



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

Pfizer Consumer Healthcare

1211 Sherwood Ave.

Richmond, VA 23220

Saturday, 14 May 2016

Refreshments Available – 8:30 AM

Meeting – 9:00 AM

Attendees: Janet Asper, Jim Beck, Rhonda Butts, Rob Davidson, Jim Demas, Tom Devore, Christine Farthing, Thad Hannel, Todd Koch, Joe Pompano, Kathleen Sink, Kristine Smetana, Ann Sullivan, Colleen Taylor, Denise Walters, Linette Watkins, Krista Weissbart

- I. Call to Order at 9:06 AM
- II. Approval of the Agenda
 - a. Agenda approved
- III. Presentation of Past Chair Pin to Todd Koch
- IV. Approval of the Minutes from the January 2016 Executive Committee Meeting
 - a. Minutes approved
- V. New Business
 - a. Results from 100th Anniversary Gala survey-Krista
 - i. Results of survey indicated that:
 1. Most people did not attend due to busy schedules
 2. Most people enjoyed networking, recognition of its members and the history of the section
 3. ~63% of people felt that this event increased their interest in section involvement
 4. ~83% met someone new
 5. ~75% learned something new about the section
 6. Future suggestions were sent to the ACS National colleagues to incorporate this feedback for future events.



- VI. Officer's Reports
- a. Past Chair-no report
 - i. Todd put forth a request for potential candidates for vice chair next year
 - b. Chair
 - i. Annual report is completed
 - ii. Presentations were given in different forums using ACS as a model about volunteerism
 - iii. Student Awards were presented at April meeting.
 - 1. Motion put forward to give students the next year on their membership
 - iv. Denise met with Dr. Maurakis from the Virginia Science Museum, and he put forth requests from ACS for involvement in various activities (see Chair report)
 - v. Options for free storage space is still TBD; Denise has contacted both the Science Museum and the Virginia Academy of Science
 - c. Chair-Elect
 - i. We have three meetings left (rescheduled date for Evonik is TBD, but tentatively in September)
 - ii. Continuing to work on the mentor program
 - 1. Initial path was to place ownership of mentor/mentee relationship on the students, but that may not be optimal setup
 - 2. Currently looking for ways to get past several technical difficulties
 - 3. Need to increase transition of some responsibilities to YCC
 - iii. Planning of the cross-sectional meeting (with Hampton Roads section) has begun (see YCC report for more details)
 - iv. Look for potential nominee(s) for P3 Funding Opportunity by end of summer P3 (target is July in alignment with other awards)
 - 1. Jim Beck to put a request for nominations in summer bulletin
 - 2. Linette stated that SERMACS is looking for a July timing to get nominations in (target is to get all awards in by July)
 - d. Vice Chair
 - i. Worked in collaboration with YCC on organizing the cross-sectional meeting
 - 1. Date is set for October 1st
 - ii. Was able to connect and communicate with her mentees
 - iii. Will begin planning of the 2017 meetings
 - iv. Set up a spot on the ACS website to store template documents allowing for easy access and availability
 - e. Secretary
 - i. No report
 - f. Treasurer
 - i. See attached report



- g. Councilors
 - i. Regular councilors and alternate councilors are both currently very active
 - ii. See 2016 Environmental Scan Report
 - h. Trustees
 - i. Total of \$120,000 was invested
 - ii. Ending balance for 2015 = \$122,670.11
 - iii. Current balance (as of March 31, 2016) was \$122,190.81
- VII. Old Business
- a. Section Bylaws
 - i. We took vote in February 2016, paperwork is completed, letter is drafted and will be sent today (14May16)
 - b. P3 Funding Opportunities
 - i. See report from Chair Elect
 - c. History Committee
 - i. Progress is being made and almost ready to place on website
 - d. Strategic Planning Retreat
 - i. Committee: Denise Walters, Stephanie Mabry, Ann Sullivan, Krista Weissbart
 - ii. Objectives:
 - 1. General mission statement and vision plan
 - 2. 3-5 year plan aligned with National ACS
 - 3. Long term financial planning
 - 4. Identify ways to best serve members
 - iii. Expected Outcomes:
 - 1. Stakeholder Analysis
 - 2. Mission and Vision Statements
 - 3. 3-5 year Roadmap
 - 4. Portfolio to prioritize 6-12 month strategies
 - 5. Incorporation of other concerns (i.e. teambuilding, identify champions)
 - iv. Details:
 - 1. 1.5 days (tentative dates 1st or 2nd weekend in October)
 - 2. Location: TBD (tentative in Short pUmp, Richmond)
 - 3. Participants: 2 ACS Facilitators, max. 15 EC members
 - 4. Cost: Budget in process (4,500 to ACS facilitators)
 - 5. Funding to Date: 5,000 VA Section (submitted request for IPG (3k))
 - v. Joe Pompano suggested Shalom House as a potential venue. Ann Sullivan to look into this option.
 - vi. Potential Dates should include (1st choice) September 10th, (2nd choice) September 27th, and (3rd choice) October 8th
 - vii. Have identified potential members and backups for the strategic planning



