



Agenda for PQG AGM 2022 – 15th March 2022

Venue: Royal Society of Chemistry, Burlington House, Piccadilly

09.30 – 10.15 (latest) PQG AGM – all members are welcome to attend

Opening of meeting by Chairman: Jane Smith

Apologies: Please e-mail chairman@pqg.org by Friday 11th March if you would like your apologies to be recorded.

Acceptance of minutes from 2021 AGM: These minutes are posted on the Members only area of the PQG website.

Matters arising from last year's minutes: There were no matters arising from last year's AGM (2021)

Chairman's report: (Jane Smith)

Financial report & Membership fee for coming year: (Steve Moss)

Following a review of the Group's financial situation, the Committee propose to the meeting that the Membership fee remains unchanged at £17.50 for the coming year (for those who are not members of the CQI or Life members).

Committee changes: (Jane Smith)

For information, there will be 2 changes of responsibility following the 2022 AGM:

- Jane Smith, current Chairman will move to the Vice Chairman role
- Dave Waddington, current Vice Chairman will move to the Chairman role

There are 2 vacancies on the Committee, at present:

- **Engagement Officer** - this is a new role to more widely publicise the work of the PQG and to attract new members
- **Monograph co-Lead** - this role is to organise and monitor the working groups that are updating the older monographs

If you wish to join the Committee, please do contact me for more information regarding the roles and then complete the Form, which can be found in the Member's only area of the PQG website

PQG Developments: The PQG Committee continues to seek feedback on areas for potential future growth and development and have updated the Strategy Document to look out to 2023. If you would like to suggest any significant changes or new ideas for the development of PQG please e-mail these to chairman@pqg.org by Friday 11th March or at any time after the meeting

AOB: Please e-mail chairman@pqg.org by Friday 11th March if you would like to raise any matters of other business at the meeting

10:15 (latest) – Meeting closes