



Virginia Section of the American Chemical Society
Executive Committee Meeting Agenda
Virginia State University
Room 230/232 Hunter McDaniel Building
1 Hayden Drive
Petersburg, VA 23806
Saturday, 21st Jan 2017
Meeting – 9:00 AM- 12:00PM

Attendees: Janet Asper, Jerry Bass, Jim Beck, Phil Burks, Ken Chapman, Charlene Crawley, Rob Davidson, Jim Demas, Tom DeVore, Christine Farthing, Todd Koch, Heather Lourenco, Stephanie Mabry, Joe Pompano, Rebecca Pompano, Kathleen Sink, Ann Sullivan, Colleen Taylor, Denise Walters, Bill Welstead, Larry White, Hyacinthe Yarabe, Karl Jackson

- I. Refreshments
- II. Call to Order at 9:30 AM
- III. Denise presented appreciation gifts to members actively participating and driving strategic planning meeting
- IV. Denise Walters passing of the Gavel to Colleen Taylor
- V. Colleen Taylor presentation of the Pin to Denise Walters
- VI. Approval of the Agenda
 - a. January 21, 2017 agenda approved
- VII. Approval of the Minutes from the December 2016 Executive Committee Meeting/Strategic Planning Unveiling
 - a. Add Denise Walters to the attendees in the minutes
 - b. Minutes approved (with amendment of addition of Denise Walters)
- VIII. Old Business
 - a. Continued Section Storage – Denise Walters
 - i. Discussion of potential storage solution(s) for leftover ACS supplies was initiated by Denise Walters



- ii. Kristine Smetana, Denise Walters, Ann Sullivan and Colleen Taylor to go through ACS supplies and reduce items as needed
 - iii. Motion put forth to authorize Colleen Taylor to move forward with continued storage unit use
 - 1. Motion approved
 - iv. Motion put forth to authorize Denise Walters and team to go through supplies and reduce items for storage
 - 1. Motion approved
 - v. Christine Farthing to send email requesting information of any items in off-site storage by members.
- b. Section Jobs Manual SOP – Denise Walters
- i. Kristine Smetana, Kathleen Sink and Denise Walters are working to update the section job manual. Ann Sullivan suggested using the by-laws as guidance.
- c. Credit Card Use for paying online and/or onsite for meetings
- i. Do we need to purchase a section tablet with apple pay device as an option to collect electronic funds at events?
 - ii. There were concerns and suggestions raised including, but not limited to, fees, online security, hand-off of tablet, storage, etc.
 - iii. Thad Hannel to evaluate potential options with pros/cons and present at next EC meeting.

IX. New Business

- a. New Committee Chairs – Introductions/Move to Approve
- i. Charlene Crawley and Hyacinthe Yarabe to serve as co-chairs for the minority affairs committee
 - 1. Karl Jackson stepped down but to serve as at large member
 - ii. Lachelle Waller will serve as chair of Student Affiliates
 - 1. Colleen Taylor to serve as co-chair until Lachelle is comfortable in position.
- b. At Large Membership - Colleen Taylor
- i. Karl Jackson will stay on as an at large member
 - ii. Scott Gronert is now listed as an at-large member
 - iii. Rob Davidson and Colleen Taylor working to increase Math, Science, Innovation, Center (MSIC) and VA Science Museum engagement and participation



1. Open House at VA Science Museum on Feb 2nd-if anyone is interested, please feel free to attend and network for the section!
- c. Committee Operational Goals Statements - Colleen Taylor
- i. Colleen has charged the committee chairs
 1. Committees to have at least two members to be considered actual committees by ACS. The spirit of requiring other members is to increase participation of new members (not those already active).
 2. Increasing participation and engagement from our non-active members by identifying co-chairs, if appropriate, and potentially assigning meaningful tasks to otherwise non-active members to help promote retention and engagement.
 3. Description needed to be delineated by each committee chair by May meeting to clarify current perceived charge as bylaws only vaguely describe the committees.
 4. Description to be included on the website so volunteers and membership have a better sense of what each committee does.
- d. General Email Accounts for Section Officers – Colleen Taylor/Christine Farthing
- i. Colleen to check in with ACS to see if we have a general email option for section correspondence
 - ii. Contact information for Colleen Taylor is 804-585-5277 (text first)
 - iii. General Announcement Best Practices - Colleen Taylor
 1. Correspondence to continue via Christine Farthing unless ACS email option is identified.
 - iv. Calendar Events/Action Dates Request – Ken Chapman
 1. Correspondence to continue via Christine Farthing as calendar event to utilize technology for efficiency.
 2. Could offer technology training to improve use of email tools such as calendar if needed.
 3. Ken Chapman suggested to put a header in subject line (ex. “ACTION NEEDED”) to help people identify if the email requires immediate response or no response at all
- e. Strategic Plan Management Team- Colleen Taylor
- i. Denise Walters to serve as a facilitator for this team
 - ii. Facilitator official role description to appear online.
- f. Strategic Planning Team (Denise Waters)
- i. Motion put forth to approve the strategic plan

