] Proposal put to AGM : "The BSR becomes a founding member of the European Society of Rheology" ; unanimously agreed
- [281] suggested that Council should have guidelines for financial expenditure such as Travel Grants.
- [279] Identified the need of a European Liaison Officer to ease interchange of information between member societies.
- [268] Council's nominee for Presidency should be published in Commentary after acceptance by nominee.
- [268] Council's nominee for Presidency should be invited to attend Council meetings following acceptance.
- [265] agreed that reasonable expenses of members representing the Society on official committees would be met, provided that the meeting was in the UK.
- [263] all non-members attending BSR conferences should be offered free BSR membership for the 12—18 months (depending on time of conference)
- [259] suggestion that incoming Officers are shadowed (for Abstracts Editor especially, but the idea could be extended to other Officers)

- [257] Council members (non Officers) to take it in turn to write a commentary of Council meetings for the Bulletin, with due regard being given to matters of confidentiality.
- [251] Travelling expenses : Council members will be reimbursed for reasonable travelling expenses for travelling by the most convenient route to meetings
- [240] Dr Tattersall has asked that the collection of Rheol Abstr at Sheffield remain and brought up to date; Council agrees
- [240] agreed to have a Society tie.
- [239] An annual election of chairman to conduct Council meetings in the absence of the President, as per Constitution, Rule 7(a), usually at the December Council meeting.
- [233] Council nominations for Council should be completed at the June meeting.
- [233] Council nomination for President: First discussion June meeting. Choice made September. Nominee acceptance December. Nominee invited to attend Council meetings in December, March and June.
- [228] Council nominations for next year's Council: First discussion March meeting.

2.2 OFFICIAL COMMITTEES

- [265] Members representing Society on official committees in UK to receive reasonable expenses provided the official body did not meet them.

2.3 EXTERNAL AFFAIRS

- [303] President to represent BSR at ESR Committee meetings.
- [284] Ken Walters proposed as President of the ESR
- [280] Howard Barnes to chair foundation committee of the ESR
- [245] Chris Petrie will continue to be the BSR's contact with the European Societies

2.4 LIST OF REPRESENTATIVES

President-ICR and ESR.

- [273] Mrs C A Moules NPL working group on processing of plastics (BSR associate member - Dr D C-H Cheng -BSI CIC/37/3 and ISO/TC134/SC3/WG2 - -Fertilisers and Soil conditioners / Physical properties of fluid fertilisers 1985 ----->.
Dr C J S Petrie -Secretary to delegates of European Societies to ICR - no formal link to BSR. 1991 reaffirmed.
Dr C J S Petrie -panel PRM/21/-/10 - Rheological properties of plastics ---< ongoing 1992.
Prof J R A Pearson -British National Committee for Theoretical and Applied Mechanics (RSC) - ended 1989.
- [240] The President will represent BSR on ICR.
- [236] Dr J R A Pearson should be asked to succeed Dr Petrie as the Society's representative on the British National Committee for Theoretical and Applied Mechanics.

2.5 RELATIONS WITH EUROPEAN SOCIETY OF RHEOLOGY

- [334] Claims for travel expenses associated with ESR meetings will be limited to expenses incurred in excess of those that might otherwise arise from an existing trip, approved annually by council.
- [295] Frequency of publication of Bulletin is to be 3 times yearly commencing 1999, one of which will be BSR business only for circulation to our own members, the other two containing the ESR Newsletter.
- [288] ESR to take on responsibility of future meetings (after the Slovenia), i.e. from 2002.
- [288] ESR asked that all member societies put into place a reciprocity agreement. BSR agrees to this.
- [287] It was agreed to have regular ESR pages in the Bulletin
- [287] Agreed, in principle, that two issues per year of Bulletin be devoted to ESR matters with costs shared with European(western) societies
- [287] Principle set that ESR is NOT to have a cut of profits.
- [286] Agreed to accommodate proposed involvement of Bulletin as ESR launching platform, a type of 'Rheology in Europe'
- [284] Claude Wolfe raises issue that asks for the need for a formal communication channel between ESR and member societies. Agreed that Jim Ferguson , our formal delegate, be this channel and to report to Council as required.
- [283] Prof Wagner to be approached as secretary elect of ESR

- [282] Proposal put to AGM : “The BSR becomes a founding member of the European Society of Rheology”
; unanimously agreed
- [281] Bulletin is not publicity vehicle for the ESR.

