Virginia Section of the American Chemical Society
Executive Committee Meeting Minutes
Pfizer Consumer Healthcare
1211 Sherwood Ave.
Richmond, VA 23220
Saturday, 14 May 2016
Refreshments Available – 8:30 AM
Meeting – 9:00 AM

Attendees: Janet Asper, Jim Beck, Rhonda Butts, Rob Davidson, Jim Demas, Tom Devore, Christine Farthing, Thad Hannel, Todd Koch, Joe Pompano, Kathleen Sink, Kristine Smetana, Ann Sullivan, Colleen Taylor, Denise Walters, Linette Watkins, Krista Weissbart

I. Call to Order at 9:06 AM

II. Approval of the Agenda
   a. Agenda approved

III. Presentation of Past Chair Pin to Todd Koch

IV. Approval of the Minutes from the January 2016 Executive Committee Meeting
   a. Minutes approved

V. New Business
   a. Results from 100th Anniversary Gala survey-Krista
      i. Results of survey indicated that:
         1. Most people did not attend due to busy schedules
         2. Most people enjoyed networking, recognition of its members and the history of the section
         3. ~63% of people felt that this event increased their interest in section involvement
         4. ~83% met someone new
         5. ~75% learned something new about the section
         6. Future suggestions were sent to the ACS National colleagues to incorporate this feedback for future events.
VI. Officer’s Reports
   a. Past Chair-no report
      i. Todd put forth a request for potential candidates for vice chair next year

   b. Chair
      i. Annual report is completed
      ii. Presentations were given in different forums using ACS as a model about volunteerism
      iii. Student Awards were presented at April meeting.
         1. Motion put forward to give students the next year on their membership
      iv. Denise met with Dr. Maurakis from the Virginia Science Museum, and he put forth requests from ACS for involvement in various activities (see Chair report)
      v. Options for free storage space is still TBD; Denise has contacted both the Science Museum and the Virginia Academy of Science

   c. Chair-Elect
      i. We have three meetings left (rescheduled date for Evonik is TBD, but tentatively in September)
      ii. Continuing to work on the mentor program
         1. Initial path was to place ownership of mentor/mentee relationship on the students, but that may not be optimal setup
         2. Currently looking for ways to get past several technical difficulties
         3. Need to increase transition of some responsibilities to YCC
      iii. Planning of the cross-sectional meeting (with Hampton Roads section) has begun (see YCC report for more details)
      iv. Look for potential nominee(s) for P3 Funding Opportunity by end of summer P3 (target is July in alignment with other awards)
         1. Jim Beck to put a request for nominations in summer bulletin
         2. Linette stated that SERMACS is looking for a July timing to get nominations in (target is to get all awards in by July)

   d. Vice Chair
      i. Worked in collaboration with YCC on organizing the cross-sectional meeting
         1. Date is set for October 1st
      ii. Was able to connect and communicate with her mentees
      iii. Will begin planning of the 2017 meetings
      iv. Set up a spot on the ACS website to store template documents allowing for easy access and availability

   e. Secretary
      i. No report

   f. Treasurer
      i. See attached report
g. Councilors
   i. Regular councilors and alternate councilors are both currently very active
   ii. See 2016 Environmental Scan Report

h. Trustees
   i. Total of $120,000 was invested
   ii. Ending balance for 2015 = $122,670.11
   iii. Current balance (as of March 31, 2016) was $122,190.81

VII. Old Business
a. Section Bylaws
   i. We took vote in February 2016, paperwork is completed, letter is drafted and will be sent today (14May16)

b. P3 Funding Opportunities
   i. See report from Chair Elect

c. History Committee
   i. Progress is being made and almost ready to place on website

