

COUNCIL

Minutes of the meeting held at Burlington House on 30 November 2011

PRESENT: J P B Lovell (*Chair*), P Allen (*Secretary, Science*), M Brown, J E Francis, M P Henton (*Secretary, Professional Matters*), R J Lisle, P Maliphant, S Marriott, S Monro, D T Shilston (*President designate*), C P Summerhayes, J Turner (*Secretary, Publications*), D J Vaughan and N R G Walton

APOLOGIES: S Brough, R W H Butler, D Cragg, A J Fraser, S A Gibson, R A Hughes, A Law (*Treasurer*), A R Lord (*Secretary, External and Foreign Affairs*) and J Tellam

In attendance: E F P Nickless (*Executive Secretary*), N Bilham (*Head of Strategy & External Relations*), M Kyriakides (*Head of Finance*), N Marriott (*Director of Publishing*) and S L Jones (*PA to Executive Secretary*)

1. APOLOGIES

Apologies as above were noted.

2. DECLARATIONS OF INTERESTS

There were no declarations of interests.

3. MINUTES OF COUNCIL MEETING HELD ON 28 SEPTEMBER 2011

The minutes were agreed.

4. MATTERS ARISING

4.1 Geological Atlas of the London Basin

The Executive Secretary met with Michael de Freitas, Andy Howard of the British Geological Survey and Andrew Thompson on 17 October to review progress. There was nothing further to report.

4.2 Implementation of the Library Review – Geocartographica: Industry response (CM/81/11)

Malcolm Brown undertook the task of conducting a market test to determine whether there is interest from industry in purchasing digital copies of maps from the Society's collection. That product is now called *Geocartographica*. Malcolm Brown said that he has had responses from eight oil companies and is also contacting mining companies. The response so far has been positive but success will be dependant on the package that is offered. A further report will be made to the next meeting of the Information Management Committee in December.

MB

4.3 Policy statements and briefing notes (CM/82/11)

The Geological Society's Climate Change Statement was published in November 2010, and the Rare Earth Elements briefing note was recently issued. Both were well received.

At the September meeting Council members were invited to identify potential topics for future policy statements and briefing notes, which might constitute comparable projects to the two noted above. The suggestions received were:

- Sustainable hydrocarbons exploration and production in the Arctic
- Unconventional hydrocarbons
- Shale gas
- Hydrocarbons exploration and production in progressively deeper water
- Underground gas storage in depleted oil and gas fields
- Radioactive waste disposal
- Water Futures (fresh water supply to an increasing global population – possibly to coincide with Spring 2012 Water Futures meeting)

The External Relations Committee reviewed these suggestions at their October meeting. They noted that the generation of documents such as the Climate Change Statement and the Rare Earth Elements briefing note was a significant undertaking, and that the Society has the capacity to produce at most two such documents each year. It recommended the following shortlist of possible topics for 2012:

- Water Futures (associated with the Spring meeting, and possibly timed to coincide with the June Shell Lecture, 'Sustainability of groundwater in a changing world').
- Sea-level change.
- An energy topic, perhaps focusing on hydrocarbons or a particular aspect thereof (exact topic/breadth of focus to be determined).

Since the meeting Carbon Capture and Storage had been identified as a topic and Council agreed that this should be pursued.

Council also agreed that Water Futures was very timely particularly as it would coincide with the inaugural meeting of the Environment Network.

The Head of Strategy and External Relations thanked those members of Council who had made suggestions.

5. PRESIDENT'S BUSINESS

5.1 Programme for February residential (*CM/83/11*)

The Council residential will be held at Burlington House on 1-2 February 2012. Emerging plans for the meeting were discussed by the Finance & Planning Committee on 16 November. The ten-year strategy was agreed in 2007 and as the second half of the strategy period is entered the overarching theme will be to review progress in delivering the strategy and to consider how to take it forward over the next five years.

The Head of Strategy and External Relations tabled a draft programme. The Chair asked Council to give their comments by Christmas.

ALL

5.2 Meeting calendar 2012/2013 (CM/84/11)

The dates were noted. Further dates will be circulated by the Secretaries of the committees as they are arranged.

5.3 Report of Officers' Meeting

The Officers met on 16 November when they discussed the maintenance of service during the London Olympics (there had been a very positive response from staff), the salary review for 2012 and staff-related issues.

They also discussed an approach by Tate Britain who wish to borrow the framed William Smith map for an exhibition running from 27 March to 14 October 2012. Officers were supportive but asked the Executive Secretary to meet with the curator of the exhibition. The Executive Secretary said that he met with the curator on 29 November. He asked her to send a context note and also discussed with her ways in which the Society could assist with, for example, literature. As further information is received it will be circulated to Council who will need to approve the loan of the map.