3 CONFERENCES

- [343] Council agreed to offer a contribution of £250 to meetings with a strong rheological content, on the same basis as a travel award, i.e. provided that (i) a short paragraph of explanation was submitted, (ii) the BSR’s support was mentioned at the meeting, (iii) a report suitable for the bulletin was sent afterwards.
- [331] Delegate to be identified to write a report on each meeting beforehand; should not be meeting organiser.
- [303] Noted that ESR had received a capitation levy from the Cambridge 2000 meeting.
- [287] Principle set that ESR is NOT to have a cut of profits.
- [287] Conferences - suggested that all profits to BSR but Council proposed that it put a levy on meetings to support setting up of ESR. There will be a levy proposed on Ljubljana meeting (Sept 6-11th 1998) of £10-£15 per head.
- [274] Public liability insurance £144 for £2M/event
- [271] Agreement to pay max. of £250 / head for up to 3 (non UK) speakers at September 1993 Conference.
- [268] Conference Organisers to set exhibition fee and make decision regarding registration of exhibitors' representatives.
- [264] All Conference fees to be included in Treasurer's report following VAT registration.
- [263] Registration forms for conferences should ask if, in the case of being a non BSR member, the delegate wished to be offered free membership for 12-18 months (depending on time of conference).
- [263] Organisers of meetings/conferences left to decide whether to publish proceedings. A refereeing technique to be implemented.
- [247] Organisers of Conferences are empowered at their discretion to refuse admission to delegates who have not paid the conference fees.
- [240] Society’s policy is that all contributors to conferences pay full conference fees. The exception is the sponsored lecture at the autumn meeting
- [237] Distribution of profits and losses from joint conferences. Our policy should be to stand losses ourselves but the profits should be divided in proportion to the numbers of people from each society who attend the meetings. If A members of BSR, B members of another society and C non-members of either society attended, the payments would be in the ratio $B/(A+B+C)$ to the guest society and $(A+C)/(A+B+C)$ to BSR. The question of persons who are members of both societies should be left to the discretion of the organisers.

4 AWARDS

- [279] BSR Letterheads : Collingwood Design Consultants, 3 The Old School, Church Street, Shillington. Hitchin, Herts. SG5 3LJ (01462-711324). Revised artwork of £25. Make new plates and print in black/red 2000 copies at £175.
- [275] Collingwood Design Consultants has artwork and provides all certificates for awards in frames
- [257] suggested that travelling scholarships could be provided for students wishing to consult papers in the Scott Blair collection

4.1 HONORARY MEMBERSHIP

- [295] Honorary members may receive Rheology Abstracts free on request.
- [280] decided that Hon. Membership be decided at the June Council meeting
- [266] Honorary membership to be offered to retired members of 20 years standing (who have retired from normal employment, Rule 3d). Confirmation that Gold Medalists automatically received Honorary Membership but Annual Award winners did not.
- [255] Member Secretary’s role to prepare a list of all ordinary members with more than 20yrs service - list to be distributed at the April meeting for decision by Council at July meeting. The President to invite Honorary Membership to those people so identified.

4.2 GOLD MEDAL

[354] **Any member of the Society can make a nomination for the award of a Gold Medal**

- [343] Committee of Current President and two immediate Past Presidents no longer decides on awardees. Instead council decide, possible with advice from elsewhere.
- [332] Gold Medal and Annual Award winners should write a feature article for the Bulletin.
- [299] Cost of Gold Medal in 2000 was £500, in silver gilt, prepared by Hamilton and Inches, Edinburgh.
- [279] Gold Award and Annual Award medallists to have their expenses for attending presentation met from Council Funds.
- [266] Gold medallist receives Honorary Membership status, annual awardee does not.
- [263] Gold Medal candidates should have write ups in Bulletin.
- [251] Gold and Annual Awards - agreed that sub-committees would comprise the President, and the immediate past two presidents of the Society.
- [232] Gold Medal Criteria
- has made an outstanding fundamental contribution to rheology
 - the contribution has withstood the test of time; has been used extensively by others
 - has an international, established reputation; is well known to members of BSR
 - takes an active part in BSR affairs; is a member.
- The following were rejected by Council
- has not been recognised elsewhere
 - is British

