



**Virginia Section of the American Chemical Society
Executive Committee Meeting Minutes
Room 3309 Temple Building
Virginia Commonwealth University
Saturday, 6th May 2017
Meeting – 9:00 AM- 1:00PM**

Attendees: Ahmed Abdelkader, Janet Asper, Tim Bergeron, Julian Bobb, Phil Burke, Jim Beck, Ken Chapman, Rob Davidson, Jim Demas, Dorothy Eseonu, Christine Farthing, Thad Hannel, Ben Hay, Stephanie Mabry, Sarah Porter, Kathleen Sink, Kristine Smetana, Ann Sullivan, Colleen Taylor, Lachelle Waller, Denise Walters, Hyacinthe Yarabe

- I. Refreshments
- II. Call to Order at 9:02 AM
- III. Approval of the Agenda
 - a. Motion put forward to approve agenda
 - b. May 2017 Executive Committee meeting agenda approved
- IV. Approval of the Minutes from the January 2017 Executive Committee Meeting
 - a. Page 6, Entertainment Committee-The word demonstration should be registration; confirm correct in report.
 - b. Motion put forward to approve minutes with corrections listed above
 - c. January 2017 Executive Committee meeting minutes approved with corrections.
- V. Old Business
 - a. Strategic Plan Reports
 - i. G1-S1
 1. Only success at this time is at UMW
 2. Challenges: (a) Venues do not always have capability, (b) Speaker requests no video recording, (c) technical challenges (video did not record at UVA)
 - ii. G1-S2
 1. Ann and Brandi should have questionnaire sent out this summer
 - iii. G1-S3
 1. Janet will provide more detailed assessment at later date.
 - iv. G2-S1

1. Todd planning to expand welcome packet from just a welcome letter to new members to now include a welcome package and identify/allocate a “buddy” to new members to help with acclimation and encourage active involvement.
- v. G2-S2
 1. Joe, Rebecca, Colleen, and Denise plan to have ACS participation in the Graham lecture at UVA
- vi. G2-S3
 1. First meeting held on Thursday yielded low response
 - a. Krista sent out survey monkey survey to solicit a response regarding alternate day preference
 - b. Colleen mentioned survey monkey email did not show up in VSU email-need to investigate if institutional junk mail blocking is a problem
 2. Next meeting at UMW will be set up for a Wednesday
- vii. G3-S1
 1. Item is completed
- viii. G3-S2
 1. Looking to host an inter-generational event in late 2017/early 2018
 2. Challenges: (a) unable to establish a contact with DC/Northern VA ACS sections, and (b) needs help identifying outside industry connections
 - a. Stephanie Mabry suggested soliciting help from universities rather than industries as many smaller companies are not hiring and there is concern that there may be confusion about the purpose of the event and benefit to both parties
 - b. Janet Asper and Lachelle Waller to reach out to Heather.
 - c. Stephanie Mabry suggested an early career connection that could also help.
- ix. G3-S3
 1. Denise to follow up with Todd
 2. Ahmed to help Todd with this effort
- x. G4-S1
 1. Many efforts with the science museum to be discussed in Chair report



2. Rob Davidson working with Math Science Center
3. Krista soliciting help with identifying contacts at AACT
 - a. Krista to reach out to Janet Asper for help.
- xi. G4-S2
 1. Regional coordinators have been identified
 - a. Peter Ruiz-Haas-Northwest region
 - b. Randall Reif-Northeast region
 - c. Kristine Smetana-South region and overall chair
- xii. G4-S3
 1. List of activities has been started and should be completed soon

Additional comments: Denise to send strategic plan report to Ann to put up on the website

Additional comments: Colleen mentioned to executive committee members to send reports to Ann and Christine

- b. Section Storage Inventory – Colleen Taylor
 - i. Storage locker was more expensive than expected
 - ii. Through some recent activities, we have used up quite a large amount of items that were taking up a decent amount of storage space
 - iii. Colleen to compile an inventory list of items and to potentially put it up on the website
 - iv. Storage locker seems to be a good solution at this point-Kathleen will have to re-assess next year.
 - v. Jim Beck suggested that any physical items (papers, disks, etc) should also be stored in this locker.
 - vi. Locker located at Happy Boxes storage in Chester, VA
- c. Section Jobs Manual – Denise Waters
 - i. Section in Denise's past chair report
 - ii. Denise looking to solicit feedback from others by the next meeting

