



**Virginia Section of the American Chemical Society  
Executive Committee Meeting Minutes  
Pfizer Consumer Healthcare  
Saturday, 30 January 2016  
Meeting – 9:00 AM**

Attendees: Jerry Bass, Jim Beck, Rhonda Butts, Ken Chapman, Rob Davidson, Christine Farthing, Thad Hannel, Karl Jackson, Todd Koch, Stephanie Mabry, Joe Pompano, Kathleen Sink, Colleen Taylor, Denise Walters, Ryan Warren, Krista Weissbart

- I. Call to order at 9:04 AM
- II. Passing of the gavel
  - a. Colleen Taylor recognized for volunteer contributions to the section
- III. Approval of the Agenda
  - a. Agenda approved, no oppositions
- IV. Approval of the minutes from the September 2015 Executive Committee Meeting
  - a. Agenda approved, no oppositions
- V. New Business
  - a. Leadership Institute
    - i. Christine Farthing spoke on P3 grant funding opportunity discussed at the 2016 ACS Leadership Institute
    - ii. Colleen Taylor to spear head looking into P3 funding opportunities
  - b. Addition of Logos to award cups
    - i. Motion put forward to put standard section logo on Jefferson cup and plaques
      1. Motion approved, no oppositions
  - c. Facebook page ownership/monitoring
    - i. Colleen Taylor has a student (Brandy Forte) interested in working on ACS Facebook page
      1. Colleen to put Brandy in contact with Krista Weissbart (Media/PR)
    - ii. Brandy and Krista to decide how to move forward with social media accounts (i.e. determine an administrator vs. support role, set up a best practices list for posts, comments, etc.)
  - d. Monthly meetings-Cost/Time/Location
    - i. Colleen Taylor, Thad Hannel, and Joe Pompano to work together on organizing a list of alternatives (Thad to lead initiative)



- ii. Jim Beck provided a list of current policies and practices on dinner and social hour costs (see attached documents with headers “Policies and Practices on Dinner and Social Hour Costs” and “Dinner Prices”)
    - iii. Suggestion to investigate having members pay for dinners prior to meetings via online resources (Paypal, Eventbrite)
  - e. Reallocation of YouTube Contest Funds
    - i. Recap: YouTube contest was not very successful-no students entered
      - 1. Feedback: (1) student membership requirement was off-putting, (2) it was too complicated, (3) lack of engagement from other local sections)
    - ii. Motion approved to re-allocate YouTube funds (\$300.00) to poster session hosted with the Hampton Roads section
  - f. Storage-Awards/memorabilia
    - i. Several items leftover from ACS 100<sup>th</sup> Anniversary Gala (posters, holders, pens, pins, etc.)
      - 1. Jim Beck suggested to bring a few posters to section meetings
      - 2. Jim Beck and Denise Walters to work together to put items in a time capsule at the state library
      - 3. Jim Beck and Denise Walters to work together on identifying a storage solution
  - g. Pin Sales
    - i. Ken Chapman to sell Virginia section pins for \$5.00 at upcoming meetings
  - h. Endowment
    - i. Bill Welstead and Jerry Bass to lead this committee, collaborate, and reconvene at the May EC meeting
- VI. Officer’s Reports
  - a. Past Chair
    - i. No Report
    - ii. Todd Koch is currently working on drafting the Annual Report
  - b. Chair
    - i. YouTube fund reallocation (see above section “Reallocation of YouTube Contest Funds” for discussion highlights)
    - ii. Denise Walters to give a talk about volunteerism and building leadership at ASQ and thanked everyone for submitting quotes to include in presentation



- c. Chair Elect
  - i. Colleen Taylor provided list of upcoming section meetings
    - 1. January 22<sup>nd</sup> - Cancelled
    - 2. February 19<sup>th</sup> – University of Richmond Powell Lecture -Dr. Dennis Liotta, “Drug Discovery in Academia”
    - 3. March 18<sup>th</sup> – Awards Meeting Virginia State University -Dr. Nicholas Farrell and Mr. Larry White
    - 4. April 15<sup>th</sup>– Poster session longer this year, moved up to 5PM- Speaker -Dr. Joseph Chipuk: Signature Science “Threat Chemistry – White Spies Needed”
    - 5. September TBA – Teacher’s Awards and Tour at Evonik Richmond. Organizational meeting with Evonik postponed due to weather - Dr. Frank Schmidtman
    - 6. October 14<sup>th</sup> – Bridgewater.
    - 7. November TBA – Mary Washington
  - ii. Colleen Taylor put request in for mentors for the mentor program
    - 1. Denise Walters and Todd Koch volunteered to serve as mentors
    - 2. Contact Kathleen Sink to serve as mentor within the next couple of weeks
- d. Vice Chair
  - i. Kathleen Sink to assist Heather Lourenco and Rhonda Butts in transition for YCC
  - ii. Mentor Match Program flyer attached in Kathleen’s report-can scan sheet using smartphone to sign up as mentor
  - iii. YCC and RCDG to plan collaborative hosting of a separation science/chromatography workshop in 2016
  - iv. Kathleen Sink is in the process of planning 2017 meetings
- e. Secretary
  - i. No report; see approved minutes of 2015 September EC meeting.
- f. Treasurer
  - i. See attached report
  - ii. Suggested to send two people to the ACS Leadership Institute next year (see budget adjustments in section XI. Budget for 2016 below)
  - iii. Stephanie Mabry suggesting decreasing line 15b