EN

5.4 Report of the Elections Committee

The Elections Committee met on 16 November. There are potentially eight retirees from Council in June 2012 although Jonathan Turner and Susan Marriott had indicated that they would be willing to stay for a further year. The Chair thanked them. Positive responses had been received from ten candidates and of these three had submitted their nomination forms.

5.5 Invitation to host the IUGS Secretariat

The Society had been invited to host and fund the IUGS secretariat at an estimated cost of between US\$130k – 150k. The matter had been discussed by the External Relations Committee who recommended to Council, with regret, that this offer should be declined given the many claims on the Society's resources. Council AGREED with this recommendation. The Chair will write to the President, IUGS advising him of this decision.

BL

6. AWARDS

6.1 Awards for 2012 (CM/85/11)

The decision on the Awards for 2012 is minuted in the confidential annex.

6.2 Amendment to Regulation R/G/14 (CM/86/11)

Some of the Society's Awards and Funds have age restrictions. David Pyle wrote on behalf of the Volcanic and Magmatic Studies Group proposing that the Society re-frame all "age-related" funds, medals and other awards. The Charity Commission's advice had been sought and they confirmed that, provided there is no reference in the Charter to these restrictions, there is no need to consult with

them. There is no such restriction. The Awards Committee discussed the matter at their October meeting and recommended to Council that the age restrictions should be removed. Council AGREED that the Regulation should be amended as shown at Annex A.

6.3 Guidance notes for Honorary Fellowship (*CM/87/11*)

Nominations for Honorary Fellowship are discussed by the Awards Committee, which is chaired by the President, who decides whether they fulfil the criteria and then make a recommendation to Council before they are put to the Fellowship for election.

The Regulation uses the expression “signal service” and the office has been pressed by Fellows who have submitted nominations which have been unsuccessful to provide more explicit guidance. Guidance and re-wording of the webpage had been drafted in consultation with the Secretary, Foreign & External Affairs, who also sits on the Awards Committee. Council AGREED the amendment to the webpage and the guidance.

6.4 Nominations for European Geosciences Union Awards

The Society had been invited by the EGU to submit nominations for their awards. Council agreed that it would not be appropriate for the Society to put forward nominations but that the Executive Secretary with the Science Secretary would consider how those who had originated nominations for the Society’s Awards which had been rolled off might be encouraged to consider forwarding the nomination to EFG.

PA/EN

7. ELECTIONS

7.1 Fellowship (*CM/88/11*)

Council agreed to recommend to the Fellowship that those candidates listed in *CM/88/11* should be elected as Fellows at the OGM on 30 November 2011.

7.2 Chartered Geologists (*CM/89/11*)

The applications from Fellows to become Chartered Geologists listed in *CM/89/11* had been approved by the Chartership Panel and were agreed by Council.

7.3 Candidate and Junior Candidate Fellowship (*CM/90/11*)

Council agreed to elect those applicants listed in *CM/90/11* as Candidate Fellows and Junior Candidate Fellows.

7.4 European Geologists (*CM/91/11*)

Council noted the names elected as European Geologists at the EFG meetings on 23 September and 16 November.

7.5 Chartered Scientist (*CM/92/11*)

Council agreed the name on paper CM/92/11.

8 HEALTH AND SAFETY REPORT (CM/93/11)

Council noted that there had been no reported incidents since their last meeting. They also noted that an in-house manual handling course was held on 13 October.

9. REPORT OF THE TREASURER

9.1 Serious Incident Report (CM/94/11)

The auditors have drawn attention to the requirements of charity law that the trustees as a matter of routine should take reasonable steps to assess and mitigate any risks to their charity's activities or beneficiaries, and to confirm that any serious incidents have been reported as part of the annual return. These incidents include significant loss of funds, significant sums of money or other property donated from an unknown or unverified source, unlawful activity by a member of staff or trustee including links to proscribed (banned) or terrorist organisations.

Council noted that there have been no serious incidents to report since the last meeting.

9.2 Report of the Audit Committee (CM/95/11)

The Audit Committee, chaired by Doug Fenwick, met on 5 October. The main points of discussion were the Risk Register and they also began a review of the Standard Operating Procedures. The committee suggested the possibility of investment to improve working practices and back office processes. They also decided that whilst it is important to review the appointment of the Society's auditors (BDO, who were appointed for a period of 3 years in 2009) it is not always necessary to tender at that time and they did not recommend tendering at this time. The Head of Finance will be meeting with BDO to discuss their fees for the coming period.

