



Executive Committee Meeting.

August 18th, 2024, 2:30pm MDT. Denver CO in person.

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	(Vacant)	
Councilor		Y	Joe Sabol	Present
Alternate Councilor		Y	Mukund Chorghade	Present
Programming Chair		Y	Xu Simon	Present
Membership Chair		Y	David Cunningham	On Line
Publicity & Communications		Y	Jennifer MacLachlan	On Line
Volunteer			Russ Phifer	
Volunteer			Janet Bryant	Present
Volunteer			Cary Supelo	
Volunteer			Mike Mazzotta	Present
Volunteer			Arlene Garrison	
Volunteer			Stephanie Ryan	
Volunteer			Rafael Armiño-Silva	
Volunteer			Kabrena Rodda	
Volunteer			Tyler Houser	Present
Volunteer			Chet Boxley	
Contract Webmaster			Tracy Champagne (external to SCHB)	

Action items:

Who?	Action they will undertake or lead.	By When?
Pete	Pete proposes to work with the financial companies to identify the highest rates for CD.	
Kristin	Kristin to send Robin Rogers' information to Pete as he self nominated.	
Joe	Connect with Robin Rogers - re: Hach award.	
David	Follow up with the 23 members who left to find out why they left...	
David	Compose a simple survey for members who leave; let Pete review it.	

Voting Decisions Summary:

Proposed?	Motion	Seconded	Outcome
	Meeting begins at 2:37 pm (MT)		
Pete	Motion to move 50k in portions over several months to a CD per discussion.	Mukund	Passed
Mukund	motion that we contribute to \$1,000 for the MMLI (Molecule Maker Lab Institute) Escape Room support.		Passed
Pete	Pete makes a motion - \$200 assigned for "petty cash" for elected officers and committees for now; it is meant for carrying out the duties of the office. Motion is taken off the table. Discussion is tabled to a future date.	(with-drawn)	(with-drawn)
Pete	Motion to Adjourn - 4:21pm	Jason	Passed

Discussions summary: (not necessarily in chronological order)

Who?	Discussion	Outcome
Louise	<p>Treasurer's report: Details attached</p> <ul style="list-style-type: none"> • Quick Books is \$628.94 • National Meeting Expenses: \$1500.00 • Total expenditures: \$2149.74 • Balance at August 14: \$51,343.73 • Accumulated: \$13,609.58 is the investment return • Joe discusses buying a \$10,000 CD. Shift to a money market. • Pete discusses the ~\$150k in assets. How much revenue can we expect from our meeting attendance? Pete expresses the concern of putting our money to work, but not tying it up substantially. 	
Jason	<p>Secretary Report: No report</p>	
Pete	<ul style="list-style-type: none"> • Pete mentions the need for SCHB publicity. 	
Kristin	<ul style="list-style-type: none"> • Kristin mentions that partnering with an entrepreneurship event? • We're have potential members in all divisions, so we should partner with them for schb membership outreach • mentions that there is need for collaboration with other Divisions 	
Joe	<ul style="list-style-type: none"> • Councilor Report: • Joe reports that the Division of Officers Caucus on Tuesday afternoon to get a preview on Council. • Louise mentions District Caucus meeting tonight at 6 pm. 	
David	<ul style="list-style-type: none"> • Membership Report <p>553 members, 10 new, 2 reinstated, 23 terminated. Loss of 2% membership. Proposal to partner with SCORE</p> <ul style="list-style-type: none"> • Pete urges David to follow up with the 23 terminated members. • Kristin wonders if those members left ACS entirely. <p>Joe proposes sending out a survey to the folks that dropped out. Pete suggests that David write the survey and send to him for review. Mukund asks how (why?) people get terminated-- Kristin indicates that people haven't paid their dues.</p>	