- e. Facebook page ownership/monitoring/website refresh
 - i. Krista and Brandi are looking to refresh the Facebook page by switching it to a page, reducing the number of admins to 1-2 people
 - ii. Currently looking to link the Facebook page to the ACS website
 - iii. Rhonda and Krista to start working with Ann at looking to reduce clutter on homepage and add a search bar to increase user ease for all demographics
- f. Monthly Meetings-(cost/timing/locations)
 - i. Thad working on details for adding a link in the website for people to have the option to pay for meetings using debit/credit cards
- g. Storage – Awards, memorabilia
 - i. Options for free storage space is TBD; Denise has contacted both the Science Museum and the Virginia Academy of Science

Break – 10:30 AM

- VIII. Standing Committee Reports (~ 2 minutes each)
- a. Awards
 - i. Larry White is going to take over Education Awards
 - ii. Todd Koch suggested we need to document the selection criteria for the Jerry Bass Award
 - b. Chemical Education-no report
 - c. Chemistry Olympiad
 - i. Will be held at the University of Mary Washington
 - ii. There were 13 schools that participated, 20 students nominated, max. 5 students will be selected and hosted at the University of Mary Washington
 - iii. Ann put request forward for YCC to help communicate this to the teaching community
 - iv. Joe Pompano to contact Mills Godwin High School
 - v. Budget is ~2000-2500
 - d. Community Activities
 - i. National Chemistry Week event was held at the Children’s Museum
 - 1. Kristine felt that the event went well
 - ii. Earth Day event was held at RVA Earth Day
 - 1. Event was successful with lots of activity
 - iii. Next National Chemistry Week theme is forensic sciences
 - 1. Plan is to do an activity at both the Children’s Museum and the Science Museum
 - e. Entertainment-Denise to contact Ken for report
 - f. Government Relations-not an active committee
 - g. Hospitality/Membership-no report
 - h. Industrial Relations-not an active committee



- i. Media/Public Relations-no report
 - j. Minority Affairs-no report
 - k. Nominations-see comment above in past chair section
 - l. Publications and Webpage
 - i. Only ~28% of people opened the bulletin email
 - ii. Only ~4.7% of people actually go to the website after receiving an ACS bulletin email
 - iii. 66-70% of people opened the ACS email on the computer rather than a mobile device
 - m. Safety-no report
 - n. Student Affiliates-Tom requested to use January report
 - o. Women Chests Comm.
 - i. Summer networking event scheduled for June 2nd
 - ii. Chemistry Career Panel to be held September 29th
 - iii. There is a proposed chemistry week event at WestRock
 - p. Younger Chemists Comm.
 - i. YCC hosted a happy hour event on February 17th (11 attendees, 1 guest)
 - ii. On March 25th, the YCC held first dinner and talk event featuring Kathryn Deibler, Pfizer Consumer Healthcare
 - iii. YCC hosted a happy hour event on April 27th (6 attendees, 4 guests)
 - iv. See report for projected activities
- IX. Other Reports
- X. Adjournment at 12:00 noon

September Exec Committee meeting – TBD



Report to the Executive Committee
of the
Virginia Section of the American Chemical Society
May 14, 2016

Treasurer

On the second page is attached the budget summary for 2016 YTD.

Summary of Assets of the Virginia Section:

	<u>1/1/2015</u>	<u>5/14/2015</u>
Suntrust Business Money Market Performance	\$5,747.84	\$19,749.14
Suntrust Primary Business Checking	\$14,130.60	\$11,447.77
Investment Account	\$122,670.11	\$122,670.11
Total	\$142,548.55	\$153,867.02
Year End Change		\$11,318.47

Note: Change in the Investment Account balance can be found in the Trustees Report and is not included in this report.

The 990-EZ form for tax year 2015 was filed on May 12, 2016.

