

**Virginia Section of the American Chemical Society
Executive Committee Meeting Agenda**

Virginia Commonwealth University

Room: 3309 Temple Building

Saturday, 26th Jan. 2019

Refreshments available at 8:30 AM

Meeting – 9:00 AM- 12:00 PM

Attendees: Joe Pompano, Kathleen Spangler, Vanessa Lopez, Hiran Kiriarachchi, Shamara Weeraratne, Mike Hunnicutt, Rob Davidson, Jerry Bass, Ken Chapman, Phil Burks, Stephanie Mabry, Samy El-Shall, Jim Beck, Kathryn Deibler, Aaron Durr, Denise Walters, Sarah Porter, Jim Demas, Charlene Crawley, Janet Asper (via WebEx), Linette Watkins (via WebEx)

I. Call to Order at 9:00 AM

Joe called the meeting to order at 9:05 a.m. following mingling and snacks.

II. Approval of the Agenda and Minutes

Agenda approved as posted

Stephanie made a motion to approve the minutes of the September 2018 meeting. No corrections were made, the minutes were approved as posted.

III. Old Business

a. 2018 Budget Review & Discussion

Rob summarized the report from the 2018 budget. Last year we ended up about \$4000 better than anticipated (good news). Revenue was higher due to some donations (e.g. from Pfizer). The expenses were generally lower. Chemistry Olympiad budget will go into the 2019 budget. We did not pay the \$2500 for Project SEED as projected. In terms of YTD, check book balance was up a little bit, investment accounts were down a little bit.

IV. New Business

a. 2019 Draft Budget & Discussion

V. Officer's Reports

a. Past Chair – Kathleen Spangler

Kathleen summarized her report. Upcoming events: **Slime Night, March 8 at 4:30**. Need at least 10 people someone from ACS to help out – she is going to ask Julian to help out, but let Kathleen know if you can help. Mike suggested contacting Michael Smith and LaChelle for undergrad student affiliate help. Denise confirmed that we did authorize the \$2500 donation – Rob will coordinate with Kathleen to get that check sent. Denise suggested drafting a form or a process for auditing of sponsorship payments (as opposed to reimbursements). **Earth Day, April 20**. Andrew Young (SMV) will be reaching out to companies and Universities to come and run a table, so that ACS doesn't foot the entire bill. Theme is "Take a Note, Chemistry of Paper." Working on a bigger advertising plan. They will work with Kristine (community affairs) so won't need a separate line item on the budget.

Other: Landmark Naming at UVa – a lab in the basement of the Rotunda that they would like to have recognized as a National Historic Chemical Landmark and wanted to know if ACS would like to sponsor the naming. ACS might pay for a plaque, hosting a ceremony or event around the naming, but Kathleen is working on getting some numbers on cost. Send Kathleen an email if you are interested. Suggestion that we also reach out to the ACS Chemical History Division.

Joe presented Kathleen with the Immediate Past Chair Pin. Kathleen officially passed the gavel to Joe and thanked everyone for their help and support over the past year.

b. Chair - Joe Pompano

Joe submitted a Chair Elect Report for 2018. This report was the summary of 2018 meetings, and a summary of the strategic plan meeting from December. He briefly reviewed the action items that were discussed in December and asked for updates from the drivers. G1S3 and G3S3 - Janet is still working on these and will report back later. G2S2 - Joe will work with Kristine on this for upcoming meetings. G4S1 – Joe has talked to Susan Fournell-Ewell, high school teacher at St. Catherine's, who is already an ACS member and interested in getting involved in the Exec committee. G4S2 – Linette will work with Kristine to work on this item. G4S3 – Stephanie shared this spreadsheet and has printed copies if anyone wants them. The list can be used as a tool for the annual report.

New goals? Denise suggested we look at small grants from National Office. As an idea, the naming of the lab UVA could be subsidized by National Office (division of Chemical History). Anyone who proposes a new idea should look at external funding and ensuring that there is money in the budget. It would also be useful to have a central location where members could look for funding. Jerry asked if the Membership committee still works on the Innovative Programming Grants. That committee should use that avenue. Julian applied for one last year, the applications are short and easy. A lengthy discussion followed regarding the need for a financial strategist in the section, the amount of money sitting on for SERMACS, and other

financial consideration. Final suggestion was to come up with a GOAL and then work on the STRATEGY and how it fits into the strategic plan. A smaller group meeting of interested parties might be beneficial. Rob, Stephanie, and Denise will get to work on that.

c. Chair Elect – Samy El-Shall

Summary of upcoming meetings for 2019. Arista labs (now Enthalpy Labs, smoke and tobacco) is interested in hosting a meeting. Might be interesting to have a talk focusing on cannabinoid products, now that the FDA is starting to get involved in the cannabis/hemp industry. Janet also suggested that this FDA speaker could come to UMW in October and stream the talk.

