



Executive Committee Meeting

February 17th, 2025, Via Zoom..

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	On Line
Past Chair		Y	(Vacant)	
Councilor / Audit Comm		Y	Arlene Garrison	On Line
Alternate Councilor		Y	Mukund Chorghade	
Programming Chair		Y	Xu Simon	On Line
Membership Chair		Y	David Cunningham	On Line
Publicity & Communications		Y	Lisa Balbes	On Line
By-Laws task force			Janet Bryant	On Line
Contract Webmaster			Tracy Champagne (external to SchB)	

Action items:

Who?	Action they will undertake or lead.	By When?
Janet & Xu	Compile room numbers and locations for the San Diego meeting, then send to Jason for posting to minutes.	
Kristin	Please forward Social media outlets to Lisa Balbes for review.	
Peter	Adjust meeting agenda for business meeting to begin to put a budget together	
David, Xu, Peter, etc. Everyone:	Pull together a budget for next year on what you want to do in 2025.	
Mukund	To ensure that MLLI knows that they should pay the invoice for the Denver Escape Room out of their NSF grant. Report back at next ExComm.	
Janet	Incorporate bylaws discussion into draft bylaws and distribute to EC	
EC	Provide Janet and Peter with written feedback and suggestions re: Bylaws 5 - 14.	

Voting Decisions Summary:

Proposed?	Motion	Seconded	Outcome
Peter	Call to order: 7:09 pm		
Xu	Motion to approve 2 of \$500 tranches for MARM and Great Lakes meeting. This is in line with budget.	Kristin	Passed
David	Adjourn at 9:29 pm.	(multiple)	Passed

Discussions summary: (not necessarily in chronological order)

Who?	Discussion	Outcome
Peter	<p>Anonymous Election Process Complaint:</p> <p>On behalf of ACS Nominations and Elections, Kevin Edgar emailed Pete and the officers regarding a mysterious person’s anonymous complaint about the execution of the 2024 SCHB election for councilor. The complaint included several allegations that were later clarified and show to be without merit. There was a detail relating to nominations process that may not have been in strict accordance with the SCHB by-laws, including a formal ExComm vote on the SCHB nomination committee.</p> <p>On behalf of Nominations and Elections, Kevin informed that, after carefully looking at the complaint, the SCHB election would stand. N&E however, requested clarification of the by-laws. N&E also pointed out that the best practice would be to have the SCHB N&E committee formed from non-SCHB officers.</p>	See Actions re ByLaws update.

Who?	Discussion	Outcome
Xu & Kristin	<p>Leadership Institute Attendance: (includes Chair Elect Report)</p> <p>Programming meeting: Was excellent as usual.</p> <p>Future of meetings: More collaborations, streamlined presenters. SCHB is seen as a potential uber collaborator for multiple cross-divisional programming.</p> <p>Benchmarking: Kristen 8 divisions Xu 8 divisions. ExComm travel: Do pay for executive committee core. Minimum was same as councilor, and then most had higher reimbursements.</p> <p>List of ideas about grabbing division membership:</p> <p>ACS is seeing lower membership - people dropping to Associate level. Universal trend across the 32 divisions.</p> <p>It IS possible to pay a \$25 fee to maintain the division membership while dropping ACS. - we should follow up with those who leave ACS membership.</p> <p>Developing Procedure manuals: Kristin: Janet has two manuals examples Kristin volunteered to help</p> <p>a) some divisions get more members just to get award. e.g. \$100, \$200 awards - just have to be a member.</p>	
Xu & Kristin Contd	<p>Leadership Institute Continued:</p> <p>b) Panels may be more popular than talks for events.</p> <p>c) Social media presence : SCHB - we have 4-5 social media outlets that we're not using. FaceBook, LinkedIn, X,</p> <p>d) Should be tagging influential members in social media posts.</p>	
Peter	<p>Awards:</p> <p>ACS Fellow Nominations: Due April 1st Katherine Hach award. Due November</p>	

