

**SCHB Combined Temporary and New Executive Committee
November 7, 2023**

Attending Temporary EC: Harry Elston, Neal Langerman, Bill Carroll, Arlene Garrison, Barry Streusand
Attending Elected EC: Joe Sabol, Peter Bonk, 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 October meeting were approved.

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 thanked the temporary executive committee members for their service. Records retention was discussed. Pete indicated he believes sufficient records are on the web site and will contact Harry or other members for the temporary executive committee if anything is needed.

Harry noted that Arlene has posted the election results to the ACS platform. Harry has written a draft of the annual report for the ACS platform and will circulate it. Neal noted that he only needed 20 minutes to enter the financials for 2023. The SCHB elected executive committee who take office January 1, 2024 will need to enter the 2024 budget and submit the report. **ACTIONS: Harry and Neal will each finalize their 2023 portion of the annual report. The 2024 executive committee will enter the 2024 budget and submit by the February 15 deadline.**

Neal presented the Treasurer's report.

- 1) Louise is now a signatory on the BOA account. After January 1, Neal will relinquish his signatory authority.
- 2) Neal is waiting on an ACS invoice for expenses for the Fall 2023 San Francisco National Meeting. This should be the last expenditure of 2023.
- 3) Neal is working with Louise to transfer the Vanguard account management.
- 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.

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

"Agenda is set for New Orleans. (NOTE IN EDIT– Spring 2024 National meeting)

We have one full technical session scheduled for Sunday P.M.: Chemical Business, Resources and Best Practices.

SCHB is the nominal co-sponsor of the BIOT Spotlight Entrepreneurship oral sessions.

There will be an Entrepreneurship workshop through the ACS Institute on Saturday before the conference starts.

I am setting up the technical session for Fall 2024 and will be in touch about submission deadlines."

Pete had no comments.

On behalf of DAC, Sheila thanked the temporary executive committee. She also thanked Marge and Janet who assisted with the transition from DAC. She congratulated the elected committee and stated that she is looking forward to great things from them.

Harry adjourned the meeting at 5:21 pm.

Note: Minutes approved November 8, 2023
Signed, Arlene Garrison, Temporary Secretary