

SCHB Exec Comm January 16, 2023

Attending Members: Harry Elston, Neal Langerman, Arlene Garrison, Bill Carroll, Barry Streusand

Others present: Marge Matthews, Sheila Murphy, Janet Bryant, Flint Lewis

1. Notes from December meeting were approved as corrected.
Action item: Arlene will distribute minutes renamed "final."
2. Councilor update – Flint Lewis reported on current status
3. The expo booth and small business booths were discussed. A decision has been made and communicated to not recruit businesses for the Spring 2023 meeting. After discussion, the group decided that future efforts to recruit small businesses should also be ended.
Action: Janet will provide a short write up about the failed experiment of SCHB hosting small business row, which was initiated with an IPG and has not been sustainable without that funding.
4. Treasurer's report
 - a. SCHB 2023 Budget has been posted on the Annual Report site. The group discussed the budget.

Neal made the following motion, seconded by Harry and approved unanimously:

SCHB chooses to opt-out of the 2023 Councilor travel-expense reimbursement program.

Action: Harry will send a note to the current Councilor.

Action: Review and indicate any suggested changes to the posted budget this week.

- b. Leadership Conference Support- determined that no one was attending for SCHB and this does not need to be included in the 2023 budget
- c. 1-day registrations – Indianapolis-
Action: Neal will ask Joe how many are needed and adjust the budget.
- d. Bank account/Quickbooks Status
The new Bank of America account has been established and \$20K was transferred from the Vanguard account.

Neal made the following motion, seconded by Harry and approved unanimously:

MOTION:

Neal Langerman is the Treasurer of the ACS Small Chemical Businesses Division and is authorized to execute financial transactions with the Vanguard account (account # 9902152442) including deposits, withdrawals, adding and removing additional signatories, and all other transactions as needed.

The current authorized signatories, James (Jim) Skinner and Denise Merkle, shall be removed from the account as signatories as soon as possible. The current division Chair, Harry Elston, shall be added as co-signatory, as soon as possible.

Neal made the following motion, seconded by Harry and approved unanimously:

MOTION:

The Division Treasurer is authorized to transfer all funds from the Beth Page Federal Credit Union account (account # 9994523067) and the associated savings account to the Bank of America account (account # 3251 5749 9731). Denise Merkle, the assistant to the Treasurer is authorized to assist, as needed. The BPFUC accounts will be closed upon transfer of funds.

- e. Sheila clarified that the recent block grant can be used for any member services needed and encouraged the use for networking.
5. Nominations Committee Updates
- a. Bill and Barry proposed a process and timeline for elections as follows. The election will likely be held after the Spring ACS meeting to allow discussion with potential candidates at that meeting.

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Nomination Approach

- i. Confirm list of positions to be filled, terms, and job descriptions.
 - ii. Send letter to solicit interest from members with two week deadline.
 - iii. Request recommendations from reorganization committee from membership roster with same deadline.
 - iv. Request official list of members for voting from ACS one month before election is planned.
 - v. Two weeks after letter to solicit interest, collate interested parties and add recommendations.
 - vi. Make list of three ranked possibilities for each position if sufficient people exist. Otherwise use what we have. (1 week)
 - vii. Contact candidates to gain approval and to make sure each understands the situation. (two weeks)
 - viii. Present slate to executive committee for approval.
 - ix. Send out slate for vote.
6. Chair's and Programming updates
- a. Programming
 - i. Luncheon and Reception for Hach Award symposium in progress. Have contacted ACS and they are assisting. It looks like it will work.
 - ii. Xu Simon appointed and accepted Programming Chair. Mike Mazotta does not have the time.
7. Update from Website Admin (Harry) – We don't have an updater, yet. This is not seen as urgent, as Tracy is updating essential items.
8. Annual Report. Arlene has posted the draft administrative report and updated items based on feedback. The report will be submitted later this week.
- Action: Review and comment on any recommended changes**
9. **Next meeting set for February 16 at 5 pm Eastern.**
- Action: Arlene to send Zoom link.**

**NOTE: Minutes were approved by email vote 1/17/2023.
Signed, Arlene Garrison, SCHB Interim Secretary**