



## Executive Committee Meeting.

*June 17th, 2024, 7:00pm EDT. Remote, Via Zoom.*

### Attendees:

Role	Officer	Vote	Name	Present
Chair	<b>Y</b>	<b>Y</b>	<b>Peter Bonk</b>	<b>Present</b>
Chair Elect	<b>Y</b>	<b>Y</b>	<b>Kristin Di Bona</b>	<b>Present</b>
Treasurer	<b>Y</b>	<b>Y</b>	<b>J Louise Liu</b>	<b>Present</b>
Secretary	<b>Y</b>	<b>Y</b>	<b>Jason Lye</b>	<b>Present</b>
Past Chair		<b>Y</b>	<b>(Vacant)</b>	
Councilor		<b>Y</b>	<b>Joe Sabol</b>	<b>Present</b>
Alternate Councilor		<b>Y</b>	<b>Mukund Chorghade</b>	<b>Present</b>
Programming Chair		<b>Y</b>	<b>Xu Simon</b>	
Membership Chair		<b>Y</b>	<b>David Cunningham</b>	<b>Present</b>
Publicity & Communications		<b>Y</b>	<b>Jennifer MacLachlan</b>	<b>Present</b>
			<b>Janet Bryant</b>	<b>Present</b>
			<b>Cary Supelo - observer</b>	
			<b>Mike Mazzotta</b>	
			<b>Chet Boxley</b>	<b>Present</b>
Contract Webmaster			<b>Tracy Champagne (external to SchB)</b>	

Approved:

Date:

Ready to publish:

Date

# Action items:

Who?	Action they will undertake or lead.	By When?
David	First draft welcome letter.	
Jason	Create an email motion to approve minutes.	
Joe	To take notes, take photos, and file report on the Green Chem Conference so that a Newsletter may be produced from it	(overdue on photos...)
Louise & Joe & David:	Meet to come up with a recommendation re: investment of savings to get a better return. (currently, it is below the rate of inflation)	June 30th
Joe	Forward IPG Grant details to the EC to allow for close-out	Carried Forward

# Voting Decisions Summary:

Proposed?	Motion	Seconded	Outcome
Peter B	Call meeting to order at 7:04pm		
Jason	SCHB will support actual and necessary travel expenses for ExComm members up to \$2,000 per member per national meeting, provided that expenses are not covered by other funding sources. An additional requirement is that the member must attend meetings and functions in person as expected, and receipts must be provided. This provision will be reviewed on or prior to July 2025. If this provision is not reviewed, then it will expire.	Joe	Passed
Jason	Motion to suspend ByLaw V section 2 so that the election may be conducted in time for announcement to the office of the secretary Dec 1st.	Mukund	Passed 5 : 2
(about 7 people)	Motion to Adjourn at 9:04 pm	Mukund	Passed

## Discussions summary: (not necessarily in chronological order)

Who?	Discussion	Outcome
Jason	<p>Secretary's Report            ACS National : Secretary General provided feedback regarding election timing by-laws. (ATTACHED)</p> <p>Janet added that the National organization responsible for updating by laws (Committee on Constitution and ByLaws) cares that the election results are submitted by the December 1st deadline.</p>	
Joe	<p>Nothing much to add from his written report.            Pointed out that we should be approving the minutes.            No photos yet from the Green Chem conference.            May bring up Expo booth later</p>	See actions
Jennifer	<p>Ready to go with regard to the Mailing List.            Latest roll from national has been uploaded            Needs 24Hrs notice to send out a blast.</p>	
Louise	<p>Treasurer s report:</p> <p>ACS sent us \$2,000 - Councilor reimbursement            Payments to Xu Simon and Joe Sabol.            Expenses: Joe Sabol.            ACS travel beyond \$2,000            Survey Monkey annual fee: \$300            Division business cards - waiting for invoices. \$            Payment to Tracy Champagne \$80 for four months work.</p> <p>Balance: ~\$50,900            Savings: ~\$104,000</p>	