1. Motion approved.
 - g. Defining Regions of the Section
 - i. Phil Burks and Linette Wilkins strategic plan report to be posted online with regions defined.
 - h. Picture and document storage/access
 - i. The section will need to identify a storage option to collect electronic pictures/documents that has a large storing capacity
 1. We will also need to identify a systematic approach to naming so that members/details in the picture can be attached to the pictures for future referencing.
 - ii. We are currently using the website, but this is not optimal for storage of *all* pictures/documents.
 - iii. Ann Sullivan suggested forming an ad hoc historian committee to evaluate options and organize this.
 - iv. Todd Koch suggested to also evaluate a device (ex. terabyte drive) in the event of electronic failure
 - v. Christine Farthing to seek input via email for electronic storage options in the email for physical storage options (see above)
 - i. Tax ID
 - i. Section is exempt for state taxes, but could not reap the benefit without a valid federal tax ID
 1. We now have a federal tax ID number
 - ii. Thad Hannel will look into what is needed for the state tax status and complete form(s) required.
 - j. ASQ (American Society for Quality) Collaboration
 - i. Denise Walters working with Lisa El-Shall on drafting a plan to collaborate with ASQ
- X. Officer's Reports
- a. Past Chair – Todd Kotch (outgoing), Denise Walters (incoming)
 - i. See Denise Walters past chair report. Report will include in her draft annual report (due Feb 15th)
 - ii. Todd Koch stated that elections were successful with over 90 respondents
 - b. Chair - Denise Walters (outgoing), Colleen Taylor(incoming)
 - i. Colleen Taylor reported that several of her initiatives are described in other reports (Minority Affairs, Entertainment committee)



- ii. Colleen Taylor to send report in written form to Christine Farthing

BREAK-10:49

- c. Chair Elect – Colleen Taylor (outgoing), Kathleen Sink (incoming)
 - i. Meeting speakers until April 2017 have been secured.
 - ii. One meeting to be held on a Thursday to align with strategic plan initiative (March 16, 2017 meeting, Altria, Richmond, VA)
 - iii. Joe Pompano and Kathleen to organize a mentor “help session”
 - 1. This activity will be budgeted under the WCC
 - 2. Could potential also be an area for collaboration with ASQ
 - 3. YCC to take over the mentor-mentee program
 - 4. Details to follow
- d. Vice Chair – Kathleen Sink (outgoing), Joe Pompano (incoming)-no report
- e. Secretary - Christine Farthing- no report

Treasurer- Thad Hannel

- i. See attached report
- f. Councilors - Kristine Smetana, Ann M. Sullivan and Linette Watkins
 - i. August-National Meeting (Philadelphia, PA) update-unemployed chemists are eligible for a free ACS membership, which has now been extended for up to 3 years.
 - ii. Thank you to the councilors for their active involvement.
 - 1. Jim Beck suggested potentially drafting an article to include in the bulletin to highlight the work of our councilors and alternate councilors
 - iii. Request put forth to funnel any ideas/themes for National Chemistry Week, Earth Week, etc. to Janet Asper
 - iv. Next National meeting in April 2017 (San Francisco, CA) will be more expensive than last national meeting.
 - v. Councilors asked to report individual activities in reports highlighting each contribution such as attendance at specific meetings, votes on initiatives affecting the section etc. Colleen Taylor offered to help with more communication offline to clarify if needed.
- g. Trustees - Philip P. Burks, Stephanie Mabry and James N. Demas
 - i. The investment fund 2016 year-end balance was 124,113.08



- ii. Recognition and presentation of award to Stephanie Mabry as Volunteer of the Year

XI. Standing Committee Reports

a. Awards

- i. Should the Gerald Bass Award be presented at the December meeting?
 1. Motion put forth to distinguish the Gerald Bass Award from the Distinguished Service Award
 - a. Motion approved
- ii. Education- Larry White (Incoming), Eileen Downey (Outgoing)
 1. No report
 2. Larry White suggested re-visiting past applicants for current awards as we had a number of worthy candidates
 3. Ann Sullivan suggested putting one of our previous teachers up for the SERMAC award

iii. Industrial and Service - Yezdi B. Pithawalla

1. No report at this time

b. Chemical Education - Ryan Warren

- i. Rob Davidson's activities at metro Richmond STEM fair noted to be part of this committees activities.
- ii. Rob to contact Ryan Warren to inquire about his interest in continuing as Chemical Education Chair.

c. Chemistry Olympiad- Ann Sullivan

- i. Ann Sullivan is currently updating email/ mailing addresses for teachers
- ii. Ann Sullivan is currently in the process of getting the exam, and hopes to have an email out ~1st of February soliciting participation from teachers

d. Community Activities - Kristine Smetana

- i. No report at this time

e. Entertainment - Kenneth Chapman

- i. Ken Chapman is looking for suggestions on demonstration procedures
- ii. Meeting attendance has been fairly predictable over the last few years
- iii. Janet Asper to look at finding out how many people viewed the Mary Washington meeting online.