Kathleen asked for award nominations by the end of January. Information about the different awards can be found on the website. It will be in the Jan. and the Feb. Bulletin. We have a nominee for the Distinguished Service award but still need nominees for the other awards.

d. Vice Chair – LaChelle Waller

LaChelle's report is on the website.

e. Secretary - Sarah Porter

Sarah asked for updated contact info for everyone in attendance.

f. Treasurer- Rob Davidson

Expense reimbursement form has been used successfully so far. Please use it to request reimbursements. It should be posted on the website – Rob will check to make sure that it is available. Draft guidelines for travel – discussion from earlier last year. Because travel is such a significant part of the budget, it is important to have some guidelines. Rob suggested that it should not focus initially on Councilor travel but on leadership, BCCE, etc. travel instead. He asked for feedback/comments. Regarding Councilor travel: ACS sets a maximum amount, up to 80% of the cost of travel. Roughly \$2000/Councilor/meeting. National office reimburses the section for 80% of the travel after the meeting. Suggestion from Janet to add a clause about Alternate Councilor travel. ACS only covers 50% for Alternate Councilor. Stephanie suggests that Alternate Councilor travel should be approved by the Committee. Denise suggested that a separate document needs to be drafted for Councilor/Alternate Councilor travel. A lengthy discussion followed about Councilor/Alternate Councilor travel and their commitments to national meeting attendance. Everyone should know in January what their commitments are, which should help with budgeting travel.

Other: We have lost our tax exempt status. It will require a LOT of paperwork to reinstate it. Rob will be working on it this year.

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

Linette had no news since last meeting in August. They are going to Orlando for the Spring meeting. She requested that at the next Exec meeting to make a report on SERMACS. We need to have a conversation about whether we want to put in a bid for SERMACS 2024 or beyond.

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

Phil and Stephanie summarized their reports. They make two recommendations: one is that the Treasurer not reimburse without proper authorization and paperwork and the second was regarding the travel guidelines. Stephanie thanked Rob for his work on this front. Phil summarized the account – investments have been successful this year. Jerry asked about the earnings. Phil reported that we earn about \$3000/year on the investment account, and we spend about \$5000/year. The projection is that this will last for about 20 years at the current rate of spending. Jerry suggested that we consider whether we really want to try and spend this down or if we should save it. A brief discussion on this followed – this might be something to bring into the discussion of the financial strategy for the section.

Before the break, Joe asked the new members to introduce themselves. New members of the YCC introduced themselves, Vanessa, Hiran, and Shamara, and Aaron Durr from Pfizer.

VI. Break – 10:30 AM – 10:40 AM

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

a. Archivist Committee - Sarah Porter

No report.

b. Awards

i. Education- Larry White, Greg Grover

ii. Industrial and Service - Yezdi B. Pithawalla

Jim suggested that we need to find a nominee for the Jerry Bass award (possibly Ann Sullivan).

c. Chemical Education - Ryan Warren

No written report submitted. Rob reported that we funded two teacher grants in 2018. Ryan will continue in this role, and they will ask Susan to get involved in this committee as well. Ken reported on our involvement with the AACT. Each state has a coordinator – Ken has not established communications with the new coordinator but will continue trying. Ken encouraged everyone to tell any chemistry teachers to get some information about AACT. He also reported on VAST. He attended a meeting several years ago and was disappointed at the amount of chemistry. Kathleen was recently invited to exhibit at the VAST annual meeting (professional development institute) in November. There was still very little chemistry – only four out of 162 exhibits and workshops. The vast majority of the conference focuses on biology, physics, and environmental science. Ken would like to keep working with VAST to increase the visibility of chemistry within that organization. He believes that it is because the organization is largely composed of elementary school teachers, who do not feel that they teach chemistry. Linette suggested that physics, biology, and environmental science are ahead of chemistry in including science education as a part of their programs. Another suggestion was made to reach out to their executive committee and ask them to attend our Exec meeting. Ken made a motion to change the line item for VAST dues in the budget from \$100 to \$500 to cover the exhibitor fee, so that we can continue to go to their annual meeting. The motion was seconded by Stephanie. The motion was passed to change the item in the DRAFT budget.

d. Chemistry Olympiad- Ann Sullivan

A letter will go out in the Bulletin to reach out to high school teachers for the 2019 Olympiad. Joe commented that it is difficult to reach high school teachers. He worked with Ann to write a letter to teachers for the Bulletin. He asked that anyone interested in working with this committee to contact him. The dates on the lab exam have not been established yet.

