

Virginia Section of the American Chemical Society
Executive Committee Meeting Minutes
Virginia Commonwealth University
Room: 3309 Temple Building
Friday, May 24th, 2019
Refreshments were available at 5:30 PM
Meeting – 6:10 PM – 9:06 PM

Attendees: Linette Watkins (WebEx), Julian Bobb, Hiran Kiriarachchi, Shamara Weeraratne, Kathryn Deibler, Janet Asper, Joe Crockett, Joe Pompano, Stephanie Mabry, Samy El-Shall, Stacey Sank*, Greg Grover*, Rob Davison, Denise Walters, Andrew Yeung, Phil Burks, Jr., Mike Kerwin*, Ann Sullivan, Tom Devore, James Demas
(* indicates the first-time attendees)

I. Call to Order at 6:10 PM

Joe called the meeting to order at 6:10 pm following dinner (Pizza & Sandwiches). Joe thanked VCU for offering the room and for printing out the reports.

II. Approval of the Agenda

The agenda was approved without a formal motion being called.

III. Old Business

- a. Approval of Minutes from January Executive Committee meeting.

Janet called for a motion to approve the minutes. Stephanie second the minutes. Rob emphasized on getting the minutes sent out as quickly as possible. Joe Approved the minutes.

- b. 2019 Budget Review & Discussion

Stephanie made a motion to have the budget discussed later in the meeting under the treasurer's report. Approved.

IV. New Business

No new business was discussed.

V. Officer's Reports

- a. Past Chair – Kathleen Spangler

Kathleen sent her report to Joe. Janet said that the national ACS will be implementing new forms for the Final Reports. Joe mentioned that we have an open position for next year, the vice chair position. Ann Sullivan is stepping down as councilor after she finishes her role. Joe said that we do need a nominee for alternate councilor and for a vice chair. LaChelle will move up to Chair-Elect. Rob asks if we need 3 alternate councilors, Janet said yes – helps with visibility of the local section and at the national level and enabling more members on the national committee.

c. Chair - Joe Pompano

Joe first talked about the The UVA Meeting in April. Joe presented the certificates and awards. The meeting was not well attended. Students walked out in the middle of the presentation. Not a lot of people in the room during the presentation of the Jefferson cup, maybe 5 people in the room. Joe asks his daughter Rebecca for the reason for students leaving, and she told him that the speaker give the same talk on Ethics every year and students don't want to hear it again. Students walking out could be due to the late ending of the meeting. Students want to go home. Joe suggested to change the format of the meeting so it's not the same every year. Denise said that a speaker about 4-5 years ago have presented the same topic at the UVA meeting and could be the problem for the attendance. Samy ask how many students attended, James said 42 posters. Samy commented that the problem is that the students didn't stay for the talk. Samy taught that the topic for the talk was interesting "Ethics". New item for a financial goal for a strategic plan will be presented later in the meeting said Joe. The strategic plan was worked on by Denise, Joe, Rob & Stephanie. Working on website with Ted Glass. He visited the CCEW event at the Science Museum. Joe wanted to plan a Management Workshop: after having meetings, apparently the workshop would be difficult. Talked about a management workshop at the Airport Area, Fred Pryor Seminars in June/July.

d. Chair Elect – Samy El-Shall

Janet Asper has emailed the ACS Immediate Past President (Dr. Peter Dorhout) about having him as a speaker for their October meeting at UMW. She is waiting to hear back from him to confirm. Janet said that they will do a tour of their new building and will do a live stream if Peter is okay with it. Samy said no speaker yet confirmed for the September 13th meeting at VCU. It will be the Teacher Awards Meeting. Ann suggested having a speaker that will present information relevant to the teachers and students. Samy asked if someone has good suggestions for a speaker. Joe Crocket has a speaker suggestion. The speaker for November meeting hasn't been confirmed yet.

