



## Executive Committee Meeting

*November 18th, 2024, Via Zoom..*

### Attendees:

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

# Action items:

Who?	Action they will undertake or lead.	By When?
Finance Task Force	Finalize a recommendation in regard to how much money to move, and where to invest it.	
Joe	Close out the IPG Grant: RE: SCHB support for EXPO booth at Denver.	
Peter	To ask Kristin if she would like to go to the leadership conf.	
Xu	See if Chet would be interested in going to the leadership institute.	
Janet	Review by-laws and recommend any additional changes.	

# Voting Decisions Summary:

Proposed?	Motion	Seconded	Outcome
Peter	Meeting called to order 7:38pm		
Joe	Motion to give CELL \$500 for co-sponsorship of their career panel discussion. (attached)	David	Passed
Jason	Motion to Adjourn 8:55pm	David	Passed

# Discussions summary: (not necessarily in chronological order)

Who?	Discussion	Outcome
Kristin	<b>Chair Elect Report:</b> - no report	

Who?	Discussion	Outcome
Louise	<p><b>Treasurer's Report:</b></p> <ul style="list-style-type: none"> <li>- Written report attached</li> <li>- Louise is looking at CDs. Vanguard gives a better return than the CDs she's found.</li> </ul> <p>The <b>Finance task force</b> is encouraged to get together to resolve moving some of the funds into a better interest account</p>	
Jason	<p><b>Secretary Report:</b></p> <p>Election results were certified, with Dr. Arlene Garrison winning the role of Councilor to SCHB for the term 2025-2027.</p>	
Joe	<p><b>Councilor Report</b></p> <ul style="list-style-type: none"> <li>- Written report attached</li> </ul>	
Peter	<p><b>Monthly Zoom:</b></p> <p>Unfortunately our November speaker is unable to make it this month. Would like to get someone to take accountability for this, separate from the programming chair's current responsibilities.</p>	
Peter	<p><b>Election:</b></p> <p>Election runner cost SCHB only \$85 to run the election.</p> <p>Quite a smooth transition. Recommend next year too</p> <p>Chair elect, Secretary, and treasurer are up for elections before the end of 2025.</p> <p>Will need to put a committee together for N&amp;E.</p>	
Peter	<p><b>Communication Chair:</b></p> <p>Jennifer will be stepping out of her SCHB activities due to other professional commitments. Will need to find a new communications chair. She served the SCHB for over a decade (12 years.)</p>	

Who?	Discussion	Outcome
Xu	<p><b>Programming:</b></p> <p>We are all ready for San Diego</p> <p>Sunday March 23rd SBIR / STTR - 2/3 of March 23, 2-6pm Career panel with CELL.</p> <p>Monday March 23rd 2-6pm. Full day symposium with COMP</p> <p>Excom meeting -Tuesday (time?)</p> <p>Some things might cost money: Career panel - with CELL (cellulose division) \$500 co-sponsor.</p> <p>Escape Room - would like to have the escape room again. Cosponsor with other divisions. SCHB would be the prime sponsor. MMLI - new primary point of contact. Will talk tomorrow (Tuesday 11/19/24.) Peter: Please encourage them to put a modest fee on the Escape room?</p> <p>Are we interested in supporting the regional meetings?</p>	
Xu	<p><b>SCHB one Pagers:</b></p> <p>Draft one-pagers: Chose the one that has less words. Lots of discussion.</p> <p>Peter: We need to go forward with one, and not nit-pick any more. Up or down vote.</p>	
Peter	<p><b>IPG Grant from Denver:</b></p> <p>Closing out the IPG for SCHB support of a booth at the Expo. Do we have everything we need? Peter was looking for more detail. Did Chet come back with more details on the close out report? Booth in Denver.</p> <p>Joe: Will take care of it.</p>	

