

**Virginia Section of the American Chemical Society**  
**Executive Committee Meeting Agenda**  
Virginia Commonwealth University  
Temple, Room: 3309  
**Saturday, 20th January 2018**  
**Refreshments available at 8:30 AM**  
**Meeting – 9:00 AM- 12:00 PM**

Attendees: Sarah Porter, Michael Anhorn, Tom DeVore, Todd Koch, Kathleen Spangler, Joe Pompano, Joe Crockett, Jim Demas, Ken Chapman, Jim Beck, Rob Davidson, Denise Walters, Larry White, Charlene Crawley, Janet Asper, Andrew Lin, Julian Bobb, Colleen Taylor

**I. Call to Order at 9:07 AM – Kathleen Spangler**

Kathleen welcomed everyone to the meeting.

**II. Passing of the Gavel**

Colleen Taylor passed the gavel to Kathleen Spangler who officially called the meeting to order. Kathleen presented Colleen with an “immediate past chair” pin and thanked her for her service.

**III. Approval of the Agenda**

Agenda was approved as posted.

**IV. Approval of the Minutes from the December 2017 Strategic Planning Meeting and from September Executive Committee meeting**

***Jim Beck asked for a correction to the September minutes: “Jim” Gupton changed to Frank Gupton.*** The amended minutes were passed. A discussion followed of inviting Frank Gupton to the awards meeting – Joe P. agreed to contact him. Joe C. suggested Sam Keane as a speaker for future meetings.

**V. Old Business**

**a. Strategic Planning Meeting Summary (Denise) & presentation of awards to champions:  
i. Propose that it be an Ad Hoc Committee that plans to meet in December each year in order to plan for the upcoming year**

Denise summarized and shared the powerpoint from the strategic plan discussion from December. Outcomes from the meeting were summarized – continuation and consolidation of what was done in 2017. Some objectives looking forward to 2018: Consolidation of objectives down to 8 (from 12), improve regional involvement in strategic plan, continuation of the process.

Continuation of the process: The Vice-chair will be key in working with the chair for implementation of the strategic plan.

Denise summarized the 2017 Strategy Scorecard (also summarized in the minutes from the meeting). Brief discussions followed on most of the objectives. Further discussion on G2-S2 and G2-S3: Joe P. discussed the potential conflicts when there are too many meetings. Multiple meetings in a month might seem as though we are competing with ourselves. Janet suggested working to build up regional attendance and networking instead of trying to get all section members to go to many events. Joe suggested considering replacing one monthly meeting with one of the high-end named University lectures (e.g. Graham lecture at UVA). William and Mary has expressed interest in becoming more involved in the section. Joe P. will contact them. Denise suggested that an important part of this strategy needs to be a communications and marketing strategy. Kathleen, Samy, and Denise will be meeting in February to further discuss. G3-S1: Colleen discussed briefly and talked about the importance of having a contact at the University level that will make introductions. The YCC will be taking over this program.

2018 proposed goals (also summarized in meeting minutes):

G1-S1: revise live stream strategy for meetings

G1-S2: complete website assessment and develop recommendation for May meeting

G2-S1: support named lectures, get our name on it and advertising with a table at the lecture

G2-S2: create a membership ad hoc committee (\*needs a champion! Colleen will follow up with Lachelle to see if she will be a driver)

G3-S1: Support networking, outreach, education and development events at University and business partners

G3-S2: Re-energize the hospitality committee.

G4-S1: ongoing strategy for continued funding and collaboration with Science Museum of Virginia (SMV).

G4-S1: develop strategy to improved teacher engagement with AACT, provide recommendation at May meeting (\*needs a champion! Janet will be involved but not able to champion. Ken Chapman and Sarah will also get involved.)

Denise and Kathleen presented section coffee mugs to champions from last year's strategic plans and thanked them for their work on behalf of the Section.

## ii. Chair of Strategic Planning: Vice Chair (Samy El-Shall)

### VI. New Business

#### a. New Committee Chairs – Introductions

Kathleen introduced new officers and committee chairs.

#### b. College student “Buddy System” idea (Sarah Porter)

Match a new member with a more involved members that is nearby geographically. Joe C., Sarah, and Lachelle agreed to work with Todd on hospitality committee.

#### c. ACS support to Science Museum of Virginia- Gala (Denise & Brochure in Email)

The Gala will be on Saturday April 14 this year. SMV is asking for different levels of support. Denise shared a handout with information. Last year we supported at the \$3000 level. Denise

suggested that we may consider a lower level of support for Gala to save money for other events. Some suggestions:

- Up and Atom – women in leadership. We could fund in the \$1000-\$5000 range.
- Science on tap – reaches a larger section of the public. Also in the \$1000 range. About 800 people attended, and many young people. **Motion made from Janet to sponsor Science on Tap for \$1000. Motion seconded. Motion passed unanimously.** No motion was made to sponsor the Gala.

d. ACS BCCE Request for Local Sections- Would the Virginia Section be interested in this? (see attached email at the end of this agenda)

BCCE requests that the local section sponsor a high school teacher to attend the 2018 conference at Notre Dame. We should definitely promote the conference. Colleen suggests that we find a high school teacher to go as a buddy to a section member. Kathleen will work with Ann to reach out to the high school teachers and put together an application. Discussion of level of support: suggest that the Section support registration and travel, but recipient pays for meals. **Motion made by Joe C. to support \$2000 for a teacher to go to BCCE. Motion seconded and passed unanimously.**

e. Suntrust account: Thad signed over to Rob and Kathleen

i. Propose that a trustee be added so the account does not need to be signed over each year  
Suggestion to ask Stephanie to be the long term trustee.

