

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

Pfizer Consumer Healthcare

1211 Sherwood Ave.

Richmond, VA 23220

Saturday, 17 Jan 2015

Meeting – 9:00 AM

Attendees: Karen Carter, Joe Crockett, Scott Gronert, Rob Davidson, Stephanie Mabry, Todd Koch, Jerry Bass, Par Barber, Ann Sullivan, Kristine Smetana, Janet Asper, Jim Demas, Bill Welstead, Phil Burks, Ken Chapman, Joe Pompano, Colleen Taylor, Larry White, Ryan Warren, Tom Devore, Cheng Yang, Hyacinthe Yarabe, Denise Walters, Christine Farthing, Kathleen Sink, Thad Hannel, Linette Watkins

- I. Call to Order at 9:00 AM
 - a. Call to order at 9:17 am
 - b. Passing of pin to Scott Gronert
 - c. Passing of gavel to Todd Koch

- II. Approval of the Agenda
 - a. Agenda approved-no objections from members present at the meeting.

- III. Approval of the Minutes from the September 2014 Executive Committee Meeting
 - a. Minutes of the September 2014 executive committee meeting approved.

- IV. New Business
 - a. A website will be developed for mentorship of undergraduate chemistry students
 - b. Suggested to find a solution to help councilors and alternate councilors obtain funding
 - c. Suggested a new teacher program to give one or two ACS memberships to a teacher or institution to give to a teacher.
 - d. Suggested to give recognition/award for student research from April meeting
 - i. All in favor of awarding student posters (see Budget 2015 for more discussion and outcome)

- V. Officer's Reports
 - a. Past Chair
 - i. No written report-plan to submit by end of January 2015
 - b. Chair
 - i. Summary of 2014 meeting provided.

- c. Chair-Elect
 - i. Report provided and to be submitted later electronically summarizing attending leadership institute (Jan), VCU and VUU student presentations at Pfizer Consumer Healthcare, career profiles interview, competition for college students (YouTube video submissions)
- d. Vice Chair
 - i. No written report at this time
- e. Secretary
 - i. No written report at this time
- f. Treasurer
 - i. Written report sent 16Jan2015.
- g. Councilors
 - i. Report submitted online
 - 1. Noted: If we wanted to submit for an IPG innovation program grant: deadline is 31st Jan 2015. Another cycle available before October 2015 meeting.
 - ii. Ann is now on membership activities
 - iii. Linette is chairing the celebration for ACS scholars, elected to council policy committee
 - iv. Kristine is a full member of SOCED, on three different task forces, and a presenter for student awards
 - v. Janet is on the community activities committee
 - vi. Joe is on chemical safety
- h. Trustees
 - i. Income from distributions and capital gains was \$5422.78. The increase in account value of about \$9000 results from reinvestment of those gains, so that our number of shares increased.
 - ii. An abbreviated audit was performed-no discrepancies were found.
 - 1. Bill to send report to Todd Koch next week to formalize.

VI. Old Business

- a. Investment Account Spending Plan
 - i. Pat put a motion forward for Todd Koch to appoint a committee to discuss and settle the spending of our investments (~ \$9,000.00 USD).
 - 1. Motion approved.
- b. Centennial Anniversary Celebration
 - i. Proposed gala date is the week of 19 October 2015 with Dr. Diane Schmidt (proposed speaker) with venue TBD.

