

Virginia Section of the American Chemical Society

Executive Committee Meeting Agenda

J. Sargeant Reynolds Community College

Downtown Campus

Room : 250

Saturday, 12th May 2018

Refreshments available at 8:30 AM

Meeting – 9:00 AM- 12:00 PM

Attendees: Ann Sullivan, Sarah Porter, Kristine Smetana, Jim Beck, Joe Pompano, Rob Davidson, Phil Burk, Stephanie Mabry, Julian Bobb, Linette Watkins.

I. Call to Order at 9:00 AM

Kathleen called the meeting to order at 9:00 A.M., after giving Joe Pompano a retirement gift and thanking him for introducing her to the Virginia Section and acting as a mentor for many years.

II. Approval of the Agenda

Agenda was approved.

III. Approval of the minutes of the Jan. 20 meeting

Sarah will send the updated minutes from the meeting to Ann for posting on the website. Ann suggested an officers meeting via a conference call due to the low attendance at the Exec meeting. Minutes approved as amended.

IV. Old Business

a. 2018 Budget Review & Discussion

Rob gave a summary of where we stand in the budget. He and Thad didn't have a chance to put together a budget before the last meeting, so he recorded the budget lines that were suggested at the last meeting and shared a draft of a budget with the Executive committee. Expected expenditures will be around \$55K and expected income is short by \$28K. Some will come from the Trustees but that usually only amounts to \$10K still leaving us short. The money market account has been drawn down about as low as it can go. A lengthy discussion followed about the budget items. There are a number of new items that have been added from previous years budget (e.g. Minority Affairs, BCCE, project SEED, and more). Jim suggested that someone take a critical look at the budget. Kristine suggested that to add a budget line a committee should submit a budget and plan for the spending. Discussion of speaker budget - does not need to be so high for only three speakers left in the year. Phil suggested modifying the budget today to avoid the large deficit.

Suggestion: Propose cuts today (make a big slash today), send to committee chairs and ask them to adjust expenditures. Lengthy discussion followed of which budget items can be cut significantly.

Good news: there are a few incoming budget items from Altria and Pfizer and some money is owed by VCU to help balance the budget. \$3000 increase in the value of the investment account will also add to the bottom line, added \$10K to the investment income. Added \$1250 for ACS awards and grants, increased Councilor travel reimbursement from ACS.

Sarah made a suggestion to raise the local section dues to \$10 instead of \$5.

Further discussion of receipts at local monthly meetings: looking into a pre-pay system for monthly meetings. Linette's student affiliates have doubled their incomes by using the pre-pay system.

All of the changes were made in a budget spreadsheet which left the section at about a \$6000 deficit. Kathleen will work with all of the committee chairs, and she and Rob will send an updated budget out to the Executive Committee.

V. New Business

a. IPG- received for YCC event

Julian discussed an intergenerational career event (grant for \$1000 received from ACS to host it). Career discussion panel - this will happen at Longwood on Oct. 27, 2018.

Stephanie offered that the WCC could work with the YCC on this event, since UVA is probably going to back out on their career event. Ann suggested Mary Moore, who is a career consultant.

b. Senior Chemists Committee

Ann suggested this new committee. There is a link to the ACS website with a starter kit for a SCC (for chemists age 50 and over). Several other local members have expressed interest. There is a mini-grant from the ACS available to start it. Jim mentioned that we have one 75 year member in our section! Also we have a few 70 year members and the ACS just started recognizing them. Kathleen will talk to a few local members and roll this into our strategic plans.

VI. Officer's Reports

a. Past Chair – Colleen Taylor

Colleen was not present and did not submit a report.

b. Chair - Kathleen Spangler

Kathleen summarized her written report (available on the website). One live streamed meeting this year! She summarized a number of other exciting events since the last meeting.

c. Chair Elect – Joe Pompano

Joe summarized his report. Three more meetings this year. Sept: Director of DCLS will be the speaker. Oct: At Mary Washington this year. Nov: At Longwood this year. Speaker will hopefully be Audrey Reid, who runs her own business in C'ville, analyzing beer/wine. Contact Joe P. with speaker suggestions. Joe suggested that we don't have any money to bring in outside speakers so we are looking for local people who will speak for free. A few people suggested speakers.

d. Vice Chair – Samy El-Shall

Samy was not in attendance and did not submit a report.

e. Secretary - Sarah Porter

No written report submitted.

f. Treasurer- Rob Davidson

Rob requested that for next year, we have all budget requests in advance of the January 2019 meeting so we are not still approving the budget in May. He will be working on a reimbursement form for requesting reimbursements to help him keep the budget in better order.