## VII. Officer's Reports

a. Past Chair – Denise Walters (outgoing), Colleen Taylor (incoming)

Denise summarized her report. Colleen summarized her report, including the establishment of a yearly workshop at Math and Science center, recent efforts at getting Universities more involved (including W&M), bringing back some more academic involvement, functional SEED committee. There will be a need to increase funding for SEED. Previously funding has gone under scholarships but it needs to go on its own line item. \$3000 might cover three students. Kathleen will talk to Dorothy and discuss specifics in May.

b. Chair - Colleen Taylor (outgoing), Kathleen Spangler (incoming)

Kathleen summarized her brief report of the 2017 meetings, and the incorporation of the live stream meetings.

c. Chair Elect – Kathleen Spangler (outgoing), Joe Pompano (incoming)

Joe P. summarized his report. He discussed involving new members. Discussed the January meeting at DCLS – it was well attended. March meeting – Randolph Macon proposes a new format of doing “Chemical Jeopardy” and including tours of their new science center. They will start putting teams together soon so let Kathleen know if you are interested. Discussion of moving Mary Washington meeting to October. November meeting is open.

d. Vice Chair – Joe Pompano (outgoing), Samy El-Shall (incoming)

e. Secretary - Christine Farthing (outgoing), Sarah Porter (incoming)

Sarah reported the handover of all of the google accounts to new officers and thanked the committees who submitted their reports.

f. Treasurer- Thad Hannel (outgoing), Rob Davidson (incoming)

g. Councilors - Kristine Smetana, Ann M. Sullivan and Linette Watkins

Linette via phone – Councilor’s report is on the web, they are all going to the New Orleans meeting in March, reminder to alternate councilors that there is funding available for NO meeting. Anyone else who is interested in attending the NO meeting from the Executive Committee can get up to \$700 to support travel. ACS is looking at restructuring the ACS from top to bottom, but no details available yet. Linette reported that a huge restructuring is coming from ACS (task force is working on it).

h. Trustees - Philip P. Burks, Stephanie Mabry and James N. Demas

Jim Demas – our balance is around \$123K, where we invested about \$120K in 2011. The goal was to spend about \$5000/year and we are still ahead.

VIII. Break – 10:50 AM

Reconvene at 11:05 A.M.

IX. Standing Committee Reports (~ 2 minutes each)

a. Archivist Committee - Sarah Porter

No written report, but please send any information (documents or photographs) that needs to be archived. Colleen suggested that the web team work with the Archivist as the website is updated.

b. Awards

i. Education- Larry White

1. Update: Greg Grover volunteered to be on the committee

They still need one more person to be on the committee. The committee’s ongoing work is to select award recipients. Our award recipients should be moving up to regional and national award nominations. The top ACS teacher award was given to someone from Virginia (Fairfax County). Thomas Jefferson is a regional governor’s school which covers Loudoun County which is not in our section.

History committee: History will be updated on the website soon. The 2016 history will be added and 2017 in early spring.

ii. Industrial and Service - Yezdi B. Pithawalla

Yezdi and Kathleen worked together to get plaques.

b. Chemical Education - Ryan Warren

No report submitted. Colleen reported that committee is still active but needs follow up. Kathleen will follow up with Ryan.

c. **Chemistry Olympiad- Ann Sullivan**

There are couple of people from VCU working with Ann and Kathleen to update the list of contacts. Ann and Kathleen will work together on the BCCE application.

d. **Community Activities - Kristine Smetana**

Refer to Kristine's written report. Colleen added information about activity for Chemists Celebrate Earth Day. Janet suggested including it in report even though it was community activity with JTCC. It will be a part of our ChemLuminary application. Colleen asked that we continue to be a part of the Fool for the Arts Festival.

e. **Entertainment - Kenneth Chapman**

Written report submitted. Attendance numbers from the 2017 meetings were included.

f. **Government Relations- Rebecca Rose Pompano**

No report submitted. Joe will follow up with Rebecca. Rebecca will be sending out electronic updates about how we can be involved with this committee. Colleen announced the Higher Ed Advocacy Day in Richmond and suggested that we consider being involved.