- ii. Ann put a motion forward to allot \$5,000.00 USD for the event
 - 1. Motion approved.
- c. History Committee
 - i. Volunteers are requested for various positions (see report for the full list)
 - ii. Publishing plan is web based
 - iii. Motion approved to put \$500.00 USD for hiring an editor
 - iv. Motion approved to select one of the councilors or alternate councilors to make a poster or presentation at the Boston meeting.
- d. Strategic Planning Retreat
 - i. Weekend retreat would be for about 10 section members (ex. Chair, Treasurer, Past Treasurer, Councilors, etc) costing approximately \$4,500.00 USD with the intent to align our goals with the national goals while also devising our own section goals.
 - 1. Retreat can be hosted locally if section provides travel costs for hosts.
 - ii. Rob suggested target 2016 for weekend retreat due to gala responsibilities in 2015.
 - iii. Todd suggested further evaluation of the costs-may be cheaper to host them and have more section members attend.
- e. Section Bylaws
 - i. Ann submitted to ACS-response anticipated in 3 to 5 months.
- f. Section Jobs Manual
 - i. Any changes to the jobs manual should be submitted to Ann for revisions.

Break – 10:30 AM

- VII. Standing Committee Reports (~ 2 minutes each)
 - a. Awards
 - i. Motion approved to add a \$25 prize for the 3rd place chemistry winner at the Metro Richmond STEM Fair
 - ii. Industrial, Innovation, and Service
 - b. Chemical Education
 - i. Seven grants going out to area schools (since the last meeting)
 - ii. Motion approved to increase budget to \$5,000.00 USD.
 - c. Chemistry Olympiad
 - i. Testing to occur in March (first year exam ordered, second year exam to be written by Joe)

- ii. Suggestion for methods to get homeschooled students involved-Janet to seek out potential hosts
- d. Community Activities
 - i. "Sweet Side of Chemistry" hosted at the Science Museum
 - ii. The University hosted a "Sweet Side of Chemistry" webinar which received positive feedback
 - iii. Event raised \$135,000.00 USD for families with children affected by Down's Syndrome
- e. Entertainment
 - i. Written report provided
 - ii. Suggested to promote remote attendance for activities
 - 1. Todd Koch would like a survey to better understand low involvement-suggested to start reaching out and making personal contact and use ownership for motivation
- f. Government Relations
 - i. Working to recruit a chair (colleen volunteered to assist with new chair)
 - ii. STEP programs to general assembly
- g. Hospitality/Membership
 - i. No report
- h. Industrial Relations
 - i. No report (not an active committee)
- i. Media/Public Relations
 - i. Report is on the website
 - ii. Suggested to plan for successor of this committee in the agenda for strategic planning
- j. Minority Affairs
 - i. Committee goals: to partner with local high school (Richmond Community), help promote skills for students seeking employment
 - ii. Motion approved to budget \$2,000.00 USD for this committee
- k. Nominations
 - i. Scott Gronert
- l. Publications and WebPage
 - i. Ann noted that ISM expenditures for 2014 were only \$1,300.00 USD for the bulletin
- m. Safety
 - i. Title suggestions are needed for a summary document on lab safety to be submitted to go on the bulletin
 - ii. Discussion of the possibility of updating the safety video online

- n. Student Affiliates
 - i. Written report submitted-report needs addition of U of R activity.
- o. Women Chemists Comm.
 - i. Report submitted outlining events of last year (2014)
 - ii. A planning meeting to be held at end of January 2015.
- p. Younger Chemists Comm.
 - i. Hosted first event "The Chemistry of Beer" (approximately 30 attendees)
 - ii. Looking for speaker for this years' presentation topic "Cannabis Chemistry"
 - iii. Motion approved to increase budget for this committee to \$750.00 USD
- VIII. Budget for 2015
 - a. Spreadsheet to be updated
 - b. History committee suggested hosting a logo contest for 100 year anniversary
 - i. Kathleen suggested YCC involvement
 - c. More discussion needed about donation to Science Museum (possibly donation in 2016)
 - d. Motion approved to award ACS student memberships to the top 3 posters in the April meeting
 - e. ACS mini grant for minority affairs-Yarabe to apply but budget for this committee to remain the same
- IX. Other Reports
 - a. For section award application-submit report of activities to Scott to post to website as soon as possible.
- X. Adjournment at 12:30 noon

May Executive Committee meeting – Friday evening, 15 May