Who?	Discussion	Outcome
Peter / Kristin	<p>RE: Discussion on Committees.</p> <p>Peter - Too few volunteers</p> <p>Kristin - OK, so Peter is the Nominating committee for the election - who are on the other committees?</p> <p>Which committees are essentials.</p> <p>Janet - Model by-laws require a standing nomination committee to manage the election. We have to have separate committees to ensure no conflicts of interest.</p> <p>Peter - doesn't want a Poytempkin Village of committees full of just us — we all have other things going on, so when we have new volunteers coming in, then we can start to fill the committees.</p> <p>Also, SCHB is in an unique position as it is recovering following all the unpleasantness, so we're running on a skeleton crew.</p> <p>Mukund - you are right, Peter.</p> <p>Joe - we can get together and get things done if everyone steps up.</p> <p>Kristin - we have members willing to volunteer, but what are we offering them?</p>	
David	<p>This month's activity roster:</p> <p>572 members</p> <p>12 new members</p> <p>5 reinstated</p> <p>21 terminated</p> <p>David to ghost write a letter to come from Pete and David.</p>	See Action.
	<p>Ad Hoc finance committee report</p> <p>Mukund - forwarding financial investment advice from his advisor.</p>	

Who?	Discussion	Outcome
Finance Task Force	<p>Reimbursement: Recommendation: \$1,000 toward necessary travel expenses for EC members when not covered by other income.</p> <p>Peter: Sensitive to the optics of a small number of people benefiting from the SCHB funds. Luckily, multiple of us are councilors.</p> <p>Joe: Amount should n't be more than Councilor</p> <p>Janet: Don't agree with the direction. First, should be looking at the strategic plan. Would support a pilot.</p> <p>SCHB will support actual and necessary travel expenses for ExComm members up to \$2,000 per member per national meeting, provided that expenses are not covered by other funding sources. An additional requirement is that the member must attend meetings and functions in person as expected, and receipts must be provided. This provision will be reviewed on or prior to July 2025. If this provision is not reviewed, then it will expire.</p> <p>Joe: What about member benefits? Support for Registration ? Kristin: Let's move that to the next meeting. Peter: We do have a free first year. David: Member should attend at least one SCHB event and connect with at least one of the EC if we are paying for them. Peter: Can we get info from Division Activities on how many ACS members check the SCHB box. Sheila Merritt may be the connection.</p> <p>Investment of Savings: Peter - don't hear any objections from folks relating to investing savings. The Task force will meet next Monday.</p>	See Votes
Xu	<p>Sunday - EC meeting 11:00am - 2:00pm</p> <p>Escape Room - Extend through Wednesday!! SCHB just has to pay the electric bill.</p> <p>Chet - was interested in regional meetings</p>	
Joe	<p>Louise and I are going to be tied up as organizers of another event. Please can we begin at noon? Also, what about lunch?</p>	

Who?	Discussion	Outcome
Joe	Suggests spending the remainder of the \$1,000 MPPG by buying either a dinner for the speakers, or by buying a round at the bar as a reception Wednesday evening.  Kristin: Wyoming Section will co-sponsor the reception.	

## Running List of Event and Speaker Ideas:

Who?	Details	Outcome
	Entrepreneur Pitch Contest (aka shark tank)	

## Parking Lot:

Agenda item: Next year we will need a nominating committee. See minutes 3/17/24 excomm meeting. This nominating committee would do ALL the nominations for the division

## Treasurer's Report:

*Attached.*

## Councilor's Report:

*Attached*

## Other Attachments:

*Correspondence with ACS Secretary Töke Vandervoort : RE Election timing and ByLaws*

*IPC Grant Close out report (Joe): Expo Booth*

## Volunteer List and EC Tenure

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

# Statement of Activity

June 01 – 17, 2024

	Total (\$)
<b>REVENUE</b>	
1.0 CONTRIBUTION	
1.0 ACS Councilor reimbursement	\$2,000
1.0 b Past-president support	\$0
<b>Total Contribution</b>	<b>\$2,000</b>
2.0 MEMBERSHIP DUES & ASSESSMENTS	
2.0 a February Dues payment	0.00
2.0 b August Dues payment	0.00
2.0 d Annual Division Allocation for ACS	0.00
<b>Total 2.0 MEMBERSHIP DUES &amp; ASSESSMENTS</b>	<b>0.00</b>
6.0 INVESTMENT INCOME	
6.0 a Interest on Saving or temporary cash investments	0
6.0 b Dividends & Interest from Securities	0
<b>Total 6.0 INVESTMENT INCOME</b>	
Services Do Not Use	
Uncategorized Income (Vanguard)	
<b>Total Revenue</b>	
<b>GROSS PROFIT</b>	
Expenditures	
10.0 OTHER EXPENSES (Proposed, inter-divisional...)	
1.0 a Annual Fees	300.00
4.0 NATIONAL MEETING EXPENSES	294.67 (Dr. Sabol)
4.0 a Speaker fees and per Diem	