BREAK-10:32 am



- g. Councilors
    - i. No report
  - h. Trustees
    - i. Balance at end of 2016 was \$122,670.11.
      - 1. \$5,000 to be transferred to Thad Hannel, treasurer
- VII. Old Business
- a. Section Bylaws
    - i. Motion to move by-laws changes forward- motion approved, no oppositions
      - 1. Member vote to be conducted at the February 2016 meeting
  - b. Section Jobs Manual
    - i. Jobs manual is listed on the website
    - ii. Krista Weissbart, Rhonda Butts, and Ann Sullivan to collaborate on “refreshing” website for clarity and user ease
  - c. Investment Account Spending Plan
    - i. Spend \$5,000 per year (discussed in Trustee section)
  - d. History Committee
    - i. All of the Chapter history will be available in 2016
    - ii. Jim Beck requests that standing committee meetings take minutes and photos of meeting and submit to Jim Beck for history additions
  - e. Strategic Planning Retreat
    - i. Denise Walters suggests submitting IPG in Fall for the Strategic Planning Retreat
    - ii. Denise Walters suggests forming a committee to organize event
      - 1. Stephanie Mabry and Krista Weissbart volunteered to assist in planning event
    - iii. Thad Hannel to add a line in the budget for \$5,000.00 to host this event
- VIII. Standing Committee Reports (~ 2 minutes each)
- a. Awards-no report
    - i. Education
    - ii. Industrial, Innovation, and Service
  - b. Chemical Education (Ryan Warren)
    - i. Three grants were submitted last year (Rappahannock High School, Boushall Middle School, and Colonial Beach Elementary School)
      - 1. Grant applications are attached to report
  - c. Chemistry Olympiad-no report



- d. Community Activities -no report
- e. Entertainment
  - i. Ken Chapman to use logo from 100<sup>th</sup> Anniversary on name tags through end of Spring 2016 meetings, and convert to new section logo on name tags for Fall 2016
- f. Government Relations-committee has been removed, but Joe Pompano has mentioned his daughter's interest in heading this committee. To be discussed at next EC meeting.
- g. Hospitality/Membership-no report
  - i. Denise Walters and Christine Farthing to work together to get Will Lewis access to e-roster
- h. Industrial Relations
  - i. To be re-evaluated in the strategic planning
- i. Media/Public Relations-no report
- j. Minority Affairs-no report
  - i. Charlene Crawley to meet with committee (Colleen Taylor, Karl Jackson) and discuss possible collaborative efforts between ACS chapter and student affiliates and NOBCChE
- k. Nominations-no report
- l. Publications and Webpage
  - i. Jim Beck pointed out to view the back page of publications committee report and take a look at list of thank you's for 100<sup>th</sup> Anniversary Gala efforts
  - ii. Denise Walters suggests adding another person to the Publications and Webpage committee to shadow Jim Beck as a succession plan.
- m. Safety-no report
- n. Student Affiliates
  - i. Tom Devore has been contacting various Universities to get information about the status of the student affiliate groups for ACS and AXE
  - ii. Tom Devore listed JMU, Mary Baldwin College (MBC), and the University of Mary Washington (UMW) as active student affiliates (activities outlined in his report)
- o. Women Chemists Committee (WCC)
  - i. 2015 activities
    - 1. Networking events held for members
      - a. Attendance was generally low (n=5-7 attendees)