e. Vice Chair – LaChelle Waller

No report

f. Secretary - Sarah Porter

No report

g. Treasurer- Rob Davidson

Rob apologize for not sending out the budget spreadsheet. Pertinent to revenues, we received the ACS allotments. Expenses are challenging. We are expected to transfer \$15,000 from the trust funds. Expenses were a little lower than expected for the first half of the year. Ann needs to send out \$3000 of certificates for the Olympiad expenses. Rob will talk about the website later in the meeting, need to pay \$3000 for that. Rob will get with Mike Hunnicutt on how to transfer the \$2500 for project SEED-VCU. Expenses were low for CCEW spending. We have \$5000 in the budget for both Community Engagement activities. Pfizer covered Stacey costs for the ACS Leadership Institute. The ACS billed us for the ACS Leadership Institute from two years ago because of Kathleen Spangler. Rob said that we did get timely invoice this year. He transferred \$3000 from money market to the checking account earlier in the year. Rob asked if anyone has any specific items to discuss. Joe said that the local dues will increase. Rob said that we have an expense reimbursement form. Rob said that we need to be

careful about spam emails since our emails are public. Samy asked a question about how to pay for speaker for travelling? Janet said that we may need a corporate credit card. Stephanie did a reimbursement for a WCC event. Rob said that we don't have a budget item for speaker's expense reimbursements. Rob stressed on getting the minutes out promptly so that it can be used for fiscal processes and be a reminder as to what we've agreed upon. Rob asked about the policies on alternate councilor for reimbursement? Janet is an alternate councilor and she mentioned that we need to make a decision on this. Stephanie said that councilors should confirm if they'll attend. Ann said that the secretary should ask who is going to the national meeting in January. Janet suggest amending the bylaws about the alternate councilors going to the meeting. Janet said move to make a motion to amend a budget for alternative council to \$1500 from \$1000. Denise second the motion. Kathryn said that alternate councilors are playing a more active role at the national meeting and our local section needs representation. Janet said that alternative councilors are helping the ACS has a whole. Janet said that they can move to make a motion for Alternate Councilor in January. Motion was approved, all was in favor. Our councilors (Linette Watkins, Ann Sullivan, Kristine Smetana) and our Alternate councilors (Janet Asper, Joe Crockett, Chris Hodge)

Rob said that the local dues are \$6 and we can Increase it to \$7 for next year and up to a \$1 per year until it reaches \$10. Rob made a motion to increase the dues from \$5 to \$6. Motion was approved. Denise said that she submitted for a Pfizer grant for \$2500 for the CCEW event.

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

Janet attended a new councilors orientation. She stressed on our local section members to attend the national ACS committees. She attended the District II councilor caucus. No report for Ann Sullivan. Joe had multiple appointment for chemical safety at the meeting. Ann said that the ACS are doing a lot of changes for membership. Ann mentioned that the membership is slightly increasing. The ACS are looking at alternate ways for payments for 3 year and 5 year terms. Ann said that we should look for changes in membership from the ACS. Sarah sent an email about ACS Committee involvements at the national level. Ann said that Kristine attended SOCED and she was unable to complete her duties due to teaching responsibilities.

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

Philip said that the trusts has a 100% attendance tonight. Stock market has been really good to us. A total of \$30,000 was spent in 2015-2018 on section programs.

VI. Break – 7:20 to 7:33 PM

VII. Standing Committee Reports (~ 2 minutes each, please)

a. Archivist Committee - Sarah Porter

No report

b. Awards

i. Education - Larry White, Greg Grover

Greg talked to Larry this morning. Greg said that they approved all the people for the teacher awards with Larry. They determine the elementary and middle school teachers and are working on the high school teacher.

ii. Industrial and Service - Yezdi B. Pithawalla

No report

c. Chemical Education - Ryan Warren

Rob said that we don't get much from Ryan. Joe said that Ryan doesn't respond much to his email.

b. Chemistry Olympiad - Ann Sullivan (Find new leadership)