# Financial Report

DIVISION OF SMALL CHEMICAL BUSINESS – ACS

For the Period ended June 17, 2024



Prepared by

Division Treasurer

Prepared on

June 17, 2024

For Leadership Team use only

4.0 b Leadership Institute	2,000.00
4.0 c Speaker Breakfast/Lunch/Dinner	
4.0 e Planning Expenses	
4.0 f Social Expenses (ACS Industry reception)	
4.0 h Others (Leadership Institute)	0
<b>Total 4.0 NATIONAL MEETING EXPENSES</b>	<b>2594.67</b>
<b>7.0 PUBLICATION EXPENSES</b>	
7.0 e Postage & Shipping	
<b>Total 7.0 PUBLICATION EXPENSES</b>	
<b>8.0 CONFERENCE/WORKSHOP/MEETING EXPENSES</b>	
8.0 a Inter-Divisional Activities	
8.0 b Other activities	
8.0 c Regional meetings	
<b>8.0 C <a href="#">Regional Meetings</a></b>	
8.1 a SERMACS (Southeastern)	
8.1 b NORM (Northwest)	
8.1 c MARM (Middle Atlantic)	
8.1 d CERM (Central)	
8.1 e SWRM (Southwestern)	
8.1 f MWRM (Midwest Regional)	
<b>Total 8.0 CONFERENCE/WORKSHOP/MEETING EXPENSES</b>	
<b>9.0 Administrative Expenses</b>	
9.0 a NM Traveler Expenses	
9.0 c NM Councilor(s)	
9.0 e Communications (postage, telephone, etc.)	
9.0 g Office Supplies & Operations	
9.0 g-1 Quickbook Fees	

