

**SCHB Combined Temporary and New Executive Committee
October 10, 2023**

Attending Temporary EC: Harry Elston, Neal Langerman, Bill Carroll, Arlene Garrison
Attending Elected EC: Joe Sabol, Kristin DiBona, Peter Bonk, Mukund Chorghade, Kristin R. Di Bona,
Jingbo Louise Liu

Others present: Marge Matthews, Sheila Murphy, Janet Bryant

Harry called the meeting of the temporary executive committee to order at 5 pm Eastern time and welcomed both the temporary and elected officers of the division. Minutes of the September meeting were approved. **ACTION: Arlene to update to show the date approved and send pdf to Neal who will have the minutes posted.**

Attendance at the January Leadership Conference, January 26-28, [ACS Leadership Institute - American Chemical Society](#) was encouraged. Sheila clarified that one representative should attend the Division track and a different rep attend the programming track and both those attendees would be funded by ACS. Xu Simon and Louise Liu both indicated an interest in attending. The group consensus was that it would also be valuable for Jason to attend, if he is available and interested. The group agreed that the cost of sending a third person would be very good use of funds. Neal also suggested that Louise find a training event for 501c3 treasurers. He attended one that was very helpful. **ACTION: Pete will check with Jason to see if he can attend. ACTION: When the registration link is available. Whoever receives it will send to Louise, Xu and Jason.**

Harry announced that there will be no December meeting of the interim executive committee. If anything comes up, we will handle it by email vote. Harry encouraged the elected Exec Comm to meet separately to set up the budget for 2024.

Neal presented the Treasurer's report.

- 1) Funds were received from the company that bought Wyatt to support the Hach symposium in Indianapolis.
- 2) Neal is coordinating adding Louise as a signatory on the BOA account. This should be accomplished this fall. For future transitions, Neal encouraged the old and new treasurer to meet in a ACS meeting city and go the nearest BOA in person together.

MOTION: Neal made a motion. RESOLVED: JINGBO L. LIU is authorized as a signatory to the Vanguard Account **Div. Of Small Chemical Business Acs Account (#09902152442)**. Dr. Liu is authorized to make all financial and business actions including deposits, withdrawals, adding and removing additional signatories, and all other transactions as needed.

Motion was seconded and approved.

- 3) Neal is waiting for ACS bills from San Francisco. Once those charges are paid, he plans to start on the end of year financial report. The budget for 2024 must be added to the annual report which is submitted in February.
- 4) Neal reported that he anticipates the calendar year financials will end in the black and he encouraged the elected officers to budget to achieve that objective.
- 5) Neal has gathered the materials he has and will transfer them to Louise. The group discussed various approaches to archiving records. The interim EC received very little beyond treasurer records and has posted all significant items for this year (minutes, etc.) to the web site. Sheila

mentioned that the changes to the Councilor reimbursement process will require the division to retain Councilor expense reports for seven years. **ACTION : Pete and the elected officers will establish a record retention/non-retention process and location.**

Xu Simon was unable to attend. She graciously provided an update which was read:

“We have 8 abstracts submitted for the Spring symposium Chemical Business: Resources and Best Practices. We can accommodate a few more, but as it is past the submission deadline, authors should submit their abstracts directly to me.

I'll ask Jennifer to run an e-blast later this week with a final invitation for abstract submission.”

Pete thanked the interim committee for their service. He indicated that he anticipated starting on the 2024 budget with the elected team in January. He is looking forward to working with the team.

The next meeting date was set for November 7 at 5 pm Eastern. (Note this is not the usual second Tuesday due to conflicts.) **Action: Arlene to send Zoom link.**

Meeting adjourned at 5:50 PM Eastern.

Note: Minutes approved October 20, 2023

Signed,

A handwritten signature in black ink that reads "Arlene A. Garrison". The signature is written in a cursive, flowing style.

Arlene Garrison, Temporary Secretary