Ann gave the 1st and 2nd year exams. She doesn't want to serve the role again. For the ACS Olympiad exam – Ann said that the exam is way too hard. Ann mentioned that the ACS exam provided by the national committee is getting way too hard. We need to find ways to get into the home school. Home school students have emailed her regarding their interests in joining in and she doesn't have an avenue to do it with them. Ann said that she had the ability to bring in 12 students for the national Olympiad Exam. 3 parts tests. Long day. One of them is a lab test. Ann said that 9 students came, out of the 20 invited. She had three big schools with about 10 students taking the 1st year exam. The 1st year exam is done in March and students are not prepared since they haven't covered most of the materials in class. The 2nd year exam is even more challenging. Most of the students are coming from the Northeast, Philadelphia, Chicago, Princeton, Washington, San Francisco, San Diego and these area does training for their students that are nominated and they do better on the exam. For someone who wants to continue this role, he/she will need to communicate effectively with the teachers. Denise ask a question about what are the benefits of the teachers for participating? Ann said that the teachers are busy with their teaching schedule and not a huge benefit to them. Ann said that we need to continue with the program – good for name recognition. Ann said that the State is getting rid of the chemistry SOLs for the next year. Linette said that whoever takes over the role can work with the AACT. Ann said that most of the VA state schools participating this year are the private schools. Ann suggest putting a tasks force together to help with this committee.

“The ACS Virginia Section Executive Committee greatly appreciates Dr. Ann Sullivan for her 15 years of hard work and dedication to the Chemistry Olympiad Committee and for making it such a great success.”

e. Community Activities - Kristine Smetana

“TAKE NOTE: THE CHEMISTRY OF PAPER.” Andrew presented the report for the CCEW event held last month at the Science Museum of Virginia (SMV). A total of 7 teams presented. 421 people attended. 54 volunteers (16 ACS members). Andrew said that the main takeaway was distinguishing who came to our main event and who came to the SMV activities. Denise said that the event was heavily advertise including in a family magazine. Janet suggests using a CCA survey to help evaluate the success of the event. Andrew mentioned that the event was advertise at Afton but only 1 family showed up. Denise mentioned that the slime night event was good, 30 volunteers, 2500 guests. They've given away SWAGs they got from the ACS at the CCEW event. Ann stress that we need to have more chemistry activities at the Science Museum programming. Janet said that Andrew's report is excellent and looks great for ChemLuminary award nominations.

f. Entertainment - Kenneth Chapman

Denise said that the attendees for this year so far at our section meetings is about average. Ann ask about how can we revitalize the attendance. Joe is pushing to get a meeting in January of next year at

Enthalpy Labs – tobacco. They are willing to share on marijuana. Denise suggest about ways to increase attendance for less attended event – change the topics/types of activities.

Joe suggest that we need a task force for chemistry Olympiad. Denise suggests talking to people outside to see if people would be interested. Ann suggest splitting the job a bit so that it has more of a committee structure. **Janet suggest to Joe to email the 56 EB members about their interests for the program. Joe will send out an email.**

g. Government Relations - Rebecca Rose Pompano

No report

h. History Committee - Larry White

No report

i. Media and Public Relations - Krista Weissbart

Ann said that there is a yearly report from 1993 until 2017 on the website. Denise said that the media stuff is in the CCEW report.

j. Membership Hospitality – Gregory Grover

Greg introduced himself as chair of the committee. Greg said that a new member information sheet is attached. He asked if he needs permission to send out the template? Everyone approved. Sarah and Jim Beck can provide Greg with a list of the new members. Want to do a buddy system, talk to Greg if you want to learn more. Greg wants to know who to talk to about the new member welcome letters. He can get in touch with Todd Koch for the template. Greg can get in touch with Ann about the new website about engaging new members. New members can have a free dinner to a monthly meeting if they bring the welcome letter. Greg asks if new members can get a badge at the section meetings? Greg can get in touch with Kenneth about this. Greg is asking if anyone would like to be a ringer to talk to new members at section events? Denise signed up. No welcome package exists for new members. We need a great template on how to share about the benefits of the VA ACS section. Greg welcomes hearing about the benefits of getting involved with our local section. Greg asks if anyone would like to be a buddy? If so, they can get in touch with him. Linette said that if new members in her area (schools/Merck) can meet up with experienced members for coffee. Joe Crockett said that the WCC/YCC can organize activities in the Bridgewater/JMU area. Joe will try to find someone to help lead the WCC/YCC activities in their area. Ann suggest working with the WCC/YCC spreading word out about the recruiting and buddy event, also at the local section events before starting new membership engagement events. Greg suggest that he can partner with other committees to help increase new members engagement.

k. Minority Affairs – Hyacinth Yarabe/Charlene Crawley

No report.