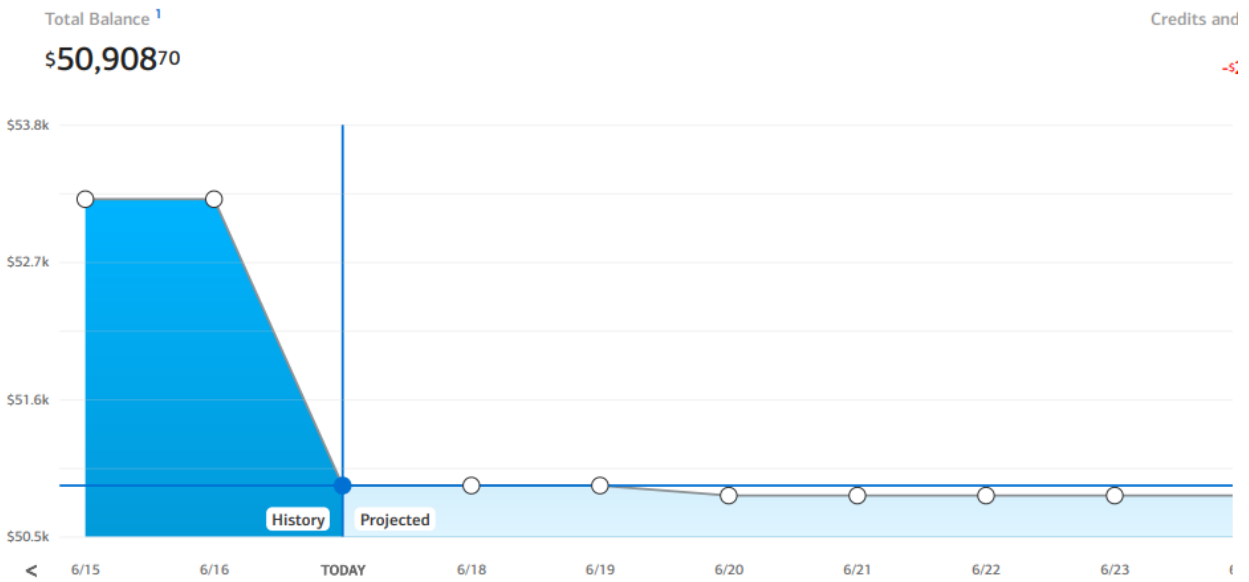
9.0 g-2 Bank Fees

Advertising/Promotional Fees

9.0 h Insurance

**Total 9.0 Administrative Expenses**

<b>Total Expenditures</b>	<b>2594.67</b>
Balance (June 17)	<b>50,908.00</b>
Balance (May 02)	<b>51,503.37</b>
<b>GAIN (LOSS), OPERATING ACCOUNT</b>	<b>N/A</b>



## Statement of Financial Position

As of Month Date, 2024

	<b>Total (\$)</b>
<b>ASSETS</b>	
Current assets	
Bank Accounts	<b>50,908.00</b>
Business Adv Fundamentals – 9731 -1	
VANGUARD ACCOUNT	104,364.96
<b>Total bank accounts</b>	
Total Current Assets	155,272.96
<b>TOTAL ASSETS</b>	
<b>LIABILITIES AND QUITTY</b>	
Liabilities	
<b>Total Liabilities</b>	
Equity	
Opening balance equity	
Retained Earnings	
Net revenue	
<b>Total Equity</b>	
<b>TOTAL LIABILITIES AND QUITTY</b>	

**To:** SCHB EC

**From:** Joe Sabol  
SCHB Councilor

**Date:** June 14, 2024

**Re:** Councilor's Report, June 17, 2024 SCHB EC Meeting

When SCHB e-blast is operational, concise messages about the items below should be shared with members. SCHB Councilor seeks input from SCHB members on items 2, 3, and 4.

**1.** SCHB members interested in serving on an ACS Committee should submit their committee assignment preferences via the online committee preference form:

<https://www.acs.org/about/governance/committees/committees/information/preferences.html>

***The deadline is July 1, 2024*** for assignments beginning January 1, 2025. You may submit a preference for up to four committees, but you must select at least two. For best result, your submission should detail how your experience and skill-set aligns with the mission of your preferred committees. Membership on an ACS committee allows you to work with ACS members having a wide range of experiences, backgrounds, and perspectives and from technical divisions other than SCHB and local sections other than your own. ConC will review all applications and make recommendations; final assignments are made by the ACS President (2025: Dorothy Phillips) and Chair of the Board of Directors (to be determined in early December 2024.)

Several members of SCHB EC have committee appointments for 2024 and probably many members of SCHB also have appointments. One of the projects from the February 2022 Strategic Planning Session was to identify SCHB members' committee assignments; resuming that project is recommended, if not in 2024, 2025 for sure.

A complete list of ACS Committees, with links to each (including membership rosters) is at,

<https://www.acs.org/about/governance/committees.html>

See also, "Comment on ACS Committees" by Carolyn Ribes, at

<https://www.acs.org/content/dam/acsorg/about/governance/committees/committees/c&en-comment-june-18.pdf>

**2.** Candidates for ACS Director-at-Large for 2025-2027 are: Christopher J. Bannochie, Natalie A. LaFranzo, and Sergio C. Nanita. Councilors vote for Directors-at-Large.

3. A petition for consideration will be at the Council meeting in Denver: International Representation on Council. DAC is opposed to the petition because it would dilute Divisional representation and probably result in some divisions losing councilors; the proposal is to add international representation without increasing the number of councilors. SCHB currently has one councilor and SCHB will never have less than one. The petition proposes international representation by “zones”, i.e., location, and they would effectively be the same as local sections. One argument is that international councilors should come from the local section representation. The current ratio of local section to division councilors is 4:1.

4. Any matter that any SCHB member desires to discuss with SCHB Councilor, raise at the ACS Fall 2024 Division Officers and Councilors Caucus (Tuesday afternoon, August 20) or Council (Wednesday morning, August 21), please contact at [councilor@acs-schb.org](mailto:councilor@acs-schb.org).

Thank you.