Who?	Discussion	Outcome
	<ul style="list-style-type: none"> ● Ad hoc Finance Task Force report: ● Pete discusses \$50k laddered effort over the next 5 month. ● David suggests that taking a chunk of the money that we are not going to use, we will get more interest. A CD is a reasonable way to tie up money. ● Kristin- ask our membership if someone has financial expertise? ● Mike- why doesn't the ACS help with this? ● Pete makes a motion: Take \$50K in higher yielding CD accounts, ladder over a series of months (this will fluctuate) . ● Pete proposes to work with the financial companies to identify the highest rates. ● Mukund seconded. ● Discussion: Joe offers to connect with Louise and Mukund to discuss the specifics of the transaction. <i>Ad hoc</i> committee will handle the mechanics. ● Motion passes unanimously. 	See votes
Pete	<p>Nominations Report</p> <ul style="list-style-type: none"> ● Councilor Candidates: ● 9 people interested, with 8 people sending in their biographies. <p>Candidates listed are:</p> <ul style="list-style-type: none"> ● Rus Phifer- ● Arlene Garrison- ● Joe Sabol- ● Mike Mazzotta- ● Stephanie Ryan (education consulting)- ● Rafael Armijo-Silva- ● Kabrena Rodda(PNNL)- ● Tyler Housel- <ul style="list-style-type: none"> ● Joe asks about Kabrina being a member of SCHB - She appears to be on the roster. ● Kristin addresses that Robin Rogers nominated himself. Kristin will forward this email onto Pete. Pete apologizes to Robin and the EC. ● Joe comments that there should be a Nominations Committee to make sure that everything is done properly. 	

Who?	Discussion	Outcome
Xu Simon	<ul style="list-style-type: none"> ● Programming Report ● Symposium tomorrow in room 105 ● Symposia with COMP and SBIR/STTR in the works for San Diego. ● Pete emphasizes the need to not duplicate programming that SCORE or other organizations are covering/have covered. ● Kristin discusses that rebranding might be necessary. ● Changing a name is a process, comments Joe. Joe establishes that PROF did a rebranding of the committee, and proposes that we should look into that again. ● Kristin - Rebrand suggestion : SCHB&E or SBE. Small chem businesses and entrepreneurs ● Social event discussed- tomorrow night. ● Sponsor of the Escape Room- Pete discusses that a contribution should be encouraged. Pete does not know what level of support is expected for this event. ● Jen suggests that we provide whatever contribution we <i>want</i> to. \$500-1,000 would be a reasonable contribution. ● Mukund indicates that he has been approached by Marty Burke. Mukund indicates that it is a expression of our support. He indicates that we can provide that feedback that tickets should have been issued. ● Xu and Mukund suggests that \$1,000. 	See Motions
Pete	<ul style="list-style-type: none"> ● Pete suggests that every committee has a "petty cash" budget in an effort to expedite the jobs we need to do. ● Mukund proposes \$100 for each committee. Louise suggests \$200. Mukund then proposes \$250 for incidentals. ● Jen suggests a Mesh card to use for incidental costs to alleviate reimbursements. ● Pete and Mukund indicate to move forward on this effort. ● Pete makes a motion- \$200 assigned for "petty cash" for elected officers and committees for now; it is meant for carrying out the duties of the office. Motion is taken off the table. Discussion is tabled to a future date. 	
	<ul style="list-style-type: none"> ● New Business: ● Hach Awards nomination discussion from Joe- Joe considers that Robin Rogers might be interested in being nominated for this award. Joe asks if he should reach out; Kristin suggests Joe reach out. ● Discussion on nomination protocol, and the importance that SCHB should always put up members for this award. ● Pete motions for adjournment at 4:21 pm (MT). Jason seconded. Passes unanimously. 	

Running List of Event and Speaker Ideas:

Who?	Details	Outcome
	Entrepreneur Pitch Contest (aka shark tank)	
	* Hach award, after Kathryn Hach - for entrepreneurship.	

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:

No report.

Other Attachments:

Email paper trail - ribbons for badges at National Meeting.