Who?	Discussion	Outcome
Peter	<p>Denver Escape Room: ACS Invoice for Denver meeting that has been circulating. Invoice is related to Escape Room. ACS National gave Peter a breakdown. ~ \$2600 or so dollars. Louise has the invoice. Did other divisions who were other cosponsors get an invoice? MedChem, Organic, ? Nope. Only SCHB got an invoice.</p> <p>"Finance was not transparent - even in August last year."</p> <p>The bill was submitted to SCHB in November.</p> <p>Mukund: MLLI had an NSF grant and can cover this Mukund: They will pay for it. Mukund: "I will ensure that MLLI knows that they will pay for it out of their NSF grant."</p> <p>COMP \$1,000, Organic \$1,000 paid (to whom?) We committed to \$1000 - to MLLI (not to ACS)</p> <p>Xu: Warren Lin fell in love with the event and has indicated a willingness to find money for this event.</p> <p>Let's wait for Mukund's thoughts on this before we take action.</p> <p>Xu: So that this doesn't happen in the future, may I have a budget? Sounds like a good plan. Kristin: Would like to put together a budget for the fiscal year Jason and Janet offered to help Kristin plan 2026 budget.</p> <p>Peter: Will take 50% of the business meeting agenda in San Diego toward generating a budget for this year.</p>	See Actions
Peter	<p>Annual Report: Thank you for all those who helped get the annual report submitted on time.</p>	
Kristin	<p>Chair Elect Report: See: Leadership Institute.</p>	
Jason	<p>Secretary Report: No report</p>	

Who?	Discussion	Outcome
Louise	<p>Treasurer's Report: Monthly Financial Report: December 16, 2024 - January 20, 2025</p> <p>Engine \$ 300 — Don't know function. Tracy Champaign. Survey Monkey \$ 350 — Do we need this any more? Quickbooks \$ 900 — Do we need?</p> <p>We paid University of IL \$2,000 for Escape Room : \$1,000 from SCHB and \$1,000 from ORG.</p>	
Xu	<p>Programming - Regional:</p> <p>Looking for budget for various regional meetings. Rocky Mountain regional meeting, MARM, and Great Lakes. in the Spring. MARM: May Great Lakes: June Rocky Mountain: October.</p> <p>Looking for \$500 for each. SBIR showcase. Success stories for SBIR supported companies.</p> <p>SBIR: October might be a bit far under the current political climate for SBIRs?</p>	
Arlene	<p>Councilor Report:</p> <p>No report</p>	

Who?	Discussion	Outcome
David	<p>Membership Report:</p> <p>Additional Has been busy benchmarking other divisions. Our website etc. looks very out of date. We need to get some kind of meeting. 548 members 13 new members 1 deceased (Ronald Clark 85 years old) 28 terminated division -10 non payment, 18 resigned cancelled. Net loss of 11 members</p> <p>Has a list of terminated members — cannot separate out who stopped payment or some other reason for cancellation.</p> <p>Thank you, Kristen on your benchmarking efforts.</p> <p>Pete: Have you had a chance to chat with those who voted? David: Let’s chat about that offline.</p> <p>Xu: Regular monthly meetings. Mini Chemical MBA:</p> <p>Jason: Please include me as the IP Strategy in MBA</p> <p>David: Goal to network with other membership chairs in other divisions to see what they are doing and what can we do.</p>	
Pete	<p>Nominations 2025:</p> <p>Chair Elect: 2 year term Secretary: 1 year term to get back on track for rotating 2-year terms of the Secretary and Treasurer positions Treasurer: 2 year (alternating terms with Secretary)</p> <p>Self nomination is proposed as mechanism.</p>	See January minutes under voting.