The Executive Secretary reminded Council that the Audit Committee reports directly to them.

9.3 Report of the Finance & Planning Committee (CM/96/11)

The Finance & Planning Committee met on 16 November. The main items of discussion were the Budget for 2012 and the use of the Fermor Fund. The Society consulted with Farrers, the solicitors who have been advising on this matter, who have advised that it is an expendable endowment fund meaning that the capital can be drawn down. The Finance & Planning Committee approved a proposal to use the Fund to meet the costs of existing activity which falls within the scope of the Fund to pay both direct costs and a concomitant proportion of salary and overhead costs and to return any income generated to the General Fund. The auditors written agreement to this treatment is being sought.

9.4 Report of the Investment Committee (CM/97/11)

The Investment Committee met on 27 October. The cash flow forecast for the next 15 months presented at the meeting predicted that £1.25m will be available to invest long term (12 months or beyond) and up to £900k short term. Subsequent to the meeting £1m was transferred to UBS which was invested in corporate bonds at an average running yield of 5.5% per annum. This changed the portfolio balance from 45:55 bonds vs equities to 55:45.

9.5 September Management Accounts (*CM/98/11*)

There was an operating surplus of £60k in September which was £31.8k higher than the budget. The main reason for this was the success of the Petroleum Group 30th Anniversary Meeting in Bath, but also a meeting which was budgeted to take place earlier in the year, but eventually took place in this month.

The forecast however has decreased by about £8k mainly because of the low book sales for October, but partly offset by higher than expected meeting income from the Conference office. Nevertheless with a forecast of £59k with three months to go, it is increasingly likely that the Society will be in surplus even after designating £130k to pay for the Burlington House project costs.

9.6 Report of the Remuneration Committee and Salary Review 2012 (*CM/99/11*)

This item is minuted in the confidential annex.

10. BUDGET 2012 (*CM/100/11*)

10.1 Staff Issue: restructuring the management of Publishing and Library Services

At its meeting in November 2010 Council accepted in principle the recommendations of the Library Review and discussed in detail the implementation of the report at its residential meeting in February this year. The Review was undertaken to identify the actions required to reduce the net operating cost of the Library which has risen significantly in recent years and so to ensure its long term survival and development. It is a business imperative that the Society acts to implement the recommendations of the Review and, in order to do so, it is proposed to make significant management changes which are a logical outcome of the Review and prompted by Council's wish to 'liberate' more value from our information holdings, for example, to provide the strategic leadership, direction and impetus to execute the map scanning and other potentially revenue generating projects.

The report also noted that there are common threads and potential synergies between academic publishing activities and the provision of library services. While the Society operates two distinct services internally (the Publishing House in Bath; and the Library in Burlington House), and will continue to do so, it is proposed to bring the management of both operations within the remit of a new over-arching post, Director of Publishing, Library and Information Services, from 1 January 2012.

This post replaces that of Director of Publishing and the recommendation of Officers and the Finance & Planning Committee was that Neal Marriott should be promoted to that role. It will be necessary to free up his time and it was therefore

proposed that a Head of Sales, Marketing and Distribution should be appointed. Neal Marriott will also undertake a Library-wide review to identify existing staff skills, the scope for skills development and future technical and management requirements and from this will identify what is required to fill the vacancy of Chief Librarian when Sheila Meredith retires at the end of 2011.

Council noted the costs of the restructuring and that an investment of £39k from Free Reserves will be required in year one but that significant returns will be achieved in subsequent years.

Council strongly supported the proposal and wished Neal Marriott well in his new role. Thanks were given to the Treasurer and the Executive Secretary for their work on the proposal.

10.2 Budget 2012

The version of the budget reviewed by Council in September showed a surplus of £28k, excluding any bids for new activity. Further work has been done and the latest version shows a surplus of £68k. The main changes are:

- Investment income increased by £50k, by investing excess cash in corporate bonds.
- An increase in capital expenditure of £40k with respect to the web site upgrade (depreciated over four years, and therefore reducing the 2012 budgeted surplus by £10k).
- Inclusion of the sponsorship of an online education module (Plate Tectonics/Key Stage 4) by Centrica.

The Finance & Planning Committee reviewed the budget, including the proposed bids for new activity, at its 16 November meeting. At its recommendation, two bids have been removed from the list:

- B9 (Community Geology Challenge) – the originator of this bid has withdrawn the proposal for 2012.
- B11 (Map Scanning Project) – this remains a high priority, but exploratory work to develop the resource need and the business case is still ongoing. The committee noted that this project differs in nature from the other bids, being a proposal to invest capital against an expected future income stream. A fully developed bid will be brought to Council in the near future, outside the budget cycle, to be considered in the context of the business case.