2. WCC cosponsored career panel event with minority affairs committee
- ii. 2016 Events in planning:
  1. Career panel to be held at University of Richmond
  2. Organizing an event geared towards younger (middle, high school) students
  3. A networking breakfast proposed
  4. Plan to hold a glass blowing demonstration at Research Glass
  5. Request that budget remains at \$1,000 for 2016.
- p. Younger Chemists Committee
  - i. Meeting Oct 14<sup>th</sup> at VCU to discuss plans for 2016
    1. Kathleen suggested implementing students in more activities (i.e. introducing speakers, etc.)
    2. YCC-RCDG Separation Science/Chromatography Workshop planning to begin
  - ii. YCC held a meeting Jan 27<sup>th</sup> (report given by Rhonda Butts)
    1. Topics discussed include: summer activities to include students that are home for summer, Carter Mountain Apple Orchard trip
    2. Requesting \$2,000 for 2016
- IX. Budget for 2016
  - a. YCC budget was increased to \$2,000.00
  - b. A line was added for co-sponsored poster event with Hampton Roads
    - i. Thad to order projectors using the \$300.00 YouTube re-allocation funds
  - c. Carry over \$500 for history committee
  - d. Minority Affairs Committee continue with \$2,000.00 funding for 2016
  - e. The \$1,000 spent for travel for the Jerry Bass award was moved to awards from special grants row
  - f. ACS Leadership institute doubled from \$400-\$800 to accommodate two attendees next year.
  - g. Motion put forward to approve 2016 budget-motion approved, no oppositions
- X. Other Reports-n/a
- XI. Adjournment at 11:47 am



Revenue and Expenses				
Line	Description	2015 Budget	2015 Actual YTD	2016 Budget
1	Annual ACS Allotment	\$ 13,043.25	\$ 13,035.51	\$ 13,068.78
2	New Member Commissions	\$ 500.00	\$ 345.00	\$ 400.00
3	Donations, Contributions (Industrial sponsorship)	\$ -	\$ 6,075.00	
4	Councilor Travel Expense Rebate	\$ 5,500.00	\$ 7,190.90	\$ 6,000.00
5	ACS Awards or Grants (e.g. IPG, Leadership Institute Travel Award, Nano-grant)	\$ 250.00	\$ 3,000.00	\$ 250.00
6	Program revenue	\$ -	\$ -	
7	Local section dues	\$ 4,500.00	\$ 4,252.75	\$ 4,500.00
8	Interest, dividends, Investment Account Gain (Loss)	\$ 6,000.00	\$ (8,362.15)	\$ 2,500.00
8a	Investment Account Transfer		\$ 10,000.00	\$ 5,000.00
9c	Special events and activities (Net income from fundraiser events)	\$ -		
10	Meals Program Receipts (Meetings, WCC and other Events)	\$ 4,000.00	\$ 3,606.96	\$ 4,000.00
	Gala		\$ 2,971.33	
11	Other revenue	\$ -	\$ 1,429.87	
<b>12</b>	<b>Total Revenue</b>	<b>\$ 33,793.25</b>	<b>\$ 43,545.17</b>	<b>\$ 35,718.78</b>
13	Subsidies to subsections, topical groups or affiliate groups			
	Community Activities (Earth Day, NCW) Committee	\$ 6,000.00	\$ 5,125.15	\$ 6,000.00
	Women Chemists Committee	\$ 1,000.00	\$ 740.18	\$ 1,000.00
	Chemistry Olympiad	\$ 2,500.00	\$ 1,683.46	\$ 2,500.00
	Student Affiliates (AXE student chapter for ChemFest, YCC webina	\$ 600.00	\$ -	\$ 500.00
	YCC Committee	\$ 750.00	\$ 748.03	\$ 1,000.00
	History Committee (Editor and poster presentation)	\$ 500.00	\$ -	
	Minority Affairs	\$ 2,000.00	\$ 1,553.18	\$ 2,000.00
14	Awards, scholarships, grants, etc.			
	Awards Committee (Teacher Awards, Membership Awards)	\$ 2,500.00	\$ 2,398.52	\$ 2,500.00
	Education Committee (Science Fair, Teacher Grants)	\$ 5,000.00	\$ 2,773.60	\$ 5,000.00
	Special Grants	\$ 150.00	\$ 1,150.00	\$ 150.00
15	Administrative expenses			
	15a Salaries	\$ -		
	15b Professional fees and payments to independent contractors	\$ 250.00		\$ 250.00
	15c Rent and utilities = Mailbox rental	\$ 56.00	\$ 102.71	\$ 60.00
16	Printing, publications, postage and shipping (Bulletin and all postage)	\$ 2,350.00	\$ 1,211.79	\$ 2,000.00
17	Local meeting expenses (includes speaker expenses, not meals)	\$ 750.00	\$ 652.16	\$ 750.00
18	Meals Section meetings and Executive Committee meetings	\$ 5,500.00	\$ 4,664.96	\$ 5,500.00
19	Travel subsidies to Councilors	\$ 10,150.00	\$ 13,273.33	\$ 11,000.00
20	Travel subsidy and fee for ACS Leadership Institute (Invoice from ACS)	\$ 400.00	\$ 425.00	\$ 400.00
21	Centennial Gala Event	\$ 5,000.00	\$ 14,530.94	
22	Other expenses			
	Election Expenses	\$ 25.00		\$ 25.00
	VAS Dues for 2015	\$ 100.00	\$ 100.00	\$ 100.00
	Tax form expenses (IRS User Fees, 1099 MISC filing fee)	\$ 25.00		\$ 25.00
	Bank Fees and charges	\$ 50.00	\$ 91.03	\$ 50.00
	Office Supplies	\$ 25.00		\$ 25.00
<b>23</b>	<b>Total Expenses</b>	<b>\$ 45,681.00</b>	<b>\$ 51,224.04</b>	<b>\$ 40,835.00</b>
24	Excess (Deficit)	<b>\$ (11,887.75)</b>	<b>\$ (7,678.87)</b>	<b>\$ (5,116.22)</b>