Who?	Discussion	Outcome
Janet:	<p>By Laws Updates: Versions were distributed.</p> <p>Kristin: a) Do we have a nomination committee? Peter: I am Chair of the Nomination Committee. National has informed us that this is a bad practice. Kristin: The Chair is already in power. So, the nomination and election person should be an independent person. National has told us not to do that:</p> <p>Kristin: Wants it on the record that she objects to the Nominations Committee being also the Chair.</p> <p>b) Are we following our bylaws now?</p> <p>C&B - 6- 8 week process, until it goes out to the membership for ratification.</p> <p>a) Society Affiliates: - are on the voting list b) Division Affiliates: - SCHB would have the track those members c) So, if we allow Division SCHB</p> <p>Member at Large: Kristin: Yes - 1-2 David: Yes: 1-2 Jason: Yes - 2 members Janet: Yes, they vote, and they should be elected. Kristin: Can we keep the by laws flexible> Janet: Why don't we update the manual? David: Our Hawaii section - bought them in for a special task.</p> <p>Chairs of committees are appointed by chair of division and approved by EC. The chair of committees don't need EC approval for the appointment of committee members.</p> <p>The treasurer needs to prepare a financial report and during the next meeting, they approve the report. The financial section of the Annual report to ACS needs to be prepared by the treasurer.</p> <p>Lets keep it all simple. We will take out the process around the financial report.</p> <p>Member at Large: Description of roles</p>	See attachments

Who?	Discussion	Outcome
Cont. Bylaws	<p>By-Laws Revision - continued.</p> <p>Bylaw 5:</p> <p>Section 5a) & b) Vacancy in the office of Chair.</p> <p><i>** Basically, the meeting had been going for 2.5 hours by this time, and the ExComm was worn out for the evening...</i></p> <p>Agreed to review and send comments back. Will pick up again soon. Requested bite-size chunks to review over time...</p>	
	NEW BUSINESS:	

Running List of Event and Speaker Ideas:

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


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.

Attachments:

From: Xu Simon xufits@gmail.com 

Subject: SCHB Programming Roadmap

Date: February 28, 2025 at 5:34 AM

To: Peter B peterjbonk@gmail.com, Kristin R. Di Bona krdbona@wyonics.com, Jingbo Louise Liu jingbo.liu@tamuk.edu, jason lycoworks.com jason@lycoworks.com, David Cunningham david.himb@gmail.com, chorghade@gmail.com, Lisa M Balbes lisa@balbes.com, Janet Bryant janetsbliss@hotmail.com

Greetings,

Please see attached roadmap for SCHB programs in Spring 2025. Feel free to distribute widely!

Thank you,

Xu

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Xu Simon, PhD, MBA

[TEDx speaker](#)

www.xufits.com

Connect on [LinkedIn](#)

+1.617.304.7386

[Book a call](#)



Hear my name

SCHB Program At-a-Glance Spring 2025 | San Diego, CA

Pushing boundaries. Solving global challenges.



ACS
Chemistry for Life®



Sunday - Wednesday

Sunday, March 23

Monday, March 24

10:00 a.m. – 6:00 p.m.

Chemical Escape Room

*San Diego Convention Center,
Room 22*

Sign up or show up for a 1-hour time slot.

Bring or make friends for this collaborative, immersive, and interactive adventure!



Scan the QR code or go to acs-schb.org for more information

10:00 a.m. – 1:00 p.m.

SCHB General Business Meeting

*Hilton San Diego Bayfront,
Aqua Boardroom*

12:00 p.m. – 2:00 p.m.

Career Development and Opportunities in Bio-and Circular Economy

Career panel with CELL, SOCED, BMGT, PROF, ENVR

San Diego Convention Center, Room 11B

2:00 p.m. – 5:40 p.m.

SBIR/STTR Showcase

*San Diego Convention Center,
Hall F Room 6*

2:00 p.m. – 6:50 p.m.

Computational Chemistry in Small Business: The Power of Consultants and Small Teams to Elevate Industries

Joint program with COMP

*San Diego Convention Center,
Room 7B*

5:00 p.m. – 8:00 p.m.