f. Government Relations- Rebecca Rose Pompano

- i. Committee put out a survey in the fall with ~80 responses
- ii. Most favorable program suggested was a "science café" where people can come and talk about current science-related news/events

- iii. Rebecca Pompano is looking for volunteers to help assist in planning these activities.
- iv. Denise Walters to talk with Rebecca Pompano on possibly overlap with VA Science Museum activities
- g. Media and Public Relations - Krista Weissbart
 - i. No report at this time
- h. Membership Hospitality –
 - i. No report
 - ii. Todd Koch looking will take over as chair for Will Lewis
 - iii. Will Lewis will serve ex officio
 - iv. Kathryn Deibler serving with Todd Koch to make the two member minimum
- i. Minority Affairs –Karl Jackson (Outgoing), Hyacinth Yarabe/ Charlene Crawley (Incoming)
 - i. Report in electronic form to be provided for upload
 - ii. Hyacinth Yarabe reported on behalf of Karl Jackson on Minority Affairs report
 1. The section was awarded the P3 Regional Award the Hyacinth Yarabe and Colleen Taylor accepted at SERMACS meeting in Columbia SC
 2. Students presented at national NOBCChE Conference on collaboration to form joint ACS/NOBCChE Chapter
 - iii. Colleen Taylor to inquire about reducing ACS membership fee for NOBCChE members
 - iv. Yarabe Hyacinth and Charlene Crawley described major summit for minority students in the section in collaboration with NOBCChE
- j. Nominations- Todd Koch (Outgoing), Denise Waters (Incoming)
 - i. No report at this time
- k. Publications – Jim Beck
 - i. See report
- l. Safety – Joe Crockett
 - i. ACS has published guidelines for chemical safety and it has been sent to all 15 chairs of the Universities of our section
- m. Student Affiliates- Tom Devour (Outgoing), Lachelle Waller/Colleen Taylor (incoming)
 - i. Still looking for responses from UMW and W&M (usually active schools)
 - ii. Ask of people to submit activities to the committee to be highlighted

- iii. One challenge with this committee is that there is not a lot of faculty that are willing to volunteer for this service
 - iv. Tom Devour to serve ex officio for the committee
 - v. Colleen Taylor reported that Lachelle Waller and she had met and discussed ways to improve the number and student member and student affiliates.
- n. Webpage - Ann Sullivan
- i. Website continues to have some challenges
 - ii. Ann would like to minimize contact information on the website to just affiliation and email
- o. Women Chemists Committee– Stephanie Mabry
- i. Thanked various groups for the support of 2016 events
 - ii. Kathryn Deibler has agreed to help with communications for this group
 - iii. 9th annual WCC career discussion event will be hosted at VUU in fall 2017 (Date TBD ASAP)
 - iv. Request for increase in budget by \$2000 (total budget \$3000) to allow room for speaker travel and food costs. (Approval granted, see Budget 2017 below)
- p. Younger Chemists Committee- Heather Lourenco
- i. Focus of 2016 was increased engagement in the section
 - ii. 2016 successful events were (1) happy hour networking meetings and (2) a large collaborative career workshop held at W&M
 - iii. 2017 goals-bowling social/networking event, rollout of modified mentor program, host another career workshop focused on skills, possible technical workshop with RCDG
 - iv. Requesting a \$2000 budget includes a \$100 website fee that may be reoccurring if trial goes well will comeback with this in May.
 - v. YCC to take over mentoring program. Several changes made to continue to improve the service. Mentors to contact YCC (see section Website)
- XII. Budget for 2017
- a. Science Museum is having an illumination gala (April 8th) as a fundraiser and seeking sponsorship
- i. Motion put forward to donate \$3000 (sponsorship gives ½ page listed in program, and n=4 guest tickets)
 - 1. Motion approved
 - ii. Denise Walters to get with Thad Hannel on adding to budget



- iii. Motion put forward to put \$1000 total as a travel line in the budget
 - 1. Motion approved
- iv. WCC is requesting a 2017 budget of \$3000
- v. YCC is requesting a 2017 continued budget of \$2000 (with \$100 of that re-occurring for website)-no change for this year
- vi. Minority affairs is requesting a 2017 budget of \$4000 to help fund the summit as this has anticipated higher costs
- vii. Government Affairs is requesting a 2017 budget of \$500
- viii. Denise Walters pointed out that the invoice for the facilitators (~\$4500) was not applied in the current budget report
 - 1. Thad Hannel and Denise Walters to work through this
- ix. General motion put forward to approve all budget modifications listed here with other line items to remain as is.
 - 1. Motion approved

XIII. Other Reports

- a. Strategic Planning Champion Updates-moved to next meeting due to time constraints. Updates to be posted online.

XIV. Adjournment at 12:48

May Exec Comm meeting – TBD