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

Ann summarized their report (available on the website). All of the councilors usually go from Thursday or Friday before the meeting to at least Wednesday (for at least 7 days). The next meeting is in August in Boston. The future meeting locations were discussed, and the "footprint" on the budget was revisited. Ann also discussed the candidates for President Elect, Luis Echegoyen and Thomas Gilbert. Most of the other business from the spring meeting did not directly affect the local section.

A question about the raising of the dues was raised. It is written in the by-laws that the dues will increase by the maximum amount every year. The ACS is in the hole with dues - they will continue to go up \$2-4 every year. Ann will contact the membership affairs group to figure out how we might go about increasing our local dues. She will also find out what average dues are for other local sections to find out if we are in line with them.

Rob asked if there was anything coming up in August that might be of specific interest to the local section. Anyone interested should go to acs.org and go to “Governance” at the bottom, and the “Councilors” link to see the agenda. The councilors discussed that most of the business is national ACS business and doesn’t have much impact on the local section. There is a general movement to review the by-laws and the governance of ACS. There was a lengthy discussion of the dues schedule (students/full price/retirement, etc.) and the general finances/budget of the ACS.

The councilors mentioned that our Local Section was well respected amongst the other councilors at ACS.

Stephanie asked for a contact with the national WCC. They suggested that she check the website.

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

The trustees report is available on the website. They asked if anyone had questions. Stephanie thanked Phil for being the investment manager. Phil plans to transition these duties to Stephanie next year. Rob noted that the stock market has been good to us for the last few years. Half of our investments are bonds, and only about 30% of our investments are actually in the stock market.

VII. Break – 10:30 AM

VIII. Standing Committee Reports (~ 2 minutes each)

All submitted committee reports will be available on the website. If no notation is in the minutes, a report was not submitted.

a. Archivist Committee - Sarah Porter

No written report. Suggestion that this committee be folded into the duties of the Secretary and is not needed as a stand-alone committee. Ann suggested coming up with a protocol for what gets saved and where it gets saved. We have space on the ACS network but it’s pass coded so we could not put a general link. Could it be connected with the History Committee? Contact Larry about this.

Physical objects - could those be put in the storage unit in Chester? Anyone who has physical items for the sections can bring to Ann, Kristine or Lachelle to put into the storage locker.

Virginia State Library - there are boxes of paperwork archives there. They have not been updated for a number of years. All of the electronic things - how would it be stored for the future? Kathleen suggested everything should be in the cloud.

The end result of this discussion was that the Archivist should develop a protocol for storage of digital and physical items. Kathleen's husband does this for a living - she will work with Sarah to come up with a plan before the January meeting. Ann would like to start dumping stuff from the website.

It was also recommended that the Archivist Committee should automatically include the Chair, Vice-chair, and Chair Elect, and webmaster. This group will work together to determine protocol and anyone else who should be represented on the committee.

b. Awards

i. Education- Larry White, Greg Grover

Will hear from Larry for the teacher awards in September by the end of the month.

ii. Industrial and Service - Yezdi B. Pithawalla

Yezdi is out for a little while.

c. Chemical Education - Ryan Warren

Ann had asked for money from Chem Ed for Olympiad awards from last year.

d. Chemistry Olympiad- Ann Sullivan

Ann's report is available on the website. She has not finished grading the first year exams yet. 10 out of 12 allotted students showed up for the second year exam. We will probably not have any national awards this year. The students have been doing very poorly on the lab portion of the exam the last few years. We have been losing schools over the last couple of years.

e. Community Activities - Kristine Smetana

Kristine summarized her marine chemistry activities with the SMV for Earth Day/National Chemistry Week. She thanked Julian and Kathleen for their assistance and they had a greater number of volunteers this year. Museum is usually slow on a Sunday but they had a good turnout anyway. About 400 total participants that came in and out. They added some new activities including effect of CO₂, natural indicators with erosion, poetry contest, and many others. Pfizer had some tables there as well. They did order shirts for the events and designed them to be generic for the whole year, so you can

contact her if you need a t-shirt. Pfizer gave a \$1000 grant for the year. Next year's theme is metals for National Chemistry Week.

Denise also sent a report from SMV activities. This report is available on the website.

f. Entertainment - Kenneth Chapman

Ken's report is available on the website. Ken was also part of an event with the AACT called the "Teacher Enrichment Program" at the Math and Science Center. He also shared a report on this event (Special Pre-College Education Report).