###

**To:** SCHB EC

**From:** Joe Sabol  
Expo Booth IPG project manager

**Date:** June 17, 2024

**Re:** Internal status report on Expo Booth IPG

## **I. Background.**

In March 2020, SCHB received \$5,000 IPG funds to promote members' expo booths at the ACS national meeting in San Francisco, August 2020. Because of COVID, no in-person meeting was held, no expo. When in-person national meeting and expo resumed in 2022, SCHB funded seven booths, \$350 each, total \$2,450. Thus, \$2,550 remains and efforts should be made to spend the remaining funds in 2024 for member's expo booths at ACS Fall 2024 in Denver or one of the four October regional meetings:

MWRM Midwest Regional Meeting, October 16-18, Omaha, NE  
<https://midwestacs.missouri.edu/>

SWRM Southwest Regional Meeting, October 20-24, Waco, TX  
<https://swrm.org/>

SERMACS Southeastern Regional Meeting, October 23-26, Atlanta, GA  
<https://sermacs.org/>

CERM Central Regional Meeting, October 30-November 2, Pittsburgh, PA  
<https://www.centralregionacs.org/>

## **II. Status.**

Two persons expressed interest in SCHB support for an expo booth in Denver. One is an SCHB member, one is not clear, but will consider joining. Because the minimum fee for a booth/kiosk at an ACS national meeting is > \$3,000, any support for a national meeting should be at least \$750.

Regional meetings have lower expo fees, generally in the range \$500-1,000. SCHB support of \$500 should be adequate.

In the interest of transparency, a message to SCHB members should be prepared ASAP (next page.)

### **III. SCHB e-blast copy.**

#### **SCHB Support for Members at ACS National and Regional Meeting Expo**

As a member benefit, SCHB is pleased to provide financial support to members desiring to rent an expo booth at ACS Fall 2024 in Denver or one of the Fall regional meetings:

- MWRM Midwest Regional Meeting, October 16-18, Omaha, NE  
<https://midwestacs.missouri.edu/>
- SWRM Southwest Regional Meeting, October 20-24, Waco, TX  
<https://swrm.org/>
- SERMACS Southeastern Regional Meeting, October 23-26, Atlanta, GA  
<https://sermacs.org/>
- CERM Central Regional Meeting, October 30-November 2, Pittsburgh, PA  
<https://www.centralregionacs.org/>

SCHB support will be at least \$750 for Denver and \$500 for regional meetings. Preference will be given to SCHB members not receiving previous expo booth SCHB support.

The deadline to request support for Denver is July 1, 2024 and the deadline to request regional meeting support is September 1, 2024. Members are required to make their own arrangements with the appropriate meeting/expo department.

To apply for SCHB expo booth support, please send a message to [membership@acs-schb.org](mailto:membership@acs-schb.org) requesting support and including your ACS member ID number. Please put “SCHB expo booth support at [meeting] - [your name]” in the subject line.

Awardees will be notified within two weeks after the application deadline. Reimbursement will be made after the particular meeting, details will be in the award notice, including 1) the requirement of posting conspicuously in the booth “This expo booth was supported by a DAC Innovative Project Grant awarded to SCHB” and 2) taking a photo that can be posted on SCHB’s website.

###





**From:** jason lycoworks.com jason@lycoworks.com  
**Subject:** Agenda Item for June 17th. Fwd: REQUEST for Guidance: Can a division executive committee suspend a certain by-law through vote of the Ex-Comm?  
**Date:** June 5, 2024 at 2:41 PM  
**To:** Peter Bonk Ph.D. peterjbonk@gmail.com, Kristen Dibona krdibona@wyonics.com, Jingbo Louise Liu jingbo.liu@tamuk.edu, Joe Sabol info@chem-consult.com, Mukund S Chorghade PhD DSc chorghade@gmail.com, David Cunningham david.himb@gmail.com, Xu Simon xufits@gmail.com, Janet Bryant janetsbliss@hotmail.com, Jennifer Maclachlan pidgirl@gmail.com

Hey Everyone,

We heard back from Töke Vandervoort, the new General Council and acting secretary for ACS National.

Töke indicated that we are indeed able to change our election date. We are able to suspend bylaws by majority vote, and update our by-laws per below. Evidently, the "dates" around elections are optional;- they are more relevant to academics than small business owners, which at least makes a bit more sense.

