

**Virginia Section of the American Chemical Society  
Executive Committee Minutes**

Virginia Commonwealth University

Harris Hall

Room 4153

**Saturday January 18, 2014**

Meeting – 9:00 AM

**Attendees:**

Chair: Scott Gronert

Chair Elect: Todd Koch

Vice Chair: Denise Walters

Treasurer: Stephanie Mabry

Secretary: Dustin Haddenham

Councilors: Ann Sullivan, Kristine Smetana, and Linette Watkins (By Skype)

Trustees: Phil Burks, and Bill Welstead

Other members of the Executive Committee and Guests present: Rob Davidson, Ryan Warren, Don Shillady, Joe Pompano, Joe Crockett, Jim Beck, Pat Barber, and Yezdi Pthawalla.

I. Call to Order 9:05 – Scott Gronert

II. Approval of Agenda – Removed Minority Affairs per May 2013 minutes (Stephanie Mabry motion; approved unanimously)

III. Approval of the Minutes from May and September 2013 Executive Committee meeting- Remove past chair report since it is usually not completed (approved unanimously)

IV. New Business

A. Annual Report – Due February 15<sup>th</sup>.

1. Rough Draft of the past chair report need comment and suggestions. Submit and comments or suggestions to Joe Crockett ASAP

2. If you have any suggestions for other items to include in annual report please submit them to Joe Crockett, Ann Sullivan, or Kristine Smetana ASAP.

3. Officer reports need to be complete ASAP

B. Any other new business – February 11<sup>th</sup> ACS Webinar on Fragrances as possible YCC event. Need YCC chairs to organize. Possible candidates identified as Virginia Hudgens and Jon Jon Lee.

V. Officers Reports

B. Chair – Scott Gronert - Written report provided. (Labeled as Chair Elect Report)

C. Chair-Elect – Todd Koch - Written report provided. (Labeled as Programs Report)

1. October meeting will be held at JMU. Joe Crockett and Linette Watkins will work together to organize meeting.

2. March meeting at VCU with be moved to September. Al Nizary identified as a potential speaker for this meeting.
  3. Summer Meeting May be added – June suggested as the best time for meeting.
- D. Vice-Chair – Denise Walters – No written report provided. Vice chair training to be completed in Dallas during ACS meeting.
- E. Secretary – Rob Davidson – No written report provided. The new Secretary, Dustin Haddenham, was introduced.
- F. Treasurer – Stephanie Mabry – Written report provided.
1. Tax exempt status approved by IRS – It was decided that nothing needed to be completed for the gap years
  2. Scott Gronert – Thank you to all who put in long hours to work to fix gap in tax exempt status.
- G. Counselors – Written report provided.
1. Linette Watkins not listed as a counselor on our section roster. – Need to email or call national secretary office to switch Jerry Bass to Linette Watkins on roster – Dustin Haddenham and Ann Sullivan will work to complete this.
  2. If you have pictures taken at any of the sections events please send them to Kristine Smetana so she can include them in the annual report.
- H. Trustees – Written Report provided.
1. Need to explore possibilities for fund raising since it will be 15 – 20 years before we could host another SERMACs meeting.
    - a. Put together fund raising pamphlets using photos and information from past reports and events.
    - b. Operation Interface – Meetings where students can interface with industry and find out what industry is looking for when hiring
    - c. Chemical Contests put on by industry – Students solve chemical problems put together by industry.

## VI. Old Business

- A. Gifts for College Seniors – BI no longer providing funding for gifts since closing.
1. Section will fund gift but not matching contribution. A budget of \$500 was unanimously approved.
  2. Committee decided gift would be picked out by Section Chair.
- B. Job Manual – Listed on the VA section website.
1. Everyone should look at job description and see if it is accurate.
  2. Scott Groner will follow up with Ken to see what the status of this project.
- C. Bylaws – Need to be sent to bylaws group at national office for comments.
1. Ann Sullivan and Janet will work to submit bylaws to National Office.
  2. Linette Watkins to provide contact information for who the bylaws should be submitted to at the national office.

Break – 10:15 – 10:30

## VII. Standing Committee Reports

- A. Awards – Yezdi Ptiawalla – No written report provided.
  - 1. 60 attendees at award ceremony – Written report to be circulated later
  - 2. Need a system to identify award list for industrial and academic innovation awards
  
- B. Chemical Education – Ryan Warren -Written report provided.
  
- C. Chemistry Olympiad - Ann Sullivan – No written report provided.
  - 1. Notifications will be sent out to Teachers in January
  - 2. Joe Pompano is writing the 1<sup>st</sup> year exam and the 2<sup>nd</sup> year exam has been purchased
  - 3. Packets will be sent out starting in February and continue into later march
  - 4. Students will be informed in April
  
- D. Community Activities – Kristine Smetana – Written report provided.
  - 1. National Chemistry Week – There was a low turnout because it was the only day with good weather. Need a better way to advertise event to improve attendance. Dave Hagen is retiring so a new science museum contact needs to be identified.
  - 2. Pictures of events added as part of annual report. Pictures slides have been put together for every event completed.
  
- C. Entertainment – No report
  
- D. Government Relations – Will be eliminated and merged with media/public relations. (approved unanimously)
  
- E. Hospitality / Membership – no report
  
- F. Industrial Relations – no report (dormant)
  
- G. Media / Public Relations – Joe Pompano – No written report provided. Arista meeting in the Richmond Times Dispatch.
  
- H. Nominations – Need to find 2 two new people in the fall for Vice Chair and Treasurer position.
  
- I. Publications and Webpage - Jim Beck - Written report provided
  - 1. Electronic bulletins send out to all members with email addresses.
  - 2. 30% of emails are opened with 20% actually read
  - 3. 170 paper copies printed with 142 mailed out via 1<sup>st</sup> class
  - 4. Paper copies of all bulletins placed in archive
  - 5. Need to put pdf copies of bulletins on website for searching
  - 6. Current system reduces expenses which are at lowest value since 1993

- J. Safety – No report
- K. Student Affiliates – No report
- L. Women Chemists Committee – Stephanie Mabry – Written report provided.
- M. Younger Chemists Committee – No report – Need YCC chairs. Potential candidate identified.

VIII. Budget for 2014 – Stephanie Mabry

- A. Annual Revenue lower than previous year caused by no donations since BI is closing
- B. Investment income of ~\$3000 will be added as a line item
- C. Section to include \$1000 to pay some expenses for Janet at both national meetings since she is on a national committee. (approved unanimously)
  - 1. Approval of expenses like this will be done on a case by case basis.
- D. Scott Gronet to coordinate payment of monies for Chemometrics.
- E. Teacher awards will be given to teachers only unless outside support can be identified then matching grant will be implemented
- F. It was identified that a possible error had been made in the 2013 budget. An update will be sent out later.
  - 1. A motion was made to approve the budget until May at which point any differences would be sorted out. (approved unanimously)

IX. Other Reports

- 1. Potential to webcast section meetings so people who cannot attend would still be able to see lectures

X. Adjournment 11:30 AM

Next meeting Friday, May 2<sup>nd</sup> at the same location.