A discussion of the AACT followed (membership, how it is affiliated with the ACS, etc.).

g. Government Relations- Rebecca Rose Pompano

Rebecca's report is on the website. Kristine said that SOCED does a lot of policy work, that she will share with Rebecca.

h. History Committee- Larry White

No report was submitted but Ann pointed out that there is a "History" link on the website with a link for each year since 1991.

i. Media and Public Relations - Krista Weissbart

We would like to thank Krista for contacting Ch. 6 News and RTD for the Earth Day event. There is a link on Facebook to the stories. We need to ask each committee chair to put their event dates on the website calendar so that everyone knows about them.

j. Membership Hospitality – Todd Koch

Todd Koch is the chair of this committee (not Will as indicated in the agenda). He did not submit a report. Ann would like to see that each new member gets an email saying welcome to the website. Kathleen will try to reach out to Todd.

k. Minority Affairs – Hyacinth Yarabe/ Charlene Crawley

l. Nominations- Colleen Taylor

No report was submitted. We need nominations for Vice-Chair and for one Councilor and one Trustee, and one Alternate Councilor.

m. Publications – Jim Beck

Colleen and Denise wanted everyone to have a standard format for reports. No one but Jim is using it anymore. Jim thanked the meeting hosts and chairs who provide information for the Bulletin. Thanks to Kathleen, Joe, and Ann. Started including the list

of new members in the Bulletin. This is kind of a pain to get this information from the eRosters but they are going to try to continue to list them. Reports and photos for all section activities should be sent to Jim. Summer issue - everything should be in by the end of the June to get the Bulletin out in July. Ann asked if he has someone in mind to take over the Bulletin when he is ready to hand it over? We do need a back up on this key position in case of emergency.

- n. Safety – Joe Crockett
- o. Student Affiliates- Lachelle Waller

Lachelle did the STEAM day through this committee.

- p. Webpage - Ann Sullivan

We need to do something with the webpage to update it. The ACS is looking at some different hosting systems (WEBS is going to disappear soon). Ann is hesitant to go to another hosting system because of security. Ann would like a survey to get sent out (she asked but it has not happened yet) to determine what members actually want from the website. We should probably wait to see what national ACS decides to do before making any big changes. We should also try to use the ACS network for some of our archives (more space allotted there than on google). Jim suggested adding a small article in each Bulletin about what can be found on the website. The survey could go in the Bulletin.

- q. Women Chemists Committee– Stephanie Mabry

No written report available. Networking meeting in February at Chili's at VCU. April meeting was cancelled. Next event is Thursday June 14, 10th anniversary event at University of Richmond at the Lora Robins Gallery. Speaker will focus on mid-career advice for women chemists. Tentatively planning the cost for the June event to be \$20 with a discount for students. Next event will be in mid-august (tentatively). Final even probably in November towards the end of the year. Stephanie would like a new chair next year for WCC. Stephanie thanked Kathryn for planning the networking events. She also thanked Emma Goldman at U of R and Dorothy at VUU, and Kristine and Ann for help with planning the events and career panels. Also thanked Denise for being very active in the committee.

Ann suggested that we put out a call for committee openings to try to get some new leaders. Maybe this should go into the Bulletin. We should put this into the summer Bulletin and into the September issue. Maybe highlight one committee each month.

- r. Younger Chemists Committee- Julian Bobb

Julian's report is available on the website. Julian summarized some of the events that they had this year - three tours including DFS, Cirrus Vodka (tour and social event), Program-in-a-Box (Opioid Addiction) at W&M (which also took place at several other Universities), tours of Afton Chemical, tour of Anton-Paar in Ashland. They also met with the RCDG to plan a chromatography workshop event. Mentoring program has about 7 mentors and they have made most of the matches with students. Planning a small social event in the fall for mentor matches to meet one another. Career workshop planned for Oct. 27 at Longwood. Working with WCC and ACS Career Services to start planning the event. Including interviewing strategies, resumes and CV review, etc. Also planning another Program-in-a-Box event at a different University. Ann said that she could host it at JSRCC if desired. Ann thanked Julian for his work leading the YCC. Ann asked for YCC to link their page to the main section page. Phil commended Julian on his outstanding report. Julian thanked Kathleen for her support and thanked Denise for feedback on the committee activities.

IX. Other Discussion

Jim asked who was managing the Facebook page. It should fall to Krista (media relations).

Phil suggested that the meeting location information should be included in the body of the meeting invitation.

There was a discussion of the date on the May meeting, and on the location of the January and May meetings.

X. Adjournment at 12:00 noon

Kathleen adjourned the meeting at 12:15 P.M.