Let's add to the agenda for our meeting on June 17th:

Motion to suspend the language of Section 2 of By-law V, for the purpose of running the election for councilor earlier.

Kind Regards,

Jason

**Jason Lye Ph.D**

**Author:** [Prototype to Profit](#)

**Lycoworks Incorporated**  
**678 358-4569**

<http://lycoworks.com>

Begin forwarded message:

**From:** Secretary <secretary@acs.org>  
**Subject:** REQUEST for Guidance: Can a division executive committee suspend a certain by-law through vote of the Ex-Comm?  
**Date:** May 30, 2024 at 1:36:50 PM EDT  
**To:** "jason@lycoworks.com" <jason@lycoworks.com>  
**Cc:** "peterjbonk@gmail.com" <peterjbonk@gmail.com>, Jingbo Louise Liu <Jingbo.Liu@tamuk.edu>, "krdibona@wyonics.com" <krdibona@wyonics.com>

Dear Dr. Lye,

Thank you for contacting the Secretary's Office. Yes, the Executive Committee of the Division of Small Chemical Businesses (SCHB) may, by majority vote, modify the dates of the Division's elections. Your interpretation of the bylaws is correct, and the next step would be to amend the Division's bylaws to reflect the change. Please contact the Committee on Constitution and Bylaws (C&B) at [bylaws@acs.org](mailto:bylaws@acs.org) to update the Division's bylaws, as well as make it current with the most recent model bylaws template. Those dates are specific, but also optional. The rationale behind them is to provide sufficient time for the rest of the election process to proceed without shortchanging any part of it, particularly to allow the Executive Committee sufficient time to decide whether a runner-up in a Councilor election would become the Alternate Councilor. The Nomination Committee needs to know as early as possible whether an independent slate of Alternate Councilor nominees would be needed, and a candidate for Councilor needs to know whether or not they might be the Alternate Councilor if they lose the Councilor election. The latter point is particularly important if there are only two nominees for Councilor. Another reason for using September 1 is that a majority of ACS members are academics and may not be able to get started until the academic year has begun or is beginning. Again, C&B determined that September 1 is the latest date to start the elections process to ensure the election results are timely submitted to the Chief Executive Officer of the

Society.

Hope this answers your question. Should you have any further questions, please do not hesitate to contact us.”

Tokë

Tokë Vandervoort  
General Counsel and Interim Secretary  
American Chemical Society

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**From:** jason [lycoworks.com](mailto:jason@lycoworks.com) <[jason@lycoworks.com](mailto:jason@lycoworks.com)>

**Sent:** Monday, May 27, 2024 10:41 AM

**To:** Secretary <[secretary@acs.org](mailto:secretary@acs.org)>

**Cc:** Peter Bonk Ph.D. <[peterjbonk@gmail.com](mailto:peterjbonk@gmail.com)>; Kristen Dibona <[krdibona@wyonics.com](mailto:krdibona@wyonics.com)>; Jingbo Louise Liu <[jingbo.liu@tamuk.edu](mailto:jingbo.liu@tamuk.edu)>

**Subject:** [EXT] REQUEST for Guidance: Can a division executive committee suspend a certain by-law through vote of the Ex-Comm?

[Actual Sender is [jason@lycoworks.com](mailto:jason@lycoworks.com)]

Dear Ms Vandervoort,

I am writing to you as Secretary of the Small Chemical Business Division of ACS (“SCHB”).

I write on behalf of the executive committee regarding some language in our by-laws, that may not currently serve our business needs. My specific question to you is: Is it possible for the SCHB executive committee to suspend one particular line of the division by-laws by majority vote of the executive committee?

**Problem to be addressed:**

Our existing by-laws are attached.

Section 2 of ByLaw V on elections is quite prescriptive in terms of election timing. It has been proposed that we investigate running our election earlier in the year, having it all squared away by September. The rationale for the motion includes several factors: a) so that any new member on the executive committee will have plenty of time to understand their roll, as well as be involved with budgetary discussions. Also b) running our election early would bring us away from the ACS National elections timing, as well as avoid c) the US Presidential National election timing. Further, d) for some of us, the forth quarter is always the busiest time of the year for our small business.

