



Executive Committee Meeting

September 16th, 2024, Transcribed from Audio Only Recording of on-line meeting.

Attendees:

Role	Officer	Vote	Name	Present
Chair	Y	Y	Peter Bonk	On Line
Chair Elect	Y	Y	Kristin Di Bona	On Line
Treasurer	Y	Y	J Louise Liu	On Line
Secretary	Y	Y	Jason Lye	
Past Chair		Y	(Vacant)	
Councilor		Y	Joe Sabol	On Line
Alternate Councilor		Y	Mukund Chorghade	On Line
Programming Chair		Y	Xu Simon	On Line
Membership Chair		Y	David Cunningham	On Line
Publicity & Communications		Y	Jennifer MacLachlan	On Line
Volunteer			Russ Phifer	
Volunteer			Janet Bryant	On Line
Volunteer			Cary Supelo	
Volunteer			Mike Mazzotta	
Volunteer			Arlene Garrison	
Volunteer			Stephanie Ryan	
Volunteer			Rafael Armiño-Silva	
Volunteer			Kabrena Rodda	
Volunteer			Tyler Houser	
Volunteer			Chet Boxley	
Contract Webmaster			Tracy Champagne (external to SCHB)	

Action items:

Who?	Action they will undertake or lead.	By When?
Jen	Look into Sharepoint	
Jen	Set up EC email addresses - one for core, and one broader	
Jen	reach out to Janine Perkins: Would she be Good with Supporting an October / November meeting?	
Pete	Review David's welcome letter	

Voting Decisions Summary:

Proposed?	Motion	Seconded	Outcome
Joe	Write check for \$500 to SWRM	Mukund	Passed
Jennifer	Donate \$ 1,000 to the Leighigh Valley Section for the George Rugor memorial travel thing.	Mukund	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"> Balance in checking: \$ 47,250 Total assets ~ \$154,000. Louise did not buy a Certificate of deposit (suggested last meeting) as the current yield on the Vanguard account exceeds the yield of the CD. <p>Expenses this month:</p> <ul style="list-style-type: none"> ~ \$ 2,400 Councilor expenses reimbursement. ~ \$ 1,500 Officer national meeting expenses reimbursement. ~ \$ 200 Website support. 	
Jason	<p>Secretary Report: No report</p>	

Who?	Discussion	Outcome
Peter	<ul style="list-style-type: none"> Evidently, SWRM did not receive the initial \$ 500 SCHB promised in October 2023. 	See votes
Peter	<p>Councilor Election Process:</p> <ul style="list-style-type: none"> We currently have 8 candidates for the SCHB councilor election. Started with 10, but two dropped out when it was apparent that the field was so crowded. An email went out requesting Bios and Statements from candidates <i>[Ballots will be electronic only, as we don't have any members without an email address - as confirmed in August.]</i> The email requesting members to vote will go out mid October, and will include Bios and statements from each candidate. Information is also posted on our website. We're holding an on-line town hall for the candidates the evening of Thursday Sept 26th. Jen polled the candidates to find the best date that they all could make. Email went to members announcing town hall. Will have to be strict with the time allowed for answering questions because of the number of participants. Participants will see questions ahead of time. Voting will be open for two weeks and is targeted for October. We hope to know the outcome of the election by early November. 	
Louise	<ul style="list-style-type: none"> \$500 check was supposed to be issued to the SWRM (South West Regional Meeting) in October 2023. Never did send the check. 	See Votes
Joe	<ul style="list-style-type: none"> Oral Councilor Report: LeHigh Valley Section - George Rugor memorial Travel Award. Travel award. \$250 award to each student. Could we contribute a multiple of \$250 as an award? Pete: George was an active member of SCHB. This is worth considering. Jennifer: Suggested: \$1,000 donation. David: No objection, but could we just review the connection between the donation and SCHB please? George Rugor was Chair of SCHB when he died unexpectedly. He was also very active, with demonstrations, and so forth. A legacy contributor. Was active in Green chemistry. When he died, Jim Skinner had to take the reigns of SCHB. Janet: Is there any way for us to acknowledge SCHB as a contributor to the sponsorship? Joe: Will add a note that the support is from SCHB David: Would be good to: a) give a certificate that SCHB awarded the travel, b) Photo for website? 	See Votes