Financial Report

DIVISION OF SMALL CHEMICAL BUSINESS – ACS

For the Period ended August 14, 2024



Prepared by

Division Treasurer

Prepared on

August 14, 2024

For Leadership Team use only

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Statement of Activity

July 15-Aug15, 2024

	Total (\$)
REVENUE	
1.0 CONTRIBUTION	
1.0 ACS Support	\$2,140
1.0 b Past-president support	\$0
Total Contribution	\$2,140
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
Total 2.0 MEMBERSHIP DUES & ASSESSMENTS	0.00
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)	
Total Revenue	
GROSS PROFIT	
Expenditures	
10.0 OTHER EXPENSES (Proposed, inter-divisional...)	
1.0 a annual Fees (INTUITQbook)	628.94
4.0 NATIONAL MEETING EXPENSES	
4.0 a Fees	

4.0 b Support for Chemical Health & Safety	1500.00
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
Total 4.0 NATIONAL MEETING EXPENSES	1500.00
7.0 PUBLICATION EXPENSES	
7.0 e Postage & Shipping	20.80
Total 7.0 PUBLICATION EXPENSES	
8.0 CONFERENCE/WORKSHOP/MEETING EXPENSES	
8.0 a Inter-Divisional Activities	
8.0 b Other activities	
8.0 c Regional meetings	
8.0 C Regional Meetings	
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)	
Total 8.0 CONFERENCE/WORKSHOP/MEETING EXPENSES	
9.0 Administrative Expenses	
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	
Total Expenditures	2149.74
Balance (August 14)	51,343.73
Balance (July 18)	50,724.53
GAIN (LOSS), OPERATING ACCOUNT	N/A

 08/12/2024	DIVISION OF CHEM DES:SALE ID: INDN:NULL SCHB CO ID:9215986202 CCD			-1,500.00	51,343.73
 08/12/2024	Zelle payment to Jason Lye for "Postage: 10.40 + 10.40 mailing business cards..."			-20.80	52,843.73
Statement as of 08/01/2024 (view statements) »					
 07/30/2024	AMERICAN CHEMICA DES:BOFA-CHCK- ID:AUSD830126 INDN:SMALL CHEMICAL...			2,140.00	52,864.53
 07/18/2024	INTUIT *QBooks Online 07/17 PURCHASE CL.INTUIT.COM CA DEBIT CARD *2198			-628.94	50,724.53

From: Joe Sabol jsabol@chem-consult.com
Subject: Re: August and September EC meeting minutes
Date: October 21, 2024 at 5:52 PM
To: jason lycoworks.com jason@lycoworks.com
Cc: Janet Bryant janetsbliss@hotmail.com

Jason,

cc: Janet, who has 30+ yr of ACS governance experience

A, The August minutes are fine, except,

1) please do not list email addresses in the website posted minutes (page 4.)

2) Jennifer was not approved for any committee appointment/chair. Pete appears to act like he may simply appoint, but the EC is required to approve. I've looked, I cannot find anything in the record where Pete appointed or the EC approved (see, bylaws IV, 4.a.)

However, if I am misinformed, please advise when the EC approved Jennifer's appointment. (Xu and David were approved in January.)

Please note that I welcome Jennifer to the SCHB leadership. Anyone may help, but to be a bona fide member or chair of a committee, the EC must approve. Committee chairs are voting members of the EC.

B, The September minutes are fine, except,

1) Jennifer's denomination as a voting member of the EC.

The best thing at this time might be to simply acknowledge that it was an oversight and if Jennifer wants to be a committee chair, the EC should approve tonight.

All SCHB standing committee appointments are annual and expire on 12/31.

C, Just an observation, but written reports from EC members can make it easy to include in the minutes. Having to confirm details while on zoom takes time and can introduce errors. But, whatever works for you.

Thank you,

Joe

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On 10/12/2024 12:17 PM EDT jason lycoworks.com <jason@lycoworks.com> wrote:

Dear SCHB Executive Committee,

Thank you for all that you do in the service of the Small Chemical Business Division of ACS.

Please find attached the following:

August minutes for approval to post to the website. Mike: Thank you again for acting as interim secretary at this meeting.

September minutes, freshly transcribed from the audio only recording of the meeting. This for your review before posting. Note that I don't know how to spell a couple of the names that were mentioned...

Kind Regards,

Jason

Jason Lye Ph.D

Author: [Prototype to Profit](#)

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