Who?	Discussion	Outcome
Peter / Janet	<p><b>Adjusting By-Laws:</b></p> <p>Peter and Janet are reviewing the by-laws to scope how much change is needed in order to remove the election timing language.</p> <p><b>Janet:</b> Will take a look at the by-laws to see if anything else needs to be addressed. For instance, we may want to take a look at the By-Laws to see if we need any additional committees.            Standing committees have a voting seat on the EC.            The chair can appoint additional committees, as needed.</p>	
Peter	<p><b>Monthly EC:</b></p> <p>EC Meeting in December may be needed.            Let's plan a short meeting to tie up loose ends.            December 16th.</p>	
Joe	<p><b>OLD BUSINESS:</b></p> <p>Would like to revisit the financial hardship of the 2023 SCHB EC refusing to cover Joe's travel expenses in 2023.</p> <p>Peter: Will not second guess the past EC's decision.            Joe: I will bring this up in December's meeting.</p>	

# Financial Report

DIVISION OF SMALL CHEMICAL BUSINESS – ACS

For the Period ended Nov 18, 2024



Prepared by

Division Treasurer

Prepared on

Nov 18, 2024

For Leadership Team use only

## **Table of Contents**

---

**Statement of Activity** 3

**Statement of Financial Position** 5

# Statement of Activity

October 18 – November 18, 2024

	Total (\$)
<b>REVENUE</b>	
1.0 CONTRIBUTION	
1.0 ACS Support (Louise needs to figure out what this is for)	\$2,000.0
1.0 b Past-president support	\$0.0
<b>Total Contribution</b>	<b>\$0.0</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 (INTUITQbook)	
4.0 NATIONAL MEETING EXPENSES	
4.0 a Fees	



4.0 b Support for Councilor	2,000
4.0 c Support for Program Chair	0
4.0 e Support for Division Chair-Elect	
4.0 f Social Expenses (ACS Industry reception)	
4.0 h Others (TLC: Tracy Champagne)	20.00
<b>Total 4.0 NATIONAL MEETING EXPENSES</b>	<b>0</b>
<b>7.0 PUBLICATION EXPENSES</b>	
7.0 e Postage & Shipping/Election Fees	85.00
<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 (Boxley)	2,050
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 <b>SWRM (Southwestern)</b>	0.00
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	
<b>Total 9.0 Administrative Expenses</b>	
<b>Total Expenditures</b>	<b>4135.00</b>
Balance (Oct 19)	<b>46,730.29</b>
Balance (November 18)	<b>44,595.29</b>
<b>GAIN (LOSS), OPERATING ACCOUNT</b>	<b>N/A</b>

## Statement of Financial Position

As of Month Date: Sept 15, 2024

	Total (\$)
<b>ASSETS</b>	
Current assets	
Bank Accounts	44,595.29
Business Adv Fundamentals – 9731 -1	
VANGUARD ACCOUNT	107,402.37
<b>Total bank accounts</b>	
Total Current Assets	151,997.66
<b>TOTAL ASSETS</b>	
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
<b>Total Liabilities</b>	
Equity	
Opening balance equity	
Retained Earnings	
Net revenue	
<b>Total Equity</b>	
<b>TOTAL LIABILITIES AND EQUITY</b>	

### Investment return

Accumulative return: \$15,148.74

Monthly change: 77.98

Month	Amount (\$)	Comments
Nov 1-15	15,148.74	Monthly change: 77.98 ↑
Oct 1-31	15,344.74	Monthly change: -338.44 ↓
Sept 1-30	15,409.72	Monthly change: 793.28 ↑
Aug 1-31	14616.44	Monthly change: 995.06 ↑
July 1-31	13,621.38	Monthly change: 1,304.01 ↑
June 01-17	12,318.46	Monthly change: 320.34 ↑
May 01-31	11,999.33	Monthly change: 1,086.69 ↑
April 01-30	10,912.64	Monthly change: -455.98 ↓
March 01-31	11,368.62	Monthly change: 1,120.52 ↑
February 01-28	10,248.10	Monthly change: 258.80 ↑
January 01-31	9,989.30	Monthly change: 151.80 ↑

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

**Subject:** Re: SCHB Executive Committee Meeting Monday November 18th @ 7 pm ET

**Date:** November 15, 2024 at 4:54 PM

**To:** Peter B peterjbonk@gmail.com, Kristin R. Di Bona krdibona@wyonics.com, jason lycoworks.com jason@lycoworks.com, Jingbo Louise Liu Jingbo.Liu@tamuk.edu, Mukund Chorghade chorghade@gmail.com, Xu Simon xufits@gmail.com, Jennifer MacLachlan pidgirl@gmail.com, David Cunningham david.himb@gmail.com, Janet Bryant janetsbliss@hotmail.com, Garrison, Arlene Allen (Arlene) garrison@utk.edu

SCHB EC,

A. For Councilor report,

1, Katerina Leftheris (MEDI) and Susan Olesik (ANYL) have been elected to serve on the ACS Society Committee on Science (ComSci) for a 2025-2027 term.