Respectfully,

Thad Hannel
Treasurer, Virginia Section

Revenue and Expenses

Line	Category	Description	2016 Budget	2016 Actual YTD
1	ACS Allotment	Annual ACS Allotment	\$ 13,068.78	\$ 13,068.78
2	ACS Membership	New Member Commissions	\$ 400.00	\$ -
3	Donations	Donations, Contributions or Industrial sponsorship		\$ 500.00
4	Travel	Councilor Travel Expense Rebate	\$ 6,000.00	\$ -
5	ACS Awards or Grants	IPG, Leadership Institute Travel Award, Nano-grant, etc.	\$ 250.00	\$ -
6	Program Revenue	Program Revenue		\$ -
7	Dues	Local section dues	\$ 4,500.00	\$ 2,694.00
8	Investments	Interest, dividends, Investment Account Gain (Loss)	\$ 2,500.00	\$ 1.30
8a	Investments	Investment Account Transfer	\$ 5,000.00	\$ 5,000.00
9	Special Events	Net Income from Fundraiser Events		\$ -
10	Meals	Program Receipts (Meetings, WCC and other Events)	\$ 4,000.00	\$ 1,890.00
10a	Centennial Gala Event	Gala Registrations		\$ 60.00
11	Other Revenue			\$ -
12	Total Revenue		\$ 35,718.78	\$ 23,214.08
13	Subsidies to Section Committees		\$ 14,800.00	
13a	Subsidies to Section Committees	Community Activities (Earth Day, NOW) Committee	\$ 6,000.00	\$ 125.00
13b	Subsidies to Section Committees	Women Chemists Committee	\$ 1,000.00	\$ -
13c	Subsidies to Section Committees	Chemistry Olympiad	\$ 2,500.00	\$ 406.60
	Subsidies to Section Committees	Student Affiliates & YCC & Hampton Roads Sec. Event	\$ 300.00	\$ -
13d	Subsidies to Section Committees	Student Affiliates (AXE student chapter for ChemFest, YCC webinar)	\$ 500.00	\$ 23.91
13e	Subsidies to Section Committees	YCC Committee	\$ 2,000.00	\$ 258.65
13f	Subsidies to Section Committees	History Committee (Editor and poster presentation)	\$ 500.00	\$ -
13g	Subsidies to Section Committees	Minority Affairs	\$ 2,000.00	\$ -
14	Awards, scholarships, grants, etc.		\$ 7,650.00	
14a	Awards, scholarships, grants, etc.	Awards Committee (Teacher Awards, Membership Awards)	\$ 2,500.00	\$ 907.15
14b	Awards, scholarships, grants, etc.	Education Committee (Science Fair, Teacher Grants)	\$ 5,000.00	\$ 1,000.00
14c	Awards, scholarships, grants, etc.	Special Grants	\$ 150.00	\$ -
15	Administrative expenses		\$ 110.00	
15a	Administrative expenses	Salaries		\$ -
15b	Administrative expenses	Professional fees and payments to independent contractors	\$ 50.00	\$ -
15c	Administrative expenses	Rent and Utilities - Mailbox rental	\$ 60.00	\$ -
16	Bulletin Expenses	Printing, Publications, Postage and Shipping	\$ 2,000.00	\$ 411.28
	Local Meeting Expenses		\$ 8,250.00	
17	Local Meeting Expenses	Speaker Expenses	\$ 750.00	\$ 443.02
18	Local Meeting Expenses	Meals - Section and Committee Meetings	\$ 5,500.00	\$ 912.00
19	Travel Subsidies	Councilor Travel	\$ 11,000.00	\$ 7,362.65
20	Travel Subsidies	ACS Leadership Institute (Invoice from ACS)	\$ 800.00	\$ -
21	Special Events		\$ 5,000.00	
21a	Special Events	Centennial Event Expenses		\$ 36.00
21b	Special Events	Strategic Planning Event	\$ 5,000.00	\$ -
22	Other expenses			
22a	Other expenses	Election Expenses	\$ 25.00	\$ -
22b	Other expenses	VAS Dues for 2016	\$ 100.00	\$ -
22c	Other expenses	Tax form expenses (IRS User Fees, 1099 MISC filing fee)	\$ 25.00	\$ 4.45
22d	Other expenses	Bank Fees and Charges	\$ 50.00	\$ -
22e	Other expenses	Office Supplies	\$ 25.00	\$ 5.00
23	Total Expenses		\$ 47,835.00	\$ 11,895.61
24	Excess (Deficit)		\$ (12,116.22)	\$ 11,318.47