4.3 ANNUAL AWARD

- [346] A nomination should be made by a member of the British Society of Rheology in good standing. Nominations for an individual should consist of a brief citation (two sides of A4 at most) detailing the nominee's contribution to rheology. making clear how the nominee fits the eligibility criteria. Nominations for a single scientific paper should consist solely of a brief description (two sides of A4 at most) of the content of the paper and its impact on rheology (including citation data and records of any conferences, projects, etc. which have followed on from the paper), making clear how the lead author fits the eligibility criteria.
- [343] Committee of Current President and two immediate Past Presidents no longer decides on awardees. Instead council decide, possible with advice from elsewhere.
- [336] In exceptional cases it is permitted to given the annual award to a council member who, by virtue of long service, would otherwise be considered ineligible.
- [332] Gold Medal and Annual Award winners should write a feature article for the Bulletin.
- [328] Reminder that notice for nominations should be in the Bulletin (1st issue of the year) with a suitable deadline to allow Council to view nominations at the Spring meeting.
- [306] Typical award is certificate, citation and £300 plus expenses for recipient and partner.
- [301] Criteria for Annual Award refined. Award focuses on the scientific merit of the candidate/s, i.e. person/s, groups, collaborations who have made a significant contribution to rheology either through a single paper or a more sustained activity. Such people are likely to be (but not exclusively) young or early career scientists / research workers.
- [265] new awardees of Annual award do not become Honorary Members.
- [251] Gold and Annual Awards - agreed that sub-committees would comprise the President, and the immediate past two presidents of the Society.
- [247] It is desirable that this Award should alternate between a recognition of long service and as an encouragement to younger members.
- [242] Annual Award notice for nominations should be in the Bulletin (1st issue of the year) with a closing date of say, March 31. Then onto the sub-committee with a final choice at the July meeting.
- [232] Annual Award. The rule making Council members ineligible for the award should not be changed.
- [230] Annual Award agreed @£200 : notification of awardee to New Scientist, Nature, Physics Today etc and other rheology societies

4.4 SPECIAL AWARDS

- [343] To Nick Hudson for his contribution to BSR Council and Rheology abstracts – a bottle of 25-year-old whisky and a certificate.
- [301] A new Distinguished Service Award established. Award to be made for a major contribution to the life of the Society, through prolonged Council membership and office holding, organisation of conferences or other meritorious activity. Awardee is likely to be relatively more established in their careers.
- [293] To Peter Anderson for his long contribution to BSR Council - £100 plus a certificate.

- [288] SoR considering opening up Bingham medal to non-americans, whilst the ESR has decided on establishing a Weissenberg Medal, for europeans only.
- [276] To Jack Roberts for his contribution to the design of the Weissenberg Rheogoniometer - £300 + 'special' icon.