The recommendation of the Finance & Planning Committee to Council was to fund all the remaining bids, either from the Society's reserves or through sponsorship if this can be raised. The Development and Fundraising Committee discussed projects for sponsorship at its 29 November meeting and agreed that those likely to be most attractive for sponsorship were:

- Schools Challenge Competition
- Fun Kids Geology Radio Series
- Earth Science Week
- Geoscience Skills Forum

The proposal for the Geoscience Skills Forum requires further refinement and a member of the committee will work on this with the Executive Secretary.

Council noted that all the bids had been developed with the support of staff and that full discussion had taken place during annual appraisals to ensure that there is sufficient staff time available to take them forward.

The Finance & Planning Committee recommended that the sum of £200k should be transferred from the Burlington House Redecoration Reserve to the Burlington House Buildings Reserve, and that the refurbishing and redecorating of the Council Room should be undertaken, if possible, during 2012 at an estimated cost of £200k.

Council AGREED the transfer between funds as set out above and FURTHER AGREED that all the bids should be funded. Council APPROVED the budget for 2012 and that refurbishment of the Council Room should proceed in 2012 if possible.

11. BUSINESS PLAN 2011-2013 (CM/101/11)

Changes since the last meeting of Council were:

- The 'traffic lights' for the Geoscience Skills Forum (PF-11-03) and the Map Scanning project (IM-11-03) had changed from orange to green.
- The commentary on Capacity Building had been updated to indicate that a draft strategy has been prepared for discussion by Council.
- Item ER-11-04 (Earth Science for Society) has been deleted from the grid, as agreed by Council in September, as the working group has been wrapped up, and this area of work is being taken forward through other new and existing activities.
- Expenditure on Website Development (IM-11-04), net of advertising income, has been increased to £83k for 2012, to include the costs of the major website upgrade now underway.

Council noted progress against the Business Plan and that there will be a significant review of the Plan ready for the Council Residential in February.

ROUTINE ITEMS

Council noted the following items, which were taken as read:-

13. REPORTS OF THE STANDING COMMITTEES (CM/102/11)

External Relations Committee
Information Management Committee
Professional Committee

The Secretary, Publications Management Committee, gave a verbal update of the meetings held on 23 November.

- Bob Pankhurst, who has been Chief Books Editor for ten years, will be

stepping down in Spring 2012. He will be succeeded by Professor Rich Law of Virginia Tech.

- A policy has been formulated for responding to requests from other societies to re-publish Society published material. The most important aspect of this is that the Society will allow charitable societies to re-publish Society material to put into subject specific compilations for a one-off fee of £100 per publication. This is in line with what other societies do.
- It has been proposed that an annual index is no longer printed in each of the Society's journals and the saved space used to publish additional papers. It was agreed that there will be some publicity about this proposal and that a final decision will be taken at April Council.

There was also a very stimulating joint meeting with the Information Management Committee and Library staff in the afternoon which looked at the future of scientific publishing and which demonstrated how the distinction between Publishing and Library services is becoming blurred.

The Secretary, Science said that over 150 people attended the Frontiers Meeting. It was a success but there were learning points which will be taken on board for the 2012 meeting.

14. EXECUTIVE SECRETARY'S REPORT (CM/103/11)

Was noted

15. ANY OTHER BUSINESS

15.1 Retirement of Chief Librarian

Sheila Meredith, the Society's Chief Librarian for 25 years, will be retiring at the end of the year. On behalf of Council and the Fellowship, the Chair thanked Sheila for her enormous contribution and wished her well for her retirement.

15.2 Stuart Monro said that there had been a very successful careers day held in Edinburgh on 23 November with around 200 students attending. Congratulations were due to Rob Butler.

There will be a careers day at BGS Keyworth on 7 December and at the time of Council about 300 delegates had registered.

15.3 Visit to Hong Kong

David Shilston said that, at their invitation, he had visited the Hong Kong Regional Group to attend their 10th anniversary celebratory dinner. He was accompanied by the Chartership Officer, Bill Gaskarth, and had also had meetings with the Hong Kong University and geotechnical engineering companies who want the Society to accredit their training schemes. David Shilston extended his thanks to Bill Gaskarth for his organisational skills.

16. DATE OF NEXT MEETING

The next meeting is on 1 February 2012

 The Geological Society	The Geological Society of London REGULATIONS	Number : R/G/14 Issue : 3 Date : 30/11/11 Page : 1 of 3
	AWARD OF SOCIETY MEDALS AND FUNDS	Approval Authority COUNCIL

1 OBJECTIVE

To define the process for the nomination and award of the Society's Medals and Funds.