g. **Media and Public Relations - Krista Weissbart**

Denise reported on an update to the website plans. The report summarizes the benefits and shortfalls of the current website and a plan for moving forward. Kathleen will ask for a full update at the May meeting, including a price point.

h. **Membership Hospitality – Will Lewis**

Will has given this committee over to Todd. Todd will get a report submitted on the status of the committee and the work that was done last year.

i. **Minority Affairs – Hyacinthe Yarabe/ Charlene Crawley**

Charlene reported on the activities of the committee during 2017: revitalized membership, held a large summit meeting funded by ACS and Dupont (broken into two events), NOBCCChE Leadership Summit and membership. Planned activities for 2018: Repeat the big meetings, more membership revitalization efforts, more outreach to other minority communities (e.g., Hispanic, native American). The committee purchased card readers, label makers, and some other items for their events that can be used for other section activities. Charlene shared a slide show with pictures from the Darden event held at Fifth Baptist Church and the NOBCCChE summit. Denise thanked Charlene and the rest of the committee for their work.

j. **Nominations- Denise Walters (Outgoing), Colleen Taylor (Incoming)**

Denise's report included in the immediate past chair report. Colleen noted that Kristine is up for re-election for Councilor. Lachelle has been approached about being Vice-chair and will attend the leadership conference with Samy. Suggestion about onboarding the chair/vice-chair a little bit earlier. Denise put together a spreadsheet with names of people who are heavily involved in

the section for reference for future nominations. There was a discussion about the election process, and whether there should be more than one name on the ballot for the open positions. Jim B. suggested adding some more at large positions on the Executive Committee from academia and industry. Some issues that need to be addressed: For the purpose of a quorum, how do we account for the members of the Executive Committee?

k. **Publications – Jim Beck**

Jim reported on the issues of the Bulletin published in 2017. He thanked everyone who provided articles and information for the Bulletin. He noted that he needed about a one month lead time, and the Bulletin dates are timed around the meeting dates. Information for the February bulletin is need by next week! One change for 2018 – Todd’s suggestion is to print the names of new members in the Bulletin.

l. **Safety – Joe Crockett**

Joe C. reported on the new publications put out by ACS Safety Committee. He would like the help of the section members to distribute to elementary, middle, and HS in the section. He would like volunteers to contact schools and make face-to-face connections. Michael Anhorn reported as a new member of the committee and will tap into some industry resources. Todd suggested contacting fire departments for some counties where we don’t have contacts. Janet suggested that might be an excuse for a school board to shut down a laboratory program, so be careful with this. Denise suggested using SMV contacts. Joe requested a budget line for safety to support these efforts (\$250). **Motion was made by Colleen to add \$250 to budget. Motion seconded and passed unanimously.**

m. **Student Affiliates- Lachelle Waller**

Colleen reported for Lachelle. Lachelle is requesting \$2000 line item. **Motion made by Kathleen to support \$2000 in the budget for student affiliates related activities. Motion seconded and passed unanimously.**

n. **Webpage - Ann Sullivan**

No report at this time but we will get more information from Krista and Ann in May. Colleen talked about the many pictures that might get taken down to keep them current. Colleen will send older pictures to Archivist. Larry will work with Colleen and Sarah about moving pictures to Archives.

o. **Women Chemists Committee– Stephanie Mabry**

Stephanie posted a report that will be available on the website. Kathleen gave a brief summary. Stephanie did request a total of \$5000 for the WCC for 2018. They want to do a larger event for 10<sup>th</sup> anniversary. **Motion made by Joe C. to approve the increase to \$5000. Motion seconded and passed unanimously.**

p. **Younger Chemists Committee- Julian Bobb (incoming)**

Julian gave a summary of the YCC report. Main focus for 2017 was increasing member engagement and sponsor some events. Goals for 2018 are to continue increasing engagement of members and young professionals outside of the metro Richmond area. Looking to having

career development workshop and networking event in the fall and some other networking and social events. They will work with Colleen to continue the mentoring program. **Motion to approve \$2000 line item for YCC made, seconded, and passed unanimously.**

X. **Budget for 2018**

Jim B. suggested that we try to get some bigger name presenters for some of the high profile meetings. There is a “speaker” line in the budget for \$800. Suggestion was made to look into some chemistry Ted Talks and think about who we should invite. Some popular chemistry books were discussed (“The Poisoner’s Handbook” “Cesar’s Last Breath” etc.) and the authors of these books would be good speakers. **Denise made a motion to increase the “speaker” budget to \$2000. Motion seconded and passed unanimously.**

XI. **Other Reports and Announcements**

Tom announced the VAS and VJAS will be at Longwood in May, and asked for volunteers to be judges. Rob announced the Metro Richmond STEM fair, who is always in need of screeners and judges. Registration starts the first Saturday in February. Tom announced that the State Science Fair in Roanoke needs judges. Linette announced that SERMACS will be in Augusta, GA in October 2018.

XII. Adjournment at 12:15 p.m.

May Exec Comm meeting – TBD

Minutes recorded by Sarah E. G. Porter