# **POLICIES AND PRACTICES ON DINNER AND SOCIAL HOUR COSTS**

## **I. OFFICIAL POLICIES (adopted January, 2008)**

- A. Students and high school teachers/spouses pay half the member price
- B. Retired members/spouses and retired teachers/spouses get a \$5.00 reduction from the member price (unless 1/2 of the member price would result in a lower cost)

## **B. LONGSTANDING SECTION PRACTICES**

- A. The Section pays for the dinners of the speaker and his/her immediate family members
- B. The Section pays for light refreshments at the Social Hour
- C. The dinner price at the University of Richmond is set by the University with no reductions (U of R provides a dinner subsidy for all who attend)
- D. Pizza is served at the Student Poster Session at the University of Virginia; the only reduction in price is 1/2 off for high school students)



## DINNER PRICES

MONTH	LOCATION	MEMBERS/ GUESTS	H.S. TEACHERS/ SPOUSES	RETIRES/ SPOUSES
Jan, 2015	VUU	\$19.00	\$10.00	\$14.00
Feb, 2015	U of R	\$15.00	\$15.00	\$15.00
Mar, 2015	RMC	\$18.00	\$9.00	\$13.00
Apr, 2015	UVA	\$8.00	\$4.00 (HS students)	\$8.00
<del>Sep, 2015</del>	<del>VCU</del>	<del>\$17.00</del>	<del>\$9.00</del>	<del>\$12.00</del>
Nov, 2015	UMW	\$20.00	\$10.00	15.00
Jan, 2014	Arista	\$13.00	\$7.00	\$8.00
Feb, 2014	U of R	\$15.00	\$15.00	\$15.00
Mar, 2014	VSU	\$18.00	\$9.00	\$13.00
Apr, 2014	UVA	\$8.00	\$4.00 (HS students)	\$8.00
Sep, 2014	VCU	\$17.00	\$9.00	\$12.00
Oct, 2014	JMU	\$20.00	\$10.00	\$15.00
Nov, 2014	UMW	\$17.00	\$9.00	12.00
Jan, 2013	RMC	\$17.00	\$9.00	\$12.00
Feb, 2013	VSU	\$18.00	\$9.00	\$13.00
Mar, 2013	U of R	\$15.00	\$15.00	\$15.00
Apr, 2013	UVA	\$8.00	\$4.00 (HS students)	\$8.00
Sep, 2013	VCU	\$17.00	\$9.00	\$12.00
Oct, 2013	Longwood	\$18.00	\$9.00	\$13.00
Nov, 2013	UMW	\$12.00	\$6.00	\$7.00
Jan, 2012	RMC	\$17.00	\$9.00	\$12.00
Feb, 2012	VSU	\$18.00	\$9.00	\$13.00
Mar, 2012	U of R	\$15.00	\$15.00	\$15.00
Apr, 2012	UVA	\$8.00	\$4.00 (HS students)	\$8.00
Sep, 2012	VCU	\$16.00	\$8.00	\$11.00
Oct, 2012	Bridgewater	\$18.00	\$9.00	\$13.00
Nov, 2012	UMW	\$18.00	\$9.00	\$13.00
Dec, 2012	JTCC	\$15.00	\$8.00	\$10.00