

Virginia Section of the American Chemical Society
Executive Committee Meeting Minutes
J. Sargeant Reynolds Community College

700 East Jackson Street, Richmond, VA 23219

Room 670

Friday, May 18, 2012

Attendees:

Present

Chair: Karen Carter

Chair Elect: Joe Crockett

Treasurer: Stephanie Mabry

Secretary: Rob Davidson

Councilors: Jerry Bass, Ann Sullivan, Pat Barber, Janet Asper, Kristine Smetana, Sheryl Baldwin

Trustees: Phil Burks, Jim Demas, Bill Welstead

Other members of the Executive Committee present: Jim Beck, Will Lewis, Tom Devore. & Ryan Warren

- I. Call to Order – 6:35 pm
- II. Approval of Agenda – 6:37 pm
- III. Approval of the Minutes from the January 2012 Exec. Committee Meeting – 6:40 pm; Ann Sullivan made a motion to approve with a change to indicate we did find evidence of providing a grant to the Virginia Association of Science Teachers. Motion approved
- IV. Efforts to re-establish tax-exempt status for the section – 6:41 pm
 - A. The IRS has rejected our application to re-establish the tax-exempt status of our section. The major reasons for this rejection as per the IRS were:
 1. They did not accept either our by-laws or our original 1915 ACS charter as qualifying organizational documents.
 2. We don't qualify under Notice 2011-43 because our annual group receipts for 2007-2009 averaged more than \$25,000. So our application fee is \$850 instead of \$100.
 3. We need to submit documentation explaining why we failed to file our tax forms plus attach past due tax forms.
 4. We need to explain what steps will be taken to make sure we submit annual tax forms in the future.
 - B. Steps underway to correct these "deficiencies"
 1. We consulted with both the National ACS office and Jerry Schaefer, the lawyer ACS is providing to assist us, and determined that the best path forward was to submit new Articles of Association. Mr. Schaefer, working with some of our members, has prepared these for us. Rob Davidson presented these to the Executive Committee. Phil Burks made a motion to accept the Articles of Association and it was approved unanimously. We need to get signatures from all officers, trustees and councilors on the official copy and provide this to Mr. Schaefer for submission to the State of Virginia.
 2. We agreed to submit the additional \$750 to the IRS (see Budget section below).
 3. A document has been prepared and approved by Mr. Schaefer explaining why we failed to file our tax forms. In addition, we have contracted with an

accountant specializing in tax-exempt organizations to assist us in preparing the tax forms.

4. The following wording will be included in the revision to our Section's bylaws and Job Manual: "To prevent the Section from failing to file in the future, the Section's Treasurer will now be required to present a copy of the annual 990 form filed each May to the Trustees for their inspection."

V. Officers' Reports – 6:50 pm

A. Chair: Karen Carter – Oral report

1. Noted that we have had good attendance at recent meetings
2. Thanked Stephanie Mabry for helping keep things on track

B. Chair-Elect: Joe Crockett - written report

1. List of proposed meetings for the rest of the year; December meeting to be at John Tyler Community College.
2. Trying to line up speakers for the fall; Marinda Wu, ACS President-elect was suggested as a possibility
3. Flying Squirrels game in Richmond on July 22 or 23; \$10 tickets (non-nose bleed); email invite to go out

C. Vice Chair – no report

D. Secretary: Rob Davidson – minutes from January Executive Committee meeting and March Tax-exempt Tax force meeting

1. New conflict of interest policy approved previously
2. Need all members of the executive committee to submit a "Conflict of Interest Disclosure" form

E. Treasurer: Stephanie Mabry – written report

1. Budget to be done on a cash basis
2. 2012 budget- to-date presented (see revisions under New Business)

VI. Councilors: Jerry Bass – written report 7:15 pm

1. 2 Candidates have been selected to run for President- Elect
2. Pat Barber will hit the 6 year term limit on CEPA
3. We were nominated for 5 Chem Luminary awards in 2011 based on our annual report;
4. Safety in colleges and universities is a big issue right now; we have a committee but it is not active
5. Much focus on employment issues
6. Our Councilors have good contacts with the ACS Board; we need to take advantage of this.