Ann suggests doing half of the committee reports earlier in the year (January) and half later in the year (May) since there is not a lot to discussed for every meeting. They will discuss at the January Meeting. Ann suggests asking if officers and committee chairs have reports, if not, they can be taken off the agenda. The head of each committee can decide if they'll want to report. **Committee members can email Julian/Sarah about when they'll like to represent their report at upcoming executive committee meeting.**

l. Nominations - Kathleen Spangler

The report was presented earlier in the meeting

m. Publications – Jim Beck

Ann said that we need to worry about succession for Jim. Stephanie suggests having someone work with him. Ann stressed that we need to find someone to replace him. Philip said that whomever takes over doesn't have to write the bulletin as great as Jim. It will be hard to replace him. Ann suggests someone younger that would be interested in this kind of work. Stephanie said that Jim is the assistant to planning the section meetings. Denise stressed on the buddy system and how it can help with getting new members engaged in the section.

n. Project SEED - Mike Hunnicutt

No report

o. Safety – Joe Crockett

Kicked off safety project last Fall. Finish 50% of the information handed out. He listed the counties we need to get to. He asked if anyone would be interested to hand out the safety stuff.

p. Student Affiliates - LaChelle Waller

No report

q. Webpage - Ann Sullivan

Ann said that we need to ask what do we need to website to be for our members. We need to define that. Ann said that we need to talk about what we can suggest for the web developer. The Tasks Force needs to sit down and discuss what actions to take. Joe suggest setting up a phone call (WebEx) conversion to talk about the website. Greg is interested in getting involved. Kathryn said that she will set up the doodle poll. Rob is going to go ahead and pay the guy the \$1000 to get started. Joe asks if anyone else wants to be on the Task Force. Ann said send suggestions for the website to Joe, Ann, Kathryn and Greg. Greg said that the website looks very nice.

r. Women Chemists Committee – Stacey Sank

Stacey introduce herself has chair and mentioned that she has taken the position over from Stephanie. Stacey said that they are planning a career panel. Stephanie said that the student affiliate chapter at VCU is planning the panel event. Stephanie has given them a list of speakers that they can choose from. Stephanie met with the student affiliate chapter. Stacey said that they are planning a networking event for June. Stacey said that there was a suggestion for doing a tour of PPD and Mexican afterwards. Janet said it a good company for hiring BS students.

s. Younger Chemists Committee - Julian Bobb

Julian shared about the activities that they have done this Spring. He shared about the Career Talk at Virginia State University, PROGRAM-IN-BOX webinar at UVA, Lab Safety & Career Talk at VCU, Slime Night and the CCEW events at the Science Museum of Virginia, and about the Earth Day celebration event at Pfizer. He even talked about attending a meeting for the planning of a management workshop with Joe and Stacey (WCC). The event would be a huge undertaking. Julian also shared updates about their Mentorship Program and about the upcoming activities they have planned for this Summer/Fall.

VIII. Other Reports

a. Action Items from the Strategic Planning Update, Dec. 1, 2018

- a. Goal 1, Strategy 3: (Janet Asper) **Inventory and define how to integrate new forms of communication strategies into the current constructs of the local section wherever possible.** Update about Hootsuite?

Good

- b. **G4-S2 (Phil/Linette): By January 2017, identify and support regional coordinators for ACS branded community activities.** Kristine to email coordinators to send reports about local section events to Ann for website and Jim for Bulletin.

Denise said that Kristine has people sending information to her.

- c. **Strategic Planning Goal 5 “Ensure financial resources are available to fund section activities over the next 50 years.”** Stephanie,

Joe, Stephanie, Denise, and Rob came up with a financial strategic planning. They identify 3 strategies. Rob will lead Strategy 2. Rob and people volunteering with Rob will look into ways for setting up an endowment. Stephanie asked Denise if she has anything to add. Rob response from Joe about the QuickBooks. Rob said he never used QuickBooks. Philip will volunteer to help out with Strategy 3.

- d. **Any new goals to be added to Strategic Plan?**

No new goals were discussed to be added.

IX. Adjournment at 9:06 PM

Joe asks about if anyone know anyone about the Vice-Chair position. Denise suggest revising the vice-chair roles/responsibilities. Joe ask Rob if we are good with the budget.

Joe asked for a motion to adjourn the meeting. It was seconded. Motion was approved. Meeting was adjourned at 9:06 PM.