VI. New Business

- a. New Committee Chairs – Introductions
 - i. Archivist: Sarah Porter
 - ii. Colleen suggests starting with photographs and files
 1. Need to build a naming system to make it easily searchable

2. Janet Asper recommended looking for a digital archivist/historian at the universities for recommendations on how to best store them

b. Report Templates

- i. Christine, Krista, Colleen are soliciting feedback on what is needed in the templates
- ii. Ann and Janet commented that the councilors receive a template from National
 1. Councilors will continue to use the template that is provided from National
- iii. These reports should be drafted as a distilled form that the public can readily access-not necessarily for marketing to members (this belongs with hospitality)
- iv. Past-chairs to provide feedback to Christine/Krista on what is needed in the reports that will be useful when completing the annual report

c. Science Museum Gala

- i. Locked in a date to collaborate with the Science Museum
- ii. Denise applied for membership on the board-awaiting feedback.
- iii. Ann suggested identifying a liaison; Denise to connect with Ann
- iv. Denise to revise the article to include \$\$ for bulletin

d. April Meeting –

- i. Proposal to move student awards to March Meeting with expanding Poster Session
 1. March not an optimal month for award presentation due lack of alignment on spring break dates across universities.
 2. Kathleen to work with Joe to discuss options for next year to keep the meeting from feeling rushed.

VII. Officer's Reports

a. Past Chair –Denise Walters

- i. Annual report is completed including completion of 35 activities, self-nomination for 5 awards.
- ii. Strategic plan continuing to make progress
- iii. Proposed revisions to job manual listed in report
 1. Ann suggested making it a google doc to have an editable draft; Kathleen to drive this
- iv. Denise working to identify a new Secretary and Treasurer for 2018
 1. Jim Demas will remain on Trustee in 2018
 2. Denise to update the immediate past chair report.

Thadd Hannell willing to stay on one more year if we identify person for 2019 now so that he can begin training someone.

b. Chair - Colleen Taylor

- i. Chair has 3 goals (details of activities associated with each goal can be found in the Chair report):
 1. Maintain momentum of the goals of the strategic plan
 2. Diversify participants on the executive level by engaging members with meaningful/impactful tasks
 - a. Tim, Janet, Sarah, and Krista to organize a meeting with Chris to discuss the transition from the ACS website to the capital chemist
 3. Streamline, update and standardize procedures increasing professional of operation.

c. Chair Elect – Kathleen Sink

- i. Kathleen assisted YCC with the Mentor Matching Program
- ii. Fall meeting speakers are set up for September-November 2017

d. Vice Chair – Joe Pompano

- i. Joe attended the ACS Leadership Institute in January, assisted Ann with the Chemistry Olympiad in February and participated in "ACS on Campus" in March.

e. Secretary - Christine Farthing

- i. No report.

Break – 10:38 AM



- f. Treasurer- Thad Hannel
 - i. See attached report.
 - 1. Phil Burke noted that the investment account is now at \$126,239 (see trustee report)
 - ii. Will need an additional \$5,000 from investment account this year to ensure we have funds to meet our goals by the end of the year.
 - iii. PayPal Accounts/credit payments at meetings
 - 1. Required a business account, but a discount for non-profits requires proof of status-will need to make another call to PayPal
 - a. Able to make donations to the section via PayPal
 - b. At the end of each treasurer's term, will need to update the PayPal account to reflect that.
 - c. Can now add donation button to the section website
 - iv. Tax ID
 - 1. Stephanie Mabry to see if she can find the login info for Thad-recommended to visit the treasurer binder
 - g. Councilors - Kristine Smetana, Ann M. Sullivan and Linette Watkins
 - i. President Elect candidates for the upcoming 2018 year are Bonnie A. Charpentier and Willie E. May
 - ii. Director-at-Large candidates for the upcoming 2018 year are Kenneth P. Fivizzani, Wayne E. Jones, Bonnie A. Lawlor, and Barbara A. Sawrey.
 - iii. Council has a task force currently set up to evaluate the current structure for efficiency
 - iv. 2018 membership dues will be at the fully escalated \$171
 - v. Last Wednesday of August, committee members are welcome to attend the ACS National meeting in Washington, DC.
 - h. Trustees - Philip P. Burks, Stephanie Mabry and James N. Demas
 - i. See attached report
- VIII. Standing Committee Reports (~ 2 minutes each)
- a. Archivist – No Report – Sarah Porter
 - b. Awards
 - i. Education- Larry White-no report
 - ii. Industrial and Service - Yezdi B. Pithawalla-no report
 - c. Chemical Education - Ryan Warren
 - i. Richmond Science Fair - Rob Davis