Who?	Discussion	Outcome
Joe	<ul style="list-style-type: none"> • EXPO Booth Rental Assistance for SCHB members: • Chett Boxley - Booth rental assistance in the Expo. 	
David	<ul style="list-style-type: none"> • Membership Report <p>548 members, 14 new, 3 reinstated, 23 terminated. Loss of 1.1 % membership.</p> <ul style="list-style-type: none"> • Pete: Do we know whether they left ACS or left SCHB? • Kevin McCue is retiring soon - but he might be able to find that information out. <p>Draft welcome letter was sent to Pete right before the meeting before, for review.</p>	See Action
Pete	<ul style="list-style-type: none"> • Only 16% of the membership is from Industry. • This information from Laura Sremaniak. Shocking statistic. • Used to be 50% - 60% 	
Kristin	<ul style="list-style-type: none"> • Could we please add to a future agenda talking about bit more broadly about our communication strategy? • Not just the frequency, content, but also format. • Councilor bios on Website - is 29 pages long, which is unmanageable, • There is not a clear delineation between councilors bios? • Huge bold font in eblast, not printable, cant' see the differences... • Jen: We can make it clearer on the website. • Maybe we could just send links? • E.g. PDF files? • We need to find a way to have the essential information at the top and the details later. • Jen: Let's work together on it. • Joe: We should have a chair of the communication committee. Needs to be clear within the EC. Also, when will the councilor report email blast go out? When can the regional email go out? • Jen: It's going up on the website. • Pete: The election is actionable, and timely;- a report is not. Need to focus on election related emails at this time. 	

Who?	Discussion	Outcome
Jen	<ul style="list-style-type: none"> • Could we set up a group email address for the EC? • What about EC1 - affiliated with the EC, but not an EC member • Keeping information separate, and being clear to subject matter. • Pete: Subject line is important. 	See votes
Pete	<ul style="list-style-type: none"> • Joe: is everyone aware of the sharepoint account? • Everybody has a different filing sharing system. Every unit now has access to SharePoint to for filing sharing. So that we don't have to email large files. • Louise: I upload everything to OneDrive (through the university OneDrive) • Joe: It's not university business. We need to migrate to SharePoint. • Pete: Whats disappointing is that there was no communication about the SharePoint. Why was there no session at the Leadership Conference in January? 	See Actions
Xu	<ul style="list-style-type: none"> • Programming Report • Standard program in Denver: ~20 people in attendance. • Chemical Escape Room: • COMP and Organic Section - have ea. pledged \$1000 to run it again. • Peter: We need to charge for it. So that if there is real interest, then people will pay for it. • Xu, told : torn between discouraging and making it so acceptable. • MML Committee - ACS - Organic, SCHB, COMP, YCC, SoChEd. • What do the leaders' want to get out of this thing, and how are we aligned? • Peter: People pay good money for other training. Why not this one? • Why throw money at something that could be self supporting. • DAVID: I would like to support it more if it were designed more around SCHB and the other sponsors. • San Diego: • SBIR / STTR showcase. Lots of good talks about it • Program with COMP: Small business support: Consultants in Computational chemistry • San Diego programs are now closed. 	

Who?	Discussion	Outcome
Joe	<ul style="list-style-type: none"> • New fiscal tax preparation - Idea for an event with a November December events. • Janine Perkins • Jen still has her contact information • Jen: She was an excellent speaker 	See Actions
Peter	<ul style="list-style-type: none"> • Video meetings between National meetings. • Others have volunteered their time. 	

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: Communication: Policy, Format, Timing, Operating Rhythm, Clarity, Read-ability.

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.

Zoom meeting between regional meetings and holidays.

Treasurer's Report:

Will be Attached if provided.

Councilor's Report:

No report.

Other Attachments:

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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