

SCHB Exec Comm December 8, 2022

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

Others present: Marge Matthews, Sheila Murphy, Janet Bryant

1. Notes from November meeting were approved as corrected.
Action item: Arlene will distribute minutes renamed "final."
2. Councilor update – Harry updated the group on the ongoing communications with Flint
3. Treasurer's report
 - a. Per action item in the October minutes, Neal reported that the SCHB reimbursement form is now on the web site. Neal has received copied of the IRS filings for the five previous years which will help with the report he will file.
 - b. Neal reported that the webinar for treasurers clarified that ACS does not provide Directors and Officers insurance for Divisions.
Action item: Neal will investigate D&O insurance for SCHB.
 - c. Financial Health- Neal reported that there is approximately \$18K in savings and less than \$100K in the Vanguard account. The budget for 2022 continues to project a loss. He is drafting a balanced budget for 2023.
 - d. Bank of America and Quickbooks update. Neal is meeting with BOA tomorrow and hopes he has all the necessary paperwork. Quickbooks will be implemented after funds are transferred.
Action: Neal will inform everyone when the account is established.
 - e. Booth (yes/no) After lengthy discussion, the following motion was made, seconded and passed unanimously:
SCHB will participate in the Division Row tables at SciMix on Monday night. SCHB will pause hosting the SCHB Small Business Row in the main expo, including any individual booth or table for SCHB, for the Indianapolis meeting in Spring 2023.
Action Item: Neal will inform the Expo personnel.
 - f. Hach Luncheon/Reception: After lengthy discussion, the following action item path was established:
Harry will contact Joe Sabol and ask him as Hach activities manager to prepare an estimate for a luncheon and reception.
Harry will email Jeff Wyatt to request the funds needed for the events.
Harry will order the food using Ai after confirming the source of funds.
Neal will confirm the agreement and provide information to Wyatt regarding how to transfer funds to SCHB and send an invoice after the event.
4. Nominations Committee Updates: Bill updated the group on current progress. An additional appeal is planned.
5. Chair's and Programming updates
 - a. Programming
 - i. MAPS - Hach and one other symposia "sessioned." One possible poster for Scimix has been withdrawn, thus there are no SciMix posters
 - ii. Ai – Room reserved for SCHB social in Indy, along with some food.
 - iii. **Action Item: Harry will contact Xu Simon and Mike Mazzotta to request that they serve on the program committee, and possibly as co-chairs.**

- b. Annual report:
 - Action items: Neal has access and will enter the financial report in early January. Arlene has access and will draft the administrative report.**
 - Harry will request access to the annual report for Janet Bryant to assist with the administrative report.**
 - Arlene and Neal will share drafts with the group via pdf.**
 - Harry will approve after group consensus is reached.**
 - Target is to complete in January.**
- 6. Update from Website Admin (Harry) – We don't have an updater, yet. This is not seen as urgent, as Tracy is updating essential items.
- 7. **Next meeting set for January 16 at 5 pm Eastern.**
Action: Arlene to send Zoom link.

NOTE: Minutes were approved at 1/16/23 meeting.
Signed, Arlene Garrison, SCHB Interim Secretary