

**Virginia Section of the American Chemical Society**  
**Executive Committee Meeting Minutes**  
Virginia Commonwealth University  
Virtual: Zoom  
**Saturday, 30th January 2021**  
**Meeting – 11:02 AM- 1:10 PM**

Attendees: Julian Bobb, Tom Devore, Joe Crockett, Vanessa Lopez, Ken Chapman, Joe Pompano, Jim Demas, Rob Davidson, Jack Brown, Phil Burks, Mike Hunnicutt, Jim Beck, Stephanie Mabry, Charlene Crawley, Kristine Smetana, Yezdi Pithwalla, Denise Walters, Colleen Taylor, Janet Asper, Linette Watkins, and Ann Sullivan

**I. Call to Order at 11:02 AM**

Vanessa hosted the meeting.

**II. Approval of the Agenda**

Agenda approved

**III. Old Business**

Approval of the minutes from the June 19, 2020 Executive Committee meeting (via Zoom). Small changes were made to the meeting minutes. Minutes was moved for approval as edited. Minutes was approved. All was in favor.

**IV. 2021 Budget Review & Discussion (Rob Davidson)**

Rob did transfer funds from the trust funds. We ended the year with \$16,000 in our checkbook. We are in good share financially. It is important to get the minutes out. Please use the reimbursement form for reimbursement requests. We are continuing to get fraudulent requests (purchase gift cards). It would be a wise idea to remove the treasurer's email from the website (acsva.org). We can talk about the draft budget towards the end of the meeting. No vetting yet of the budget proposal. We will have a deficit of \$12,000 without trust funds transfer (unapproved budget). Rob recommends closing the trust funds and have \$10,000 in the checking account. Recommends a trustee have access to the accounts. it's usually the chair that have access in addition to the treasurer. Rob plans to have QuickBooks. He recommends policies for approving expenditures.

Part IV of the treasurer's report: Rob made a motion to close out the Money Market account and move it to the Trust funds. Motion approved, all in favor. Rob made a motion to allow one of the trustees to have access to the Checking account and credit card. Motion approved, all in favor. Motioned moved to change account to QuickBooks. Motion was advised to do a beta test for 2021 for QuickBooks. All was in favor. Rob needs some advice on section 4(d) *"Recommend developing a policy for approving expenditures either not in the approved budget or above the amount in the approved budget"* and could make a motion in a future meeting.

## **V. Officer's Reports**

a. Past Chair – Samy El-Shall

See report sent out.

b. Chair – LaChelle Waller (No report)

c. Chair Elect – Vanessa Lopez (No report)

d. Vice Chair – Jack Brown (No report)

e. Secretary – Julian Bobb

Updated the eRoster and working on the minutes.

f. Treasurer- Rob Davidson

same as budget and review discussion

g. Councilors - Janet Asper, Kristine Smetana, and Linette Watkins

Preparing for virtual CCEW and other NCW). They are preparing for the virtual meeting that should be in San Antonio.

h. Trustees – Kenneth Chapman, James N. Demas, Stephanie Mabry

Ken shared on the report. We need to foster continuity in the treasurer position. We could do a treasurer-elect position. Stephanie made a comment to thank Phil Burks for the investment funds. Recommends to have a treasure-emeritus position. Alternatively, the previous treasurer can work with the new treasurer for the first 3 months in a succession planning process.

## **VI. Selected Standing Committee Reports (~ 2 minutes each, please)**

a. Awards

i. Education- Larry White (No report)

ii. Industrial and Service - Yezdi B. Pithawalla, Kathleen Spangler

Had good year in terms of nomination. 2020 Awards winners are: Distinguished Service Award – Dr. Samy El-Shall, Outstanding Innovator Award – Dr. Georgios Karles, Distinguish Research Award – Dr. Hany El-Kaderi, The Industrial Leadership Award – Dr. Gregory Grover. Vanessa, Kathleen, Yezdi are finalizing the talks set-up.

b. Chemical Education - Kristine Smetana

Targeting south side area. Have not received any award applications.

c. Community Activities - Kristine Smetana

Did a virtual NCW event. Gave out 12 activities to teachers which they collected at the science museum. Social distancing measures were implemented. Teachers were represented from 16 counties that came

to pick up stuff. For 2021, we will continue with virtual learning. We have a blur in the C&EN news about the recent NCW event. Every activity came with safety instructions. Used her entire budget. Kristine asks if we have a hashtag to promote Virginia section STEM events. The success of the event was due to the science museum advertising, also by promoting the kits as 'science' instead of 'chemistry' kits. She posted pictures on Facebook. Need advance notice for science museum if we want to use the facility. Yezdi knows some high schools that can help out with science activity for the upcoming CCEW event.