1. Sponsored the chemistry portion of the STEM Fair
 2. Ann suggested that asking schools that have received donations from the section to submit a report to (1) acknowledge receipt, (2) identify how many students impacted
 - ii. Four grant applications submitted: (1) Rappahannock High School, (2) Washington-Henry Elementary, (3) Marguerite Christian Elementary, (4) Falling Creek Middle School
- d. Chemistry Olympiad- Ann Sullivan
- i. A little over 500 students participated in the exams
 - ii. Attendance and quality have been slightly lower than in previous years
 - iii. Approximately 20 awards distributed
 - iv. Team and school award will be distributed at the September meeting
 - v. Stephanie suggested considering increasing the award amounts
 - vi. Ann to talk to Krista to promote the outcome of this activity
- e. Community Activities - Kristine Smetana
- i. Earth Day event reports will be submitted
 - ii. Kristine working on National Chemistry Week "Chemistry Rocks" event
 - iii. Kristine has additional items to deliver to the storage unit and update the inventory
- f. Entertainment - Kenneth Chapman
- i. Attendance at the Thursday evening March meeting were lower
 - ii. Denise to identify the attendance map created by Linette included in previous report
- g. Government Relations- Rebecca Rose Pompano-no report
- h. History – Larry White-no report
- i. Media and Public Relations - Krista Weissbart-written report was submitted, but Krista was not present to review.
- j. Membership Hospitality – Todd Koch-no report
- k. Minority Affairs –Hyacinth Yarabe/ Charlene Crawley
- i. Denise mentioned we received \$3,000 to send three VUU students to the ACS National meeting
 - ii. No report at this time
 - iii. Yarabe mentioned they are working to a create a NOBCCChE chapter
 - iv. Summitt has been moved to the Fall of 2017
- l. Nominations- Denise Waters
- i. See minutes for past-chair above-currently looking to fill secretary and treasurer positions for 2018.

- m. Project Seed – Dorothy Eseonu
 - i. Current committee members-Dorothy Eseonu, Mike Hunnicut, and John Thoburn
 - ii. Add a line item in the budget for \$2000
 - 1. Motion put forth to approve-motion approved
- n. Publications – Jim Beck
 - i. Four bulletins published
 - ii. Jim solicit the award information and nominations information to publish in September issue of the bulletin
 - iii. Jim has asked that if you have/plan to host an event, please write and submit reports to Jim as soon as possible
 - 1. Pictures should be of high quality and in JPEG format
- o. Safety – Joe Crockett-no report
- p. Student Affiliates- Lachelle Waller/Colleen Taylor
 - i. Continuing to identify members and faculty members to improve membership within the universities
 - ii. Working to engage the AXE chapters
 - iii. Plan to continue engagement with NOBCChE
 - iv. Looking to align with strategic plan G4-S2
 - v. Working to develop a student brand/logo for student affiliates
 - vi. Proposed budget = \$2,000 for 2018
- q. Webpage - Ann Sullivan
 - i. Ann is looking for a replacement for Webmaster
- r. Women Chemists Committee– Stephanie Mabry
 - i. WCC has hosted two events that have had average attendances of ~5-6 people
 - ii. October 2017 career event planning in progress
- s. Younger Chemists Committee- Heather Lourenco
 - i. In February 2017, YCC hosted a bowling social that was well attended with a mixture of students and young professionals from varying industries
 - ii. YCC collaborated with VCU GSA and hosted a happy hour at Stone Brewery
 - iii. Continued progress working on the mentoring program
 - iv. Tim Bergeron to assume role as YCC Chair for year 2018
 - 1. Colleen to send list of UVA contacts to Tim



IX. Adjournment at 12:13 PM