4.5 SCOTT BLAIR SCHOLARSHIPS/ STUDENTSHIPS

- [337] Both were awarded more than ten years ago; previous minutes record a lack of interest from students; it appears that there are no funds left, and that Pergamon/Elsevier withdrew their support; we will therefore no longer consider awarding them.
- [288] Mike Webster tables proposal for Industrial/BSR Support for Studentship for consideration.
- [277] Sub Committee from September 1994 to consist of Prof. H A Barnes (President), Dr G J Brownsey (Secretary) and Mrs C A Moules.
- [273] Sub-committee formed to research nominees, make decisions and report to Council Committee - Dr D R Oliver (President), Prof. P Townsend and Mrs C A Moules (Secretary) This committee to cover student grants
- [264] Scott Blair Scholarships to be identified as:-
 Scott Blair Memorial Scholarship - awarded by BSR
 Scott Blair Biorheology Scholarship - awarded by BSR and funded by Pergamon.
 Agreed that scholarships were to be awarded 'when a meritorious candidate was found'
- [263] (252.4.3) to be changed to "elected upon nomination".
- [261] Conditions of the Scott Blair Scholarship is that the scholar is to give a presentation of his/her work
- [252] Scholars to be presented with their cheques in advance of presentation at AGM
- [252] Pergamon Press wished to fund a separate Scott Blair Biorheology Scholarship, to be administered by the Society on the same terms as our own. It was agreed that the Scholars should be elected in alternate years.
- [252] Pergamon Press wish to fund an additional studentship, in Biorheology, "The Scott Blair Scholarship in Biorheology", sponsored by Pergamon Press.
- [251] Agreed that scholar should be a British student and member of the Society, and should be a 2/3rd yr PhD student.
- [251] The Scott-Blair Scholarship founded - to be financed at £500 plus expenses for attending a European centre of Rheology.
- [251] Dr Scott Blair died on 30 Sept 1987. Mr Cogswell & Mr Carter suggested that a Memorial Scholarship be founded, and the Award used to maintain European links. It was agreed that the Award would be £500 per annum plus expenses for attending a European centre of rheology. Recipient would be 2nd or 3rd year PhD student working in rheology, award would run for two years, subject to satisfactory report at end of first year. Recipient expected to give presentation at September conferences.

4.6 VERNON HARRISON DOCTORAL AWARD

- [309] Vernon Harrison Doctoral Award to be given annually to the most distinguished PhD thesis in any field of rheology - theoretical, experimental or numerical - defended between September 1st and August 31st each year. Statement from external examiner required, as well as submission from the student.

4.7 STUDENT TRAVEL AWARDS

- [348] Applications would continue to be accepted at any time throughout the year
- [345] For 2016 only (as a trial) council agreed to (i) increase the amount offered for the ICR above the usual level; (ii) scrap the condition that students needed to have been a member for 9 months; (iii) remove the deadlines, and consider applications by email as they are submitted.
- [341] Amount of student travel grants updated: £150 for a UK conference, £300 for a European conference, and £500 for the rest of the world.
- [327] Aim to award not more than 8 travel grants annually and no more than 6 in any one round. Recipients should normally have been a member of the Society for at least 9 months.
- [301] Principle established that student travel grants have the objective of encouraging students to disseminate their research. They must be a member, may be working worldwide and presenting research at a conference, by paper or poster. The grant to be made on receipt of a report on the event.

4.8 STUDENT POSTER PRIZE

- [325?] Annual prize for the best student poster at the midwinter meeting. Initially sponsored by TA. Prize of £350 travel award for any rheological conference; plus certificate (produced by TA).

5 THE BSR LIBRARY/ SCOTT BLAIR COLLECTION

A full set of Bulletins and Rheology Abstracts is now held in the Scott Blair Collection