VII. Trustees: Bill Welstead – written report (7:40 PM); need to get trustees and Treasurer together to sort out what to do with money;

VIII. Job Manual – still in the works; need resolution

IX. Break – 7:55 PM

X. Committees 8:10 PM

A. Awards: Sheryl Baldwin – oral report; Fred Hawkridge won the section's 2011 distinguished service award, Jack Brown (BI) won the section's 2011 Industrial innovator award

B. Chemical Education: Ryan Warren - written report including two new grant proposals;

1. Jim Beck made a motion that we give matching \$300 awards to schools for science and/or chemical activities;
2. Ann Sullivan moved that we approve the grant applications including the matching awards; passed unanimously.

- C. Chemistry Olympiad: Ann Sullivan - written report
 - 1. Wants to add an award for highest average score for a school; minimum number would need to take the exam;
 - 2. Some leading area schools (Maggie Walker, Clover Hill) have stopped participating in the Chemistry Olympiad. Need to figure out how to get them re-involved.
 - 3. Community Activities: Christine Smetana – written report on successful CCED event; request to participate in 6th Annual Step UP for Down Syndrome Family Festival in the fall
 - D. Entertainment – no report
 - E. Government Relations: Sheryl Baldwin noted that LAN notifications (now Act4Chemistry notifications) come directly from ACS and are not meant to promote or support any political view.
 - F. Hospitality / Membership - no report
 - G. Industry / Professional Relations - No report
 - H. Media/Public Relations - no report
 - I. Nominations: Stephanie Mabry- oral report; looking for suggestions for candidates for 2013; Kristine Smetana is interested in becoming a councilor; we need a vice-chair candidate; Bill Welstead will make contacts at Pfizer; also would like to have an officer from Univ. of Richmond and BI.
 - J. Publications: Jim Beck – written report
 - 1. Still need back-ups for Jim (publications) and Ann (webmaster)
 - 2. Still trying to collect old section awards;
 - K. Safety – no report
 - L. Student Affiliates: Tom Devore – oral report; JMU student affiliate working with VA School for the Deaf
 - M. Women Chemists: Stephanie Mabry – oral report; luncheon planned for June 8th, Sheryl Baldwin hosting; Virginia Union workshop planned for the fall
 - N. Younger Chemists – No report;
- XI. Task Forces - 8:55 PM
- A. Local sections – Janet Asper looking at options for UMW meeting; electronic survey of what members want to be planned; committee (Scott Gronert, Karen Carter, Ann Sullivan and Phil Burks) to develop further by September
 - B. By-laws – the need for revision re-emphasized as a result of our tax-exempt struggles; Jerry Bass again noted that Eddie Thomas formerly headed up the National By-laws committee and should be involved in this effort; Sheryl Baldwin agreed to get Eddie Thomas contact information for Joe Crockett and Janet Asper
- XII. SERMACS: Joe Pompano sent out a note stating that he is putting together the final report for the ACS and still waiting for 2 people to send their sections. In addition, he noted that SERMACS still has not gotten the \$25000 donation from VCU.
- XIII. New Business – 9:08 PM
- A. Pat Barber suggests we set up a Job Club for people looking for work; needs to be Richmond based; info on website; need a facilitator
- XIV. Budget – 9:10 PM – Changes to the 2012 budget as follows:
- 1. Increase administrative to \$3000 for costs associated with re-establishing our Tax exempt status; Motion by Janet Asper; approved unanimously
 - 2. One time \$1000 donation to the VA Academy of Science; Motion by Karen Carter; approved unanimously

3. \$50 set aside for Kizer Award for chem student at the VA Academy of Science; Jerry Bass will explore how best to do this; Motion by Bill Welstead; approved unanimously.
4. Increase Community activities by \$500 for 6th Annual Step UP for Down Syndrome Family Festival
5. Decreased Councilor Travel and Education Grants by \$2000 each
6. Increased Transfer from Reserves to balance
7. Interest in doing something with the Virginia Science Museum noted; need to contact David Hagen for input
8. Rob Davidson made a motion to approve the revised budget; passed unanimously.

XV. Adjournment – 9:15 PM