New Business topic suggestions: creating #Hastag for 'section' or committee.

d. Entertainment - Kenneth Chapman

Only two meetings were held last year.

e. Minority Affairs – Charlene Crawley

Developed a social justice statement with Dr. Mike Hunnicutt that was posted on the website. Received the 2019 ChemLuminary Award for Best Overall Local Section Minority Affairs Committee. Special thanks to Hyacinthe Yarabe for serving as chair for multiple years. Kristine recommends using the teacher awards funds for one of the minority affairs events.

f. Project SEED - Mike Hunnicutt

The committee met its 2020 objectives. Increased section's participation to 3 universities. The 2020 Project Seed program was cancelled by National. VCU had a record number of proposals. Sarah/Longwood did a great job with the virtual program. JMU partnered with the Rockingham and Harrisonburg public schools for the virtual program. The new 2021 model will involve both virtual and in-person events. Goals for 2021, start working with UVA into the Seed camp for 2022. Need a sub-committee to sustain the Seed program long term. The requested funds go towards the students' scholarship. Mike will add UMW to the 2022 list of new host University for Project SEED.

g. Publications – Jim Beck

Back on schedule with the bulletin publications. Awards meeting in March. Need someone to host the March meeting. April meeting – awards for students and symposium event. Need to re-work the teacher list so that they can get emails. Julian will email Jim Demas the J. Chem Edu. publication about hosting a virtual science fair. Yezdi can get in touch with Jim Demas about a science virtual event a colleague of him attended.

h. Strategic Planning- Joseph Pompano

We had 4 major goals. We can do another strategic planning retreat. We can get a \$7000 grant from the ACS. PR make over: waiting to hear back from the grant. Recommend spending money doing a PR makeover.

i. Younger Chemists Committee- Julian Bobb

Hosted multiple in-person and virtual professional development programs in 2020. Saw increased engagement from multiple Virginia schools. Mentoring program is doing well. The collaboration efforts with other YCC are doing very well. Great year in 2020 of receiving ACS grants.

j. WCC – Stacey Sank (report was sent out)

Organized a women's leadership workshop in the Fall 2020. Hosted a social event with YCC before COVID. Planning a Fall 2021 chemistry career discussion panel. We will continue hosting the monthly luncheons but virtually.

**VII. R. Gerald Bass Award for Exceptional Service (No report)**

**VIII. Chemistry Olympiad Sarah E. Porter and Gary Lutz**

Sarah is planning to participate virtually. Promote through the VAST newsletter.

**IX. Section Website (Webmaster and Operating rules)**

Need to update site. Some links don't work. The PR makeover will help with the website. Maybe pay someone to build another site. If anyone want to collaborate on the website, reach out to Joe Pompano.

**X. Science Museum of Virginia Collaborations – Denise Walters**

The Virginia Section gave a \$1,500 grant to the science museum last year, February 18<sup>th</sup>, 2020. They are doing a revamped presentation on the popular Radical Reactions. The executive committee has agreed to table the discussion about giving then another \$1,500 for the May 2021 meeting. Re-send reminder to volunteer for this event.

**XI. Junior Sciences and Humanities Symposium – Sarah Porter**

**XI. Budget discussion**

We received \$1,500 in ChemLuminary Award money (\$500 per award). We did increase the allotment a year ago from \$6 to \$7. Rob went through the spreadsheet. Speaker expense is inclusive of the Jefferson cup. Made a motion to move to approve the budget, all in favor for budget approval.

**XII. Adjournment at 1:10 PM**