- [333] Simon Cox appointed custodian of the Scott Blair Collection.
- [304] Earlier decision (277) reversed. All items are to be reference only.
- [301] Society's gifts and memorabilia to be displayed in a cabinet in the Scott Blair Collection.
- [299] Daphne Whorlow donated £1000 for the benefit of users of the Scott Blair Collection.
- [298] The new Scott Blair Collection formally opened in the Mathematics Building, University of Wales, Aberystwyth.
- [296] A chair with an inscribed plate to be bought with the donation from Jack Deer for use in the Scott Blair Collection reading room.
- [295] Ken Walters to be custodian of the collection and be given a budgetary allocation to be set annually at the December meeting based upon interest accrued in the account in the previous financial year.
- [288] Scott Blair WP - next meeting planned for 30th April. Council agreed to revise its mode of operation and wind up the working party. This did not prejudice the role of archivist. Russell Davies responsible for management of Scott Blair Collection.
- [285] Scott Blair e-mail version of bibliographies to be provided.
- [283] Whorlow papers processed and additions in due course to be made to archive.
- [283] To verify that proceedings of International Rheology Conferences are complete decided to ask Council for the policy of
 - a) keep up to date with new publications, or
 - b) retain its current historical aspectthe working party
- [283] Scott Blair collection moved to large Seminar Room of library at Aber.
- [283] On-line catalogue of Scott-Blair collection - decision deferred
- [281] Russell Davies appointed to Scott Blair WP.
- [280] Electronic version of catalogue supported
- [277] Scott Blair - borrowing through ILL agreed
- [277] honorarium to Mrs Ghosal is a matter for the Scott Blair Committee to decide
- [270] Honorarium to be paid to day to day keeper of Collection Working Party to make recommendations each Sept.
- [268] terms and conditions of Scott Blair working Party established(25/2/92)
- [268] Full collection of 285 papers to be bound and left on display.
- [268] Expenses for the Scott Blair Collection Working party to be paid from Scott Blair fund.
- [267] Scott Blair subcommittee to be Jones(chair), Evans & Carter
- [267] Formation of a Scott Blair Collection working party - Dr W M Jones (Chairman), Dr A Evans and R E Carter Dec 1991.
- [266] Scott Blair sub-committee set up (membership yet to be fixed)
- [266] All Abstracts and Bulletins bound before being shelved at Library in Aberystwyth, prior to this they are held in Periodicals Room.
- [265] Copies of Bulletin kept in Materials Dept Library at Sheffield. Boxed sets of Abstracts and Bulletins held by Central Applied Sciences Library.
- [264] back copies of Bulletin in Scott Blair Collection to be bound, paid by fund
- [261] review copies of books to be passed to Scott Blair Collection
- [260] Scott Blair Collection - £2000 cheque given to the Librarian on 15-Mar-1990
 - a) plaque to be placed upon wall near collection
 - a) visitors/comments book suggested
 - copies of Bulletin and Abstracts to be sent to the collection
 - Dr Mardle's papers on rheology to be sent to the collection
- [259] £2000 from bequest to be given to provide facilities for extended collection, especially a move from the basement to a more accessible area.
- [259] Part or all of capital from bequest to be invested, and interest used to buy books with the intention of completing the collection.
- [259] Mrs Scott Blair's bequest - interest used to buy books to complete the collection; up to £2000 of the capital to be used to provide facilities for the extended collection at Aberystwyth in consultation with the Librarian.
- [259] Members to be encouraged to donate books. Postage to be reimbursed. Book plates to be placed in books citing donor.

- [257] Mrs Scott Blair's bequest £10,000 to be kept in a separate fund and that all monies accruing be spent on the Scott Blair Collection
- [256] Scott Blair collection index received, to be converted to a supplement to the Bulletin at £6 per hour by a research student
- [254] Mrs Scott Blair has died and left a bequest of ten thousand pounds, to be used for the maintenance and improvement of the Scott Blair collection, i.e. those papers donated by G.W Scott Blair to the Society and kept in the library at Univ. College of Wales, Aberystwyth
- [248] Catalogue of collection would be issued shortly.
- [247] Agreed that public access & use of the collection should be encouraged.
- [245] agreed to catalogue and circulate to members the contents of the Scott Blair collection
- [240] Scott Blair collection is owned by the BSR but on loan to the University College Wales, Aberystwyth
- [240] Arrangements for the Scott Blair Bequest and BSR 'library' to be drawn up.
- [240] A second set of Abstracts is to be maintained at Sheffield University Library (Dr Tattersall).
- [238] Dr Scott Blair wrote a letter asking that his library should be moved now to Aberystwyth rather than after he dies. Mr Strivens would visit Scott Blair to organise the transfer.

6 RHEOLOGY REVIEWS

- [330] Rheology Reviews to be wound down. Back articles to be publicised through BSR website.
- [329] Authors no longer paid for their Review articles.
- [327] Publication of Rheology Reviews to be handed over to the Royal Society of Chemistry as a book series, with BSR members receiving a 35% discount on the price.
- [321] It was decided to make Rheology Reviews 2007 free to all paid-up 2008 members.
- [304] "Reviews of Rheology" to be established as an annual publication with a guest editor appointed for a two-year (renewable) term. "Annual" must not appear in the title and it will be a book (ISBN) not a serial (ISSN). Professor K Walters had agreed to be the first guest editor, supported by an executive editor (Dr D Binding). Each issue is expected to have 6-8 contributions of about 40 pages from authors, chosen and briefed by the guest editor, and offered a stipend of £500 to cover secretarial and research expenses. Target publication date is the first quarter of 2003.