2, Attached is the Strategy Cafe report. I'm not going to review this, it's for your information, and much of it is related to Council/Councilors and Committees, but there are elements related to industry, entrepreneurship, and the like. What is implemented is what matters next and SCHB should consider how it fits in. ACS 2025 committee assignments won't be made until the December BOD meeting, when the Chair is determined (and committee appointments made with ACS PRES 2025 Dorothy Phillips.)

(Previously, I circulated the summary from the SCHB February 2022 SPS and the various goals and strategies; the full report can be shared upon request. Maybe we should consider working on a few of the projects? I'm interested in the one on identifying the committees and other divisions that SCHB members are involved in. I don't see any time for this happening before January, but can at least start to plan.)

B. For old business, please add 2023 SCHB councilor reimbursement (it was new business at a previous EC meeting, but then tabled.) I don't have any information on why it was denied, there's nothing in the EC minutes, but the SCHB website shows SCHB councilor reimbursement policy (attached.)

C. For SCHB 2025 standing committee assignments, best practices is to use the language in the bylaws: Finance, Membership, Nomination, Program, and Public Relations/Communications, The EC can assign other duties and create ad hoc committees, e.g., Awards Committee, but the Nomination Committee can cover awards and elections as that involves reviewing the SCHB membership roster for viable candidates.

D. Information on Sharepoint in the next message.

Thank you,

Joe

--

On 11/12/2024 8:06 PM EST Peter B <peterjbonk@gmail.com> wrote:

Dear all,

Our next SCHB EC meeting is on Monday, November 18, 2024 at 7 pm ET. 6 pm CT, 5 pm MT

The Zoom link is below. A draft agenda is attached. Please let me know if you would like to add anything to the agenda.

**Please let me know ahead of time if you will not be able to attend. Thanks.**

See you then.

Peter Bonk is inviting you to a scheduled Zoom meeting.

**Topic: SCHB Executive Committee**

**Time: Nov 18, 2024 07:00 PM Eastern Time (US and Canada)**

Every month on the Third Mon, until Apr 21, 2025, 6 occurrence(s)

Please download and import the following iCalendar (.ics) files to your calendar system.

Monthly: [https://us02web.zoom.us/join/https://us02web.zoom.us/meeting/tZUqduqvzrMqGN1nfykk-Bq8Ei\\_COUR5bUTd/ics?icsToken=98tyKuGpgTopHdWdsBuORpwcB4j4b-3zmFxfjY0Mkhn8CCseQBKuE-t9EZ1KI03S&meetingMasterEventId=2bh\\_BkN3SHOMmoDS2J\\_XvQ](https://us02web.zoom.us/join/https://us02web.zoom.us/meeting/tZUqduqvzrMqGN1nfykk-Bq8Ei_COUR5bUTd/ics?icsToken=98tyKuGpgTopHdWdsBuORpwcB4j4b-3zmFxfjY0Mkhn8CCseQBKuE-t9EZ1KI03S&meetingMasterEventId=2bh_BkN3SHOMmoDS2J_XvQ)

**Join Zoom Meeting**

<https://us02web.zoom.us/j/81713718029?pwd=buZFe35cbr73GULX0yEmPuAz44hmSE.1>

Meeting ID: 817 1371 8029

Passcode: 965784

One tap mobile

+13052241968,,81713718029#,,,,\*965784# US

+13092053325,,81713718029#,,,,\*965784# US

Dial by your location

• +1 305 224 1968 US

+1 309 205 3325 US

## 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:

*Attached.*

## Councilor's Report:

*Attached.*

## Other Attachments:

## 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>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>			