



Executive Committee Meeting.

January 22nd, 2024, 7:30pm EDT. Via Zoom.

Attendees:

Role	Officer	Vote	Name	Present
Chair	Y	Y	Peter Bonk	Present
Chair Elect	Y	Y	Kristin Di Bona	Present
Treasurer	Y	Y	J Louise Liu	Present
Secretary	Y	Y	Jason Lye	Present
Past Chair		Y	Harry Elston	
Councilor		Y	Joe Sabol	Present
Alternate Councilor		Y	Mukund Chorghade	
Programming Chair		Y	Xu Simon	Present
Membership Chair		Y	David Cunningham	Present
Contract Webmaster			Tracy Champagne (external to SChB)	

Approved: 

Date: 2/3/2024

Ready to publish:

Date

Action items:

Who?	Action they will undertake or lead.	By When?
J Louise Liu	Handle reimbursements for Leadership meeting in Atlanta	
J Louise Liu	Publish the treasurer's report	
Xu Simon	Works closely with CARB. Find a space and let us know what can be done to arrange an honoring event for Sharon Vercellotti.	1/24/24
Jason	Follow up with Xu on Angela's Write a nice letter to Angela Wilson Thanking for the Innovation Award.	
Peter	Feb 19th 7:30pm EDT - Next meeting. Send draft agenda to Jason	

Voting Decisions Summary:

Proposed?	Motion	Seconded	Outcome
Joe Sabol	Provide support for attendance for Leadership Forum	Kristin	Passed
Peter	\$500 budget for NOLA - ACS Industry Reception	Louise	Passed
Peter	March, & August Denver meetings \$1500 each (\$3,000 total) to Co-host with CHAS. ACS Industry reception	Kristen	Passed
Peter	Vote to make David Cunningham Chair of Membership Committee.	Joe	Passed
Peter	Adjourn meeting at 9.28pm EDT	Jason	Passed

Discussions summary: (not in any order)

Who?	Discussion	Outcome
Peter	Introductions	
Jason	Do we have quorum? Advised that we do have quorum.	
Joe	Appointment of committee chairs. Xu was programming chairs and continues through next year. Requested this be noted in minutes.	Noted

Who?	Discussion	Outcome
Peter	Acknowledges that the SChB attendees will be reimbursed for attendance of 2024 Leadership Forum.	
Louise	<p>Treasurer report:</p> <p>(will be attached once published by Louise.)</p> <p>Xu - One correction for presidents innovation fund.</p> <p>Louise has also developed a new expense reimbursement form Louise is also keeping a ledger using a MS Word document as well as the MS Excel sheet P&L.</p> <p>Louise has been conservative in projections and budgeted conservatively for expenses.</p>	
Peter	<p>Programming at New Orleans:</p> <p>Dedicate our symposium to the late Sharon Vercellotti. The CARB organization also want to honor her. Suggest that we let CARB honor Sharon and support them instead of trying to pull a new symposium together.</p>	
Xu Simon	Symposium. We do have a four hour symposium already. We could potentially add a couple of speakers? See actions - Xu will explore spaces.	
Joe Sabol	<p>Suggestion: Add a by-line: "Dedicated to Sharon Vercellotti"</p> <p>Have a lunchtime reception for folks to meet up and honor Sharon? Xu: Monday morning works best, because CARB's morning is short. Like an open mike wake.</p> <p>Can we get space? Is there room in the Expo? Maybe 11:30 - 1:30 on Monday? We also need WiFi access for remote .</p> <p>A poster would be nice with photographs, quotes, stories about Sharon.</p>	
Xu Simon	<p>Molecule maker escape room. Xu volunteered to write an IPG grand for a fall event.</p> <p>Angela Wilson fund: Entrepreneurial program. Kristie Pierson in Flint Lewis' office will know about the funds.</p>	
Peter B	Co-Sponsor of ACS industry reception at NOLA March: \$500. cosponsor with CHAS - \$1,500. Would like to approve for both NOLA and Denver meeting.	Voted on
Peter B	<p>Let's think about our support for regional meetings.</p> <p>PB: If someone in our group is leading, then that will tip the scale.</p> <p>Kristin: We do seem to get more bang for our buck in terms of visibility.</p> <p>Jason: Event should be consistent with mission of SChB.</p>	

Who?	Discussion	Outcome
Peter B	<p>SCHB Booth Membership Benefit at National Mtg</p> <p>Member benefit - Peter to lead this. Evidently, we can offer a small business member a booth for \$500 vs. \$2,500. Would like to bring it back.</p> <p>The incremental cost to ACS for adding an individual booth for another row of booths for SChB should be low. National may want to consider offering booths at National meeting expos.</p>	
Peter B	Councilor Reimbursement for National Meetings. The interim committee did not reimburse councilor. Peter wants to address this to vote for it in February meeting. Peter wants us to think about it for next months	
Peter B	<p>Membership</p> <p>David Cunningham has volunteered to head up membership.</p> <p>Peter: We lost a good number of good people with the unpleasantness from 2021 / 2022.</p>	
Peter B	<p>Monthly Zoom meetings.</p> <p>During the rona pandemic, we used to do monthly Zoom meetings. They were successful. Should we think about setting up a schedule of virtual meetings? Could be one way to grow the bench.... Think about it, and we will re-visit.</p>	
Peter B	<p>Social Media and Newsletters.</p> <p>Jen McClachlan - not here at the meeting, but a mover and a shaker. Peter will invite her to chair a committee or work group.</p>	
Peter B	<p>Councilor term is coming up at the end of the year.</p> <p>We will need to run an election, preferably prior to October.</p>	
Joe Sabol	<p>Wants to talk about swag. Letter openers, Business Card holders, Business Cards.</p> <p>Should be business related swag...</p>	
Jason	<p>Are we meeting for lunch in Nola ?</p> <p>Yes: a room was booked for 12:00 - 1:00pm on the Sunday prior to the meeting.</p>	

Running List of Event and Speaker Ideas:

Who?	Details	Outcome

Who?	Details	Outcome

Finances & Membership:

Attached

Parking Lot:

Treasurer's Report:

Attached.