7 DIARY OF REMINDERS

7.1 DECEMBER MEETING

- (1) Election of Chairman. 239.7.1 Rule 7a of Constitution.
- (2) Secretary to update Memoranda, charge rates/fees to be revised.
- (3) To set annual budget for Scott Blair Collection acquisitions.
- (4) Council nominations to Council to be finalised.

7.2 MARCH MEETING

- (1) Issue advertisement for Grants to students for publication in Bulletin.
- (2) Discuss Council nominations for next year's Council.
- (3) Membership Secretary to circulate list of members who have been members for more than 20 years and have retired from normal employment (Rule 3(d)) for consideration for Honorary Membership in June meeting.
- (4) In alternate years: first discussion of Council nomination for President.
- (5) First discussion of Annual Award.
- (6) Secretary to update Council membership on website, and membership of the Rheology-Council emailing list (by visiting <http://www.jiscmail.ac.uk/lists/rheology-council.html>).

7.3 SEPTEMBER MEETING

- (1) In alternate years: to decide on nomination for President. President to confirm acceptance with Secretary writing to invite President Elect to following (December) meeting.
- (2) Commentary of AGM in September Bulletin.
- (3) Decision on honorarium to Scott Blair Collection day to day minder.
- (4) Notice for AGM and previous AGM Minutes to be included in Spring Bulletin to cover three weeks notification period for Members. If not, electronic notification is acceptable.

8 MONIES

8.1 GENERAL

- [348] Treasurer should have voice contact with council members in order to approve any transactions greater than £500
- [327] Treasurer as single point of contact for advertisers
- [304] Cost centre (v) will be the new review publication.
- [304] Treasurer invoices advertisers direct for the cost of advertising on instruction from editors.
- [295] Cost centre accounting introduced - (i) Administration, (ii) Conferences, (iii) Bulletin, (iv) Rheology Abstracts.

8.2 GRANTS

- [341] Amount of student travel grants updated: £150 for a UK conference, £300 for a European conference, and £500 for the rest of the world.
- [327] Student travel grants normally to those who have been members for at least 9 months; and maximum 8 awards each year, 6 in any one session.
- [301] Principle established that student travel grants have the objective of encouraging students to disseminate their research. They must be a member, may be working worldwide and presenting research at a conference, by paper or poster. The grant to be made on receipt of a report on the event.
- [281] suggested that Council should have guidelines for financial expenditure such as Travel Grants.
- [274] Sub-committee formed to oversee Scott Blair Scholarships and grants, Dr D R Oliver (President), Prof. P Townsend and Mrs C A Moules (Secretary)
- [237] the cost of advertising material included in or with the societies publications discussed. Agreed that everyone be charged (e.g. £40 for inclusion)
- [217] The principle of offering travel grants to Council members had been adopted to ensure that Council was represented, where appropriate, at meetings abroad. A grant of £50 (July 1979) was made to one person, who is entrusted with the task of writing a report on the meeting for the Bulletin.

8.3 MEMBERSHIP

- [342] After three years of non-payment, members should be struck off. They are welcome to rejoin at any time.
- [341] Writer's of feature articles in the bulletin to be offered a year's free membership.
- [331] Fee to increase to £27.00 per year with discount (to £25) for paying by Standing Order.
- [???] Members now being encouraged to pay by standing order with a reference on the payment. (Pre 2006)
- [297] Payment of membership subscriptions by standing order is to be discontinued because of the impossibility of identifying the payer. All payments now to be made in response to invoices. Membership year runs January to December.
- [295/EGM] Membership subscription to be £15, entrance fee to be £5 (but students free). Members may opt to receive Rheology Abstracts at a cost of £15 per year. Individual non-members may subscribe to Rheology Abstracts for £15 per year.
- [268] Membership Secretary to be given some discretion with regard to charging extra for late payment of fees and removal of a name from Membership list.
- [263] overseas members to pay the same rate as UK for annual subscriptions.

