

Virginia Section of the American Chemical Society
September Executive Committee Meeting

Minutes

VCU, Temple Building 3309
September 28, 2018 4:30- 5:30 PM

Attendees: Kathleen Spangler, Sarah Porter, Rob Davidson, Joe Pompano, Jim Beck, Denise Walters, Yezdi Pithawalla, Samy El-Shall, Larry White, Phil Burks, Joe Crockett, Ken Chapman, Charlene Crawley, Kristine Smetana, Stephanie Mabry, LaChelle Waller, Julian Bobb, Linette Watkins (via phone)

1. Call to Order

Kathleen called the meeting to order at 4:35 P.M.

2. Approval of the Agenda

Agenda approved as posted.

3. Approval of the Minutes from the May Executive Committee Meeting

Minutes approved as posted.

4. New Business

a. Report any significant activities for summer

i. Project SEED- Mike Hunnicutt

Mike will be giving an update at the reception.

ii. BCCE

Bonnie was unable to make the rescheduled meeting. Rob suggested that we should ask people who get funding from the section to give a report, and thanked Bonnie for submitting one.

b. SERMACS 2018

i. Linette Watkins plans to attend and can represent the LS at the regional board meeting

Kathleen gave a brief update. Linette wanted to discuss the possibility of putting a bid in for SERMACS in Richmond. We may discuss this at the January meeting if Linette is not able to make it tonight.

ii. 2023 Bid for SERMACS Meeting in our LS

Via text message from Linette - a bid would be due in November and she does not feel that we currently have the bandwidth to put a bid together now, but suggests that we think about future dates. If this is something that the Section would be interested in, we should put together a

committee, possibly to bid for 2024 or later. Kathleen suggested that this is something we could put into next year's strategic plan. Joe P. will share the paperwork from the last time we bid for the 2011 meeting (planning started in 2004).

c. 2018-2019 Monthly Meetings

1. Possibly a December meeting to discuss the Strategic Plan for 2019

Joe P. gave a summary of the remaining 2018 meetings. October - Mary Washington, November - Longwood. The Graham Lecture at UVa was cancelled due to the hurricane. Joe P. suggested that we invite Frank Gupton to a meeting as a speaker in 2019. Jim Demas has suggested a speaker for the April meeting.

Kathleen asked for some feedback about whether or not we need to revisit the Strategic Plan in December. Samy, Kathleen and Denise have discussed the Plan and what things might be completed or not have been followed up on. Planning in December is beneficial to incoming officers and allows for more discussion than there is time for in the January meeting. Joe P. and Samy will work together to plan the meeting, possibly early in December. Samy suggested Saturday Dec. 1 at 10:00 A.M. in Temple 3309 at VCU (possibly at Altria but Kathleen will check), and a WebEx or other online platform will be made available. Sarah will send a 'save the date' to the Executive Committee (and anyone else who is a champion) and an announcement will go into the November bulletin to indicate that the meeting will be open to any interested Section members.

d. Elections

Sarah and Kathleen are taking care of elections for next year. Floor will be open for nominations tonight.

e. Trustees report

Stephanie summarized her written report. She mentioned that the Trustees have made recommendations to Rob regarding the budget, including collecting receipts prior to disbursing funds, and they asked the Executive Committee to consider making some guidelines about what travel expenses are allowable so that the Treasurer is not left making the decision. Typically travel needs are reasonable but suggestions were made that we should have some guidelines to avoid issues in the futures. A lengthy discussion about Councilors' travel followed. Suggestions were made that the Councilors do most of the traveling and maybe they should get information from other Sections about others' guidelines. There are ACS guidelines for staff travel that might be a useful starting point. Linette (via phone) said she will try to find some data from the national ACS. Denise asked if someone would be the point person, and Rob offered to serve in that role. The officers (Treasurer) and the Councilors should work on this.

5. Old Business

a. Budget

- i. Science Museum: propose that we sponsor \$2500 to the "Science after Dark: Slime night" for March 2019. \$1000 of this will carry over from 2018 (since we don't plan to give any money this year to the museum and we had originally planned to help sponsor Science on Tap for \$1000). Pfizer will co-sponsor at \$2500.

Denise shared a handout, and summarized the plan to have a co-sponsorship with Pfizer for Slime Night. This even typically reaches thousands of people which will give the Section lots of visibility in the community (it usually sells out). Pfizer has already written their \$2500 check. They do not need the money until next year, they only need a commitment. A motion was made and seconded to support this project. The motion passed. Denise asked for as much participation from the Section as possible.

Denise also shared that she has been nominated to be the Chair of the Education Committee for the SMV. She said she will be looking for many ways for the section to be involved.

- ii. \$2500 Pfizer Grant - guidelines for donations?

Kathleen asked for suggestions about how to use grants and donations. Phill suggested that the money gets earmarked for a specific activity so that a report can go back to the donors. Kathleen suggested that this should be a part of the Strategic Plan discussion in December. Members of the Executive Committee agreed. Some suggestions were made about what we could do with these donations. Examples: student awards to attend meetings, student research awards, teacher funding (AACT memberships, ACS memberships), etc. Kathleen asked Kristine to take the lead on coming up with some ideas about where the money could go and we can discuss in December and/or January. Denise suggested that the Section needs to be proactive about getting sources of funding coming in to support all of the activities that the Section wants to do. It might be useful to have a "funding committee" to write grants and solicit funding. This is something we can discuss further in December.

- iii. National Meeting and Councilors' updates

1. Travel expenses: Summary from Rob

Rob asked the committee to check over his draft "reimbursement form" and give him feedback. He hopes to implement it next year. He asked for first past budget requests for 2019 by mid-December. Send Rob an email.

6. Other reports requiring urgent updates or budget approvals

YCC (Julian Bobb) - Julian summarized the engagement of the YCC with the students in the Section. He talked about the mentorship program luncheon at VCU, and the planned career development workshop at Longwood on Oct. 27. There will be at least 4 short lectures and a networking luncheon.

Student affiliates (LaChelle Waller) - LaChelle discussed that there are many inactive SA chapters in the section and they are reaching out to those chapters. VCU chapter received a grant for an undergraduate research symposium in December (somewhere between Dec. 3 and 6). They will invite other students in the section and have industry partners there. They continue to identify and highlight what successful sections are doing.

Minority affairs (Charlene Crawley) - Charlene requested funding for two 2019 initiatives: holding a second student summit at VSU in conjunction with NOBCCHE (\$750), and a NOBCCHE chapter community outreach at local schools targeting science SOLs. The request is to move \$500 from this year's budget to add to the \$500 from next year for a total of \$1000.

Community affairs (Kristine Smetana) - Kristine has an ~\$1000 budget request sent to Rob, which will bring her close to her \$5000 budget for the year. This year's NCW theme is space in the atmosphere. She has many activities planned for October. She thanked everyone for allowing the storage space to be paid for by the Section, which allows us to save and re-use non-consumable items.

Safety (Joe Crockett) - Joe C. updated the committee on the safety booklets that have been ordered for the 136 public schools (plus private). The price went up from previous estimates, however ACS has graciously priced them at \$2.35 each, for a total of \$820. He requested a budget increase of \$600 for this one-time project. He also asked for anyone available to help distribute the materials once they have arrived. He wants them to be personally delivered to the teachers at the high schools. Stephanie made a motion to increase the chemical safety budget to \$820. The motion was seconded and approved.

Close

Kathleen adjourned the meeting at 5:50 P.M.