## Here is my interpretation of ByLaw V section 2:

If the by-laws are followed to the letter, then the way I read them, the earliest day we could possibly elicit votes is October 15th. But, to make things fair, a nomination received on October 14th would still need Bios, Statements, to be distributed to the membership for review, pushing the election voting to begin at the beginning of November...

Bylaw V, Sec. 2 :The list of candidates is sent out to the members "in September".

Bylaw V, Sec. 2 : basically then says nominations may be submitted for an elected position, either during a business meeting or in writing at any time before October 15th. Nominations for Councilor have to be seconded, and all nominees have to specify that they are willing and able to serve in the role.

The bylaws do specify a date by which the elections should have begun (November 1st,) be complete and validated (November 15th). They don't specify a date at which they must begin.

There was much debate as to whether such a move to suspend selected by-laws by a vote of the executive committee was even allowed. We also discussed a potential plan to update the by-laws and remove the fixed date requirement for addition of last minute candidates deciding to run, instead replacing it with a time of X weeks from the announcement of the election, but that would not help this year.

Finally, I offered to reach out to the Secretary of ACS national to explore whether it was even possible to suspend parts of the by-laws by executive committee vote or not. Hence my email to you.

We look forward to your thoughts and advice on this matter. One last request: If you happen to know any rationale for the timing specific dates mentioned in Section 2 of By-law V, we'd be interested to learn more about it.

Kind Regards,

Jason

Secretary of ACS Small Chemical Business Division (SCHB)

~ ~

On Copy:  
Peter Bonk - 2024 Chair SCHB  
Kristen Di Bona - 2024 Chair Elect SCHB  
Louise Liu - Treasurer SCHB

**Jason Lye Ph.D**

**Author:** [Prototype to Profit](#)

**Lycoworks Incorporated**  
**678 358-4569**

**<http://lycoworks.com>**

**From:** Joe Sabol jsabol@chem-consult.com

**Subject:** Re: Updated June Meeting Minutes - for Approval tomorrow evening

**Date:** July 15, 2024 at 10:25 AM

**To:** jason lycoworks.com jason@lycoworks.com, Peter Bonk Ph.D. peterjbonk@gmail.com, Jingbo Louise Liu Jingbo.Liu@tamuk.edu, Kristin Di Bona krdibona@wyonics.com, Mukund S Chorghade PhD DSc chorghade@gmail.com, Xu Simon xufits@gmail.com, David Cunningham david.himb@gmail.com

**Cc:** Janet Bryant janetsbliss@hotmail.com

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Dear EC,

I'm including only EC members and Janet (an active member before, during, and after the "transition" and well-versed in ACS member governance and organization best practices.) Two more corrections for the minutes and observations for regular order:

1) page 1.

I do not object to Jennifer Maclachlan being a member or chair of the communication committee, but the EC needs to affirm all committee appointments. See bylaw IV, sec 4, a.

When was Jennifer appointed and affirmed by the EC? If we want Jennifer (or anyone else) to be on a committee, simply put in the agenda, vote, and make it official. We could even do it by email.

We do not need to appoint every volunteer to a committee, but if we have members who want to help, making the appointment official (and on the record) recognizes their effort and provides authority for their action. Committees are in bylaw VII, sec 1, et seq., "The Executive Committee shall establish . . ."

2) page 5.

"Peter: Can we get info from Division Activities on how many ACS members check the SCHB box. Sheila Merritt may be the connection."

I think this should be DAC. Who is Sheila Merritt? Sheila Murphy is chair of DAC.

3) Just an observation, but if anyone has a report, providing it in writing in advance helps. Dictating names, dates, etc in real time slows down the meeting and can introduce errors.

While the chair has discretion in carrying out action approved by the EC, the EC (bylaw IV, sec 2) makes decisions for SCHB.

Thank you,

Joe

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On 07/15/2024 12:32 AM EDT jason lycoworks.com <jason@lycoworks.com> wrote:

Dear SCHB ExComm,

Thank you for the feedback received. I have made all corrections, and now respectfully submit them for your approval during the Secretary report at tomorrow's meeting.

Thank you for your support, and I do apologize for forgetting to send out the rough draft as I usually do within a day or two of the meeting.

See you all tomorrow evening.

Kind Regards,

Jason

**Jason Lye Ph.D**

**Author:** [Prototype to Profit](#)

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