8.4 ADVERTISEMENTS

- [328] Treasurer to produce annual "press pack" for each advertiser covering all their BSR expenditure.
- [304] Treasurer and not Editors sends invoices to advertisers.
- [303] Agreed price of advertising in Bulletin at full colour £350, monochrome £125, spot colour £25 and in Rheology Abstracts at £300.

8.5 BULLETIN

- [341] Writer's of feature articles to be offered a year's free membership.
- [304] Treasurer and not Editors sends invoices to advertisers.
- [303] Current institutional subscription price is £30/\$47. Individual subscription is £15

8.6 RHEOLOGY ABSTRACTS

- [339] Abstracts Vol 56 will be the last, due to the dwindling number of subscribers. Perpetual electronic access to be offered to subscribers.
- [306] Arrangement with Canadian Society (301 below) ceases with the end of volume 45. Thereafter direct web access available.
- [306] Future price of £20 per member for web access to current and past issues with password protection.
- [305] Rheology Abstracts will be available on the website with password access to members and subscribers.
- [304] Treasurer and not Editors sends invoices to advertisers.
- [303] Current institutional subscription price is £250/\$395. Individual subscription is £35 (£15 to members)
- [301] Purchase price of CD-ROM of past issues is £300 for libraries and £30 to individuals.
- [301] Abstracts to be provided electronically to the Canadian Society of Rheology for £20 plus £3 per member per year for copy and onward distribution to their members.
- [295] Individual subscriptions to Rheology Abstracts set at £15, Honorary members may receive it free if they request it.
- [293] £3700 allocated for transferring the text of Rheology Abstracts from issue 1 to the present onto CD-ROM.
- [285] Current Vol/price is £250 with production costs ~£8000 per volume.
- [284] Agreed that all financial affairs pertaining to RA be dealt with by the Abstracts Editor as the Society's responsible officer for this.

8.7 EXHIBITION STANDS

- [268] Conference Organisers to set exhibition fee and make decision regarding registration of exhibitors' representatives -replaces 218.4.1.

8.8 OTHERS

- BSR Ties - Ordinary £5.50 (plus 50p postage)
- Golden Jubilee £6.50 (plus 50p postage)
- BSR Gold on Silver Pins - £10.00 (plus 50p postage)
- Typical Annual Award - £350.00 (1978), £250.00 (1991), £300.00 (2001)
- £300.00 plus expenses and accommodation for partner (1992, 2007).
- Cost of Gold Medal, two examples prepared in 2000, silver gilt by Hamilton and Inches of Edinburgh, £500 each. In 2014, cost was £280+VAT.
- Vernon Harrison Award - £500.
- [341] Amount of student travel grants updated: £150 for a UK conference, £300 for a European conference, and £500 for the rest of the world.
- [304] Stipend of £500 to be paid to authors of articles for new review publication.
- [303] Cost of engraving past Presidents' names on Presidential chain, £49 for 6 names.
- [277] Young rheologists day, £50 prize for the best presentation.
- [274] Public liability insurance £144 for £2M/event covering damage caused by BSR member

9 BSR PROPERTY (INCLUDING GIFTS)

- [301] BSR's gifts to be displayed in a cabinet in the Scott-Blair Collection room at University of Aberystwyth
- [274] Insurance of President's chain - £6.64 added to house contents insurance of President
- [271] Secretary's responsibility to take relevant articles to events e.g. gifts and Scott Blair Medals to AGM, Conferences where recipients of a Scott Blair Scholarship are giving their presentation and Conference Dinners etc.
- [271] President to put the Presidential chain on his household insurance, insured valuation £2150 (2001)
- [264] No action to hold in deed box or insure any artefacts of Society except the President's Badge and Chain which was to be insured.
- [264] All Golden Jubilee gifts to be displayed at the AGM and associated Conference dinner.
- [251] Dr Scott Blair's Gold Medals were presented to the Society for safe keeping. It was agreed that they should be displayed during the presentations by the Scott Blair Scholars.

10 OTHER MISCELLANEOUS BUSINESS