d. Strategic Planning Retreat
   i. Committee: Denise Walters, Stephanie Mabry, Ann Sullivan, Krista Weissbart
   ii. Objectives:
       1. General mission statement and vision plan
       2. 3-5 year plan aligned with National ACS
       3. Long term financial planning
       4. Identify ways to best serve members
   iii. Expected Outcomes:
       1. Stakeholder Analysis
       2. Mission and Vision Statements
       3. 3-5 year Roadmap
       4. Portfolio to prioritize 6-12 month strategies
       5. Incorporation of other concerns (i.e. teambuilding, identify champions)
   iv. Details:
       1. 1.5 days (tentative dates 1st or 2nd weekend in October)
       2. Location: TBD (tentative in Short Pump, Richmond)
       3. Participants: 2 ACS Facilitators, max. 15 EC members
       4. Cost: Budget in process (4,500 to ACS facilitators)
       5. Funding to Date: 5,000 VA Section (submitted request for IPG (3k))
   vi. Potential Dates should include (1st choice) September 10th, (2nd choice) September 27th, and (3rd choice) October 8th
   vii. Have identified potential members and backups for the strategic planning
e. Facebook page ownership/monitoring/website refresh
   i. Krista and Brandi are looking to refresh the Facebook page by switching it to a page, reducing the number of admins to 1-2 people
   ii. Currently looking to link the Facebook page to the ACS website
   iii. Rhonda and Krista to start working with Ann at looking to reduce clutter on homepage and add a search bar to increase user ease for all demographics
f. Monthly Meetings-(cost/timing/locations)
   i. Thad working on details for adding a link in the website for people to have the option to pay for meetings using debit/credit cards
g. Storage – Awards, memorabilia
   i. Options for free storage space is TBD; Denise has contacted both the Science Museum and the Virginia Academy of Science

Break – 10:30 AM

VIII. Standing Committee Reports (~ 2 minutes each)
a. Awards
   i. Larry White is going to take over Education Awards
   ii. Todd Koch suggested we need to document the selection criteria for the Jerry Bass Award
b. Chemical Education-no report
c. Chemistry Olympiad
   i. Will be held at the University of Mary Washington
   ii. There were 13 schools that participated, 20 students nominated, max. 5 students will be selected and hosted at the University of Mary Washington
   iii. Ann put request forward for YCC to help communicate this to the teaching community
   iv. Joe Pompano to contact Mills Godwin High School
   v. Budget is ~2000-2500
d. Community Activities
   i. National Chemistry Week event was held at the Children’s Museum
      1. Kristine felt that the event went well
   ii. Earth Day event was held at RVA Earth Day
      1. Event was successful with lots of activity
   iii. Next National Chemistry Week theme is forensic sciences
      1. Plan is to do an activity at both the Children’s Museum and the Science Museum
e. Entertainment-Denise to contact Ken for report
f. Government Relations-not an active committee
g. Hospitality/Membership-no report
h. Industrial Relations-not an active committee
i. Media/Public Relations-no report
j. Minority Affairs-no report
k. Nominations-see comment above in past chair section
l. Publications and Webpage
   i. Only ~28% of people opened the bulletin email
   ii. Only ~4.7% of people actually go to the website after receiving an ACS bulletin email
   iii. 66-70% of people opened the ACS email on the computer rather than a mobile device
m. Safety-no report
n. Student Affiliates-Tom requested to use January report
o. Women Chests Comm.
   i. Summer networking event scheduled for June 2nd
   ii. Chemistry Career Panel to be held September 29th
   iii. There is a proposed chemistry week event at WestRock
   i. YCC hosted a happy hour event on February 17th (11 attendees, 1 guest)
   ii. On March 25th, the YCC held first dinner and talk event featuring Kathryn Deibler, Pfizer Consumer Healthcare
   iii. YCC hosted a happy hour event on April 27th (6 attendees, 4 guests)
   iv. See report for projected activities

IX. Other Reports

X. Adjournment at 12:00 noon

September Exec Committee meeting – TBD
Report to the Executive Committee
of the
Virginia Section of the American Chemical Society
May 14, 2016

Treasurer

On the second page is attached the budget summary for 2016 YTD.

Summary of Assets of the Virginia Section:

<table>
<thead>
<tr>
<th></th>
<th>1/1/2015</th>
<th>5/14/2015</th>
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<tr>
<td>Suntrust Business Money Market Performance</td>
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<td>Investment Account</td>
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<td>$122,670.11</td>
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<td><strong>Total</strong></td>
<td><strong>$142,548.55</strong></td>
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<td><strong>Year End Change</strong></td>
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<td><strong>$11,318.47</strong></td>
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Note: Change in the Investment Account balance can be found in the Trustees Report and is not included in this report.

The 990-EZ form for tax year 2015 was filed on May 12, 2016.

Respectfully,

Thad Hannel
Treasurer, Virginia Section
<table>
<thead>
<tr>
<th>Line</th>
<th>Category</th>
<th>Description</th>
<th>2016 Budget</th>
<th>2016 Actual YTD</th>
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<tr>
<td>1</td>
<td>ACS Allotment</td>
<td>Annual ACS Allotment</td>
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<td>Travel</td>
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<td>Program Revenue</td>
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<td>Dues</td>
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