Financial Report

DIVISION OF SMALL CHEMICAL BUSINESS – ACS

For the Period ended January 31, 2024



Prepared by

Division Treasurer

Prepared on

January 22, 2024

For Leadership Team use only

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Statement of Activity

January 01 – 22, 2024

		Total (\$)
REVENUE		
1.0 CONTRIBUTION		
1.0 a IPG allocation (left-over)		\$5,900
1.0 b Past-president support		\$9,500 (for special activity)
Total Contribution		\$15,400
2.0 MEMBERSHIP DUES & ASSESSMENTS		
2.0 a February Dues payment		4,065.00
2.0 b August Dues payment		2,375.00
2.0 d Annual Division Allocation for ACS		12,161.17
Total 2.0 MEMBERSHIP DUES & ASSESSMENTS		18,601.17
6.0 INVESTMENT INCOME		
6.0 a Interest on Saving or temporary cash investments		0
6.0 b Dividends & Interest from Securities		0
Total 6.0 INVESTMENT INCOME		
Services Do Not Use		
Uncategorized Income (Vanguard)		-417.48
Total Revenue		34,001
GROSS PROFIT		34,001
Expenditures		
10.0 OTHER EXPENSES (Proposed, inter-divisional...)		2,000
1.0 a MEETING AWARD		2,000

4.0 NATIONAL MEETING EXPENSES	
4.0 a Speaker fees and per Diem	1,000
4.0 b Guest Registration	500
4.0 c Speaker Breakfast/Lunch/Dinner	2,000
4.0 e Planning Expenses	2,000
4.0 f Social Expenses (ACS Industry reception)	1,500
4.0 h Others (Leadership Institute)	8,000
Total 4.0 NATIONAL MEETING EXPENSES	15,500
7.0 PUBLICATION EXPENSES	
7.0 e Postage & Shipping	100
Total 7.0 PUBLICATION EXPENSES	
8.0 CONFERENCE/WORKSHOP/MEETING EXPENSES	
8.0 a Inter-Divisional Activities	1,000
8.0 b Other activities	1,000
8.0 c Regional meetings	
8.0 C <u>Regional Meetings</u>	3,000
8.1 a SERMACS (Southeastern)	500
8.1 b NORM (Northwest)	500
8.1 c MARM (Middle Atlantic)	500
8.1 d CERM (Central)	500
8.1 e SWRM (Southwestern)	500
8.1 f MWRM (Midwest Regional)	500
Total 8.0 CONFERENCE/WORKSHOP/MEETING EXPENSES	5,000
9.0 Administrative Expenses	2,000
9.0 a NM Traveler Expenses	4,000
9.0 c NM Councilor(s)	4,000
9.0 e Communications (postage, telephone, etc.)	400

9.0 g Office Supplies & Operations	500
9.0 g-1 Quickbook Fees	
9.0 g-2 Bank Fees	
Advertising/Promotional Fees	
9.0 h Insurance	
Total 9.0 Administrative Expenses	10,900
Total Expenditures	33,400
NET OPERATING REVENUE	
GAIN (LOSS), OPERATING ACCOUNT	600

Statement of Financial Position

As of Month Date, 2024

	Total (\$)
ASSETS	
Current assets	
Bank Accounts	42,174.46
Business Adv Fundamentals – 9731 -1	
VANGUARD ACCOUNT	101,670.83
Total bank accounts	
Total Current Assets	143,845.29
TOTAL ASSETS	
LIABILITIES AND QUITTY	
Liabilities	
Total Liabilities	
Equity	
Opening balance equity	
Retained Earnings	
Net revenue	
Total Equity	
TOTAL LIABILITIES AND QUITTY	

Volunteer List and EC Tenure

Role			Begin	End	
Chair	O	Peter Bonk	1/1/24	1/1/25	Cannot re-run till after past chair.
Chair Elect	O	Kristin Di Bona	1/1/24	1/1/25	Cannot re-run till after past chair.
Treasurer	O	J Louise Liu	1/1/24	1/1/26	T&S elected alternate years. Can re-run 2yr term
Secretary	O	Jason Lye	1/1/24	1/1/26	T&S elected alternate years. Can re-run 2yr term
Past Chair	VM	Harry Elston	1/1/24	1/1/25	Can't chair another division until done.
Councilor	VM	Joe Sabol	1/1/21	12/31/24	3 yr term
Alternate Councilor	VM	Mukund Chorghadend	1/1/24	1/1/27	3 yr term
Programming	VM	Xu Simon			Chair's discretion
Membership Committee	VM	David Cunningham			Chair's discretion
Contract Webmaster		Tracy Champagne			NON ACS
		Barry Streusand			
		Bill Carol			
		Marge Matthews			
		Shiela Murphy			
		Janet B			
		Jennifer MacLachlan			
		Mike Mazzotta			
Ran in 2023 election		Alicia Urbaniak			
Ran in 2023 election		Kirabo Irene			
Ran in 2023 election		John Pochan			
Ran in 2023 election		Angel Colon Santiago			