2 SCOPE

This Regulation covers the procedures for the nomination and consideration of proposals for the award of the Society's Medals and Funds.

3 RELATED REGULATIONS

Reference should be made to the following related Regulations

Regulation R/G/7: Standing Committees of Council

4 PROCEDURES

- 4.1 Fellows may make nominations for the Society's Medals and Funds. Such nominations will be considered by the Awards Committee (Regulation R/G/7).
- 4.2 Council will conduct a ballot to decide which candidates should receive the appropriate Medal or Fund. In the event of a tied vote, the President shall have the casting vote.
- 4.3 This Regulation does not apply to the President's Awards, which are determined solely by the President.
- 4.4 The awards will be conferred at a ceremony held at the same venue and on the same day as the Annual General Meeting.

CRITERIA FOR SOCIETY AWARDS

The Fellows, Awards Committee and Council shall in nominating and selecting recipients of Society Awards be guided by the original terms of awards and shall take due regard of current statute regarding award. Any reference to the male or female gender shall be deemed to include both male and female genders.

MEDALS

Wollaston Medal

This is the highest award of the Geological Society. This Medal is normally given to geologists who have had a significant influence by means of a substantial body of excellent research in either or both 'pure' and 'applied' aspects of the science.

Lyell and Murchison Medals

These two Medals (together with the William Smith Medal) are of equal status. They are normally given to people who have made a significant contribution to the science by means of a substantial body of research. The Society regards these two Medals very highly and they are not normally awarded on the basis of a few good papers. In the past, Council has often looked for some breadth as well as depth in the contributions before awarding these two Medals. Workers in both 'pure' and 'applied' aspects of the geological sciences are eligible. The Lyell Medal is normally given for contributions to 'soft' rock studies and the Murchison for 'hard' rock studies.

William Smith Medal

This Medal was first awarded in 1977. It is of equal status to the Lyell and Murchison Medals, but is awarded for excellence in contributions to applied and economic aspects of the science. Candidates must have initiated significant contributions, which will normally take the form of published papers, although in view of the confidential nature of the work in the case of some candidates, other criteria may be used as the basis of the award.

The Major John Sacheverell A'Deane Coke and Major Edward D'Ewes Fitzgerald Coke Medals

The Awards will be made to Scientists for their contributions to Geology as is the case with the Lyell and Murchison Medals, but in addition recognition may be given to significant service to Geology, for example through administrative, organisational or promotional activities resulting in benefits to the community.

Also the field may be extended to include Scientists whose training and interests are outside the main fields of Geology, but whose contributions are of great significance to our science.

The Prestwich Medal

This Medal is awarded every three years to persons 'who shall have done well for the advancement of the science of geology'.

The Bigsby Medal

Founded by John Jeremiah Bigsby (1792-1881), and to be awarded biennially 'as an acknowledgement of eminent services in any department of Geology, irrespective of the receivers' country; but (s)he must have done no more than 20 years full time equivalent research, thus probably not too old for further work, and not too young to have done much'.

The Sue Tyler Friedman Medal

Established in 1987 by the gift of the Northeastern Science Foundation (Inc) of Troy, New York, for distinguished contributions to the recording of the history of geology. The Medal, which is not confined to those with a geological background or to Fellows of the Society, will normally be awarded annually or at such other intervals as Council may determine, on a world-wide basis without regard to nationality considerations.

The Aberconway Medal

Established in 1992 by a donation from English China Clays Ltd, the Medal will be awarded normally to persons with no more than 25 years full time equivalent experience and to recognise distinction in the practice of geology with special reference to work in industry. Awards of the medal are made biennially.

FUNDS

The R H Worth Prize

The R H Worth Prize is awarded in recognition of meritorious geological research carried out by amateur geologists, or for the encouragement of geological research by amateurs

The Wollaston Fund, the Murchison Fund and the Lyell Fund

These are awarded to contributors to the Earth Sciences on the basis of noteworthy published research. Recipients must be Fellows of the Society and within ten years (full time equivalent) of the commencement of their research career.

The William Smith Fund

The criteria used for selecting recipients are similar to those used for the William Smith Medal. Recipients must be Fellows of the Society and within ten years (full time equivalent) of the commencement of their research career.

Distinguished Service Award

Made annually to an individual who has made a significant contribution to geoscience and the geoscience community by virtue of their professional, administrative, organisational or promotional activities.

President's Award

The President's Awards, instituted in 1980 by Professor Perce Allen, are conferred upon Geologists who are within ten years of their first degree and who have made a notable early contribution to the science.