

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

J. Sargeant Reynolds Community College
700 East Jackson Street, Richmond, VA 23219
Room 631

Friday May 17, 2013
Meeting – 6:30 PM

Attendees:

Chair: Joe Crockett
Chair Elect: Scott Gronert
Treasurer: Stephanie Mabry
Secretary: Rob Davidson
Councilors: Ann Sullivan and Kristine Smetana
Trustees: Phil Burks, Jim Demas and Bill Welstead

Other members of the Executive Committee and Guests present: Jim Beck, Joe Pompano, Tom Devore, David Hagan, Larry White, Ken Chapman and David Lahti

I. Call to Order 6:35 pm – Joe Crockett

II. Approval of Agenda – added discussion about Merck Index gift for top seniors

III. Approval of the Minutes from Jan 2013 Executive Committee meeting- corrected to show that only one Pat Barber attended (Stephanie Mabry motion; approved unanimously)

IV. New Business – 6:40 PM

- A. Joe presented Ken Chapman with his 50 year certificate;
 - 1. Questions about what do we do for 50 and 60 year honorees;
 - 2. We have invited them to attend a section meeting at no cost – mixed success
 - 3. Will encourage recent honorees to attend the September section meeting
- B. Need to change names of some of our committees to better align with annual report; may require by-laws update.
- C. Merck indices – no longer have access to free copies to present to top college seniors; cost \$150 a piece; What should we do for seniors? Try to find a corporate sponsor? Comments that Merck Index is not so useful anymore; Other suggestions included ACS coffee cup, ACS gift certificate or another scientific book? We agreed to make a decision at the January 2014 Exec com meeting; everyone was encouraged to email suggestions in advance.
- D. Science Museum request – David Hagan (written report); periodic table café up and running – did not need ACS money at this point but the Science Museum may come back with a future request.

V. Officers Reports (6:55 PM)

- A. Chair – Joe Crockett oral report; turnout a bit light for the April meeting at UVA (bad weather that evening contributed).
- B. Past Chair – no report

- C. Chair-Elect – Scott Gronert written report
 - 1. Section meetings planned for the rest of the 2013 section meetings;
 - 2. Needs to get with Eileen Downey regarding Teachers' award for VCU Sept meeting;
 - 3. Not likely to have BI as sponsor for teacher's awards this year but will check; if no sponsor, will not be able to give extra \$300 to winning schools
 - 4. Arista opened up a new lab; could have meeting there in 2014

- D. Vice-Chair – no report

- E. Secretary – Rob Davidson written report
 - 1. Need to update Executive committee membership and committees; Rob will prepare a proposal which will include a listing of currently inactive committees.
 - 2. Email distributions – will develop one for the entire Exec. Committee and one for officers, councilors, trustees and committee chairs;
 - 3. Conflict of interest forms – now have an almost complete set; determined that updated forms are not required to reflect changes in position.

- F. Treasurer – Stephanie Mabry presented 2012 actual expenses and 2013 draft budget
 - 1. Received our ACS allotment
 - 2. Stephanie needs contacts to send some of the donations approved for 2013
 - 3. Expected \$23 K deficit for 2013; trustees not comfortable with running this high a deficit
 - 4. Tax forms filed (990-EZ for 2012 and amended 990-EZ for 2011); Should we put these on our website?
 - 5. SERMACS 2011 money has been transferred and will be reported as a donation in 2013; Trustees have opened an account with Scottrade and the money will be moved there

- G. Trustees – 7:20 PM Phil Burks (written report)
 - 1. Investing money through Scottrade in two conservative funds
 - 2. Phil and Bill Welstead are signatures on the account
 - 3. The goal is to make the money last 20 years which means we can run an annual deficit of \$5 - 8K.
 - 4. Made the following changes to the 2013 budget to reduce deficit
 - i. Reduced Community Activities by \$1000
 - ii. Moved planned Education workshop to 2014 (\$3000)
 - iii. Eliminated Science museum support for 2013 (\$5000)
 - iv. Moved Chemometrics conference donation to 2014 (\$5000)
 - v. Reduced travel for Leadership Inst. by \$400
 - 5. Will put together a grant request to fund education (\$10K?); Kristine and Ann will summarize our educational activities; initial target – Altria (need to get help from Yezdi)
 - 6. Bill Welstead (written report) – spreadsheet summarizing section assets since 2003

- H. Councilors – 7:45 PM Ann Sullivan (written report)
 - 1. Summarized councilor activities at the Spring National meeting
 - 2. All VA sections to stay in District II (favorable change)
 - 3. Local section allotment formula changed but should not impact us

VI. By laws – no report

VII. Standing Committee Reports 7:50 PM

- A. Awards – no report; Teacher’s awards have been decided
- B. Chemical Education – no report; \$1000 has been spent on grants in 2013
- C. Chemistry Olympiad - Ann Sullivan (written report)
 - 1. Number of participants down slightly in 2013
 - 2. Most of the money spent is for student awards/lapel pins
 - 3. Request to give plaques and checks to the top schools; motion by Jim Beck approved to allocate two \$250 school awards (\$500 will be moved from Educational Grants)
- D. Community Activities - Kristine Smetana (oral report)
 - 1. Earth Day Celebration at John Tyler CC on April 13th
 - 2. Amazing Earth Day event with tremendous turnout
 - 3. JTCC provided \$4K in funding for science events
 - 4. Need more ACS volunteers if we want to submit for national awards

Break at 8:15 PM

- E. Entertainment (8:25 PM) – Ken Chapman (written report): summary of attendance at 2013 section meetings
- F. Government Relations – no report
- G. Hospitality / Membership – no report
- H. Industrial Relations – no report (dormant)
- I. Media / Public Relations – no report
- J. Minority Affairs – committee eliminated
- K. Nominations – Karen Carter is the new chair; will need candidates for Vice Chair and Secretary
- L. Publications and Webpage - Jim Beck (written report)
 - 1. Summary of 2013 Bulletins
 - 2. Trying to get more people to receive the bulletin electronically to reduce costs; High School teachers still on hard copies

M. Safety – no report

N. Student Affiliates – Tom Devore (oral report): Virginia Academy of Science coming up; next year it will be at JMU

O. Women Chemists Committee – Stephanie Mabry (written report)

1. Networking event planned with the Society of Women Engineers for June 8th at Maymont
2. Chem. Career panel planned for November 8 at UMW before the section meeting;
3. Looking into working on the Girls in Science event in the fall

P. Younger Chemists Committee – Kristine would like to put together an event at the Science Museum; more of a Student Affiliates event; Can we get a national grant to subsidize?

VIII. Other items

1. Decided to have an officers meeting on Sept. 20 at 5 PM before the VCU meeting; will review both action items from the May Executive Committee meeting and any changes to the budget
2. Joe Crockett will contact Karen about nominations for 2014

X. Adjournment 8:50 PM