Jim suggested contacting someone at the state level to find out if we can get a list of HS chemistry teachers in the state or in the section, because it is important for a number of reasons that we be able to contact teachers. Several others lamented on the difficulty of reaching high school teachers. Linette suggested putting together a packet at the beginning of the school year and delivering it as we did with the safety packets. Denise has a contact at the state level and will reach out to her.

e. Community Activities - Kristine Smetana

Report submitted via email.

f. Entertainment - Kenneth Chapman

Report submitted. No questions.

g. Government Relations- Rebecca Rose Pompano

Rebecca expressed concern with getting involved only in officially sanctioned positions by the ACS and the Local Section.

h. History Committee- Larry White

Report submitted via email. He also mentioned the UVa landmark naming.

i. Media and Public Relations - Krista Weissbart

No report submitted. Joe suggested that we really focus on this over the coming year. Janet is going to look into HootSuite as a social media platform. Someone would need to be the curator of the account (possibly Krista – we should talk to her about it). A lengthy discussion following about using HootSuite and other platforms like Constant Contact. A line was added to the DRAFT budget for \$360

j. Membership Hospitality – ????

This committee needs a new driver. Denise knows someone in C'ville that might be interested in driving this. Denise or Kathleen will contact him.

k. Minority Affairs – Hyacinth Yarabe/ Charlene Crawley

Charlene highlighted some of the initiatives and restated the mission of the committee for the new members present. She discussed the student summit that was held last year and mentioned that it will be held again this year at Virginia State (along with ACS student affiliates and NOBCCHE). They are looking at speakers, including Gladys West who was instrumental in developing GPS technology. Denise suggested that this might be a good candidate for the IPG grant (there is a summer deadline in June). The second big initiative for this year is to have a presence in the K-12 schools, in collaboration with Dr. Michael Smith. They will coordinate with the 8th grade science teachers for chemistry activities and/or field trips.

A discussion followed about the Virginia Union agreement with VCU to allow students to take chemistry classes at VCU.

l. Nominations- Kathleen Spangler

No report, but she mentioned that Trustee and Vice Chair and one Councilor position will be open this year.

m. Publications – Jim Beck

Discussed the new members list, and advertising for Pittcon. This generated \$300 in ad revenue! Also new in the Bulletin – Sidney Harris cartoons. This was the result of a grant, and will be published for a year. Jim thanked everyone who contributed to the Bulletin. Jim thanked Kathleen for the Chair’s Corner column, and Joe and Samy for the meeting reports, and Ann for the website posting.

He mentioned that Ann has started putting the files on the website as Google doc files (instead of pdf) which not everyone can open. The bigger problem is the website, which will be cut off in May by nationals.

n. Project SEED - Mike Hunnicutt

Kathleen welcomed Mike as the new chair of the Project SEED committee. Mike summarized his four years of experience with Project SEED and the nine students who have completed the program at VCU since 2017. One of the goals is to increase awareness within the section as well as increase the number of participating sites. Another goal is to improve the recruitment process for participating institutions. He has worked with the NC section, who has some innovative ways of recruitment and contact for teachers and students. Funding request to the section – we hope for 4-6 students across the section. Request that the section support \$2500 this year for one student. Denise suggested that this should go into the overall financial strategy for the section.

o. Safety – Joe Crockett

Ken reported on the safety packets that Joe C. put together for the high schools in the section. Please see Ken if you are able to deliver envelopes.

Denise distributed a packet to the SMV. The new education chair has now built safety into their assessment routines.

p. Student Affiliates- Lachelle Waller

Report submitted by email.

q. Webpage - Ann Sullivan

Joe reported that WEBS is shutting down in May. Ann recommends that we put together a task force to find a new server. Kathryn reported that she talked to a web designer, and estimated a cost of about \$3000 to design a new website. This cost would include the design and finding a host. Suggestions: a college student could probably do the design for less than that. Joe recommended a task force, and Stephanie suggested that we need to go ahead and authorize

the task force to do what needs to be done before the May Exec meeting. We need to go ahead and put it in the budget. Task force will be: Joe P., Ann, Kathryn, Hiran. Motion made by Jim and seconded by Denise to put a line item in the DRAFT budget for \$3000 to give the task force something to work from. Motion passed.

r. Women Chemists Committee– Stacey Sank

Stephanie presented a draft report that Stacey will finalize when she gets back from the leadership institute. They need a location for the annual career panel, usually in October (could be 20 – 40 students?).

s. Younger Chemists Committee- Julian Bobb

Hiran summarized the YCC activities for 2018. Main goals for 2019: Reevaluate the mentorship program, leverage networking events at University and business partners, and foster community engagements. Hiran summarized planned activities for 2019.

Budget Discussion

Rob presented a proposed budget for 2019, which included projected revenue and projected expenditures. Some discussion followed about the projected \$11,000 deficit, but some of this is carried over from last year and some income is not accounted for. We also might be able to move more out of the investment account.

Rob made a motion to approve the draft budget, Stephanie seconded. The motion passed.

IX. Adjournment at 12:24 p.m.