CHAS, SCHB, CHAL Happy Hour

*Baja Rick's Cantina,
170 6th Ave, San Diego, CA*

8:00 p.m. – 10:00 p.m.

Sci-Mix Poster Session

*San Diego Convention Center,
Hall B2/V*

Dear all,

Late (~ 10 pm EST) on Tuesday, January 21, 2025, this email was received by the Officers of SCHB, from Kevin Edgar, Chair of the ACS Committee on Nominations and Elections:

[Confidential] Communication from the Chair of the Committee on Nominations and Elections

Dear SCHB Executive Committee,

An SCHB member, who wishes to remain anonymous, requested that the Committee on Nominations review the 2024 SCHB elections for possible election violations. After careful review and consideration of the information provided, we have decided that the election will stand and requires no further investigation.

Given the concerns expressed by the member, I would like to share following recommendations for future elections:

1. In all future elections, SCHB shall establish a Nominations Subcommittee in compliance with their bylaws.
2. In all future elections, SCHB Executive Committee shall follow all of their election-related by-laws. Should they feel unable to follow one of those by-laws for whatever reason, they shall take action to suspend any election related bylaws that are not aligned with the election practices to avoid non-compliance. For example, your 6/17/2024 Executive Committee minutes reflect that action was taken to suspend SCHB Bylaw V, Section 2; however, there was no suspension of SCHB Bylaw VII, Section 2 related to the appointment of members of the standing committees. To be clear, it is good practice to appoint an independent and experienced nominations committee to put forth nominees for elected office, and poor practice for current division chairs to select such nominees themselves.
3. SCHB should review and amend their bylaws to accurately reflect their current election practices. (ACS Division Bylaws Page)
4. The SCHB bylaws are silent on the manner of elections (plurality or ranked choice). SCHB should consider clearly defining their manner of elections, so it is consistent year over year. In alignment with the Governing Documents, the Committee on Nominations and Elections recommends that ranked-choice voting be used when there are more than 2 candidates for one position.
5. The SCHB executive committee should review and share the ACS Volunteer & Participant Code of Conduct Policy with its division members. All ACS Volunteers are expected to adhere to the policy.

Please email me at nomelect@acs.org if you have any questions.

Sincerely,

Kevin Edgar

Chair, Committee on Nominations and Elections

My response, sent early (1:45 am) on Wednesday, January 22, 2025:

Kevin,

SCHB bylaw V, section 4 states” The candidate for each position receiving the largest number of votes shall be declared elected.”

This seems clear and does not encompass ranked voting.

With many active volunteers fleeing SCHB during the unpleasantness of 2021-22, SCHB had a thin bench. Most of our committees had but a chair, so it was with the Nom & Election committee, which I took upon myself.

It was announced early in 2024 that SCHB would allow members to self nominate, and the nomination committee only ensured that those seeking to run were eligible to do so. We had 11 people express interest, 10 who submitted the requested bio and candidate statements. 2 members decided to withdraw; so we had 8 candidates for Councilor. All 8 participated in the online Zoom candidate forum. With 137 members voting we had a turnout of 26.1%, a rate more than twice what was seen in the ACS 2024 election.

Bylaw VII section 2 states “... members of the standing committees shall be appointed annually...”

This was done.

Again we have a thin bench. As stated above the nomination chair did not rank or try to select a pair of candidates to run, but sought a field of members stepping up to run, willing to get involved. The election and high turnout, with a turnout 36% higher than the 2023 election held by the appointed EC, is proof of the wisdom of how things were done.

Updated comments to the SCHB EC:

This was good news, but...

After careful review and consideration of the information provided, we have decided that the election will stand and requires no further investigation.

Good that no further investigation is required, but...

My experience is that what happened to the SCHB is not well understood by ACS Governance, and I have no idea what information was provided. I was not contacted about this prior to Kevin’s 1/21/2025 email.

Future plans:

I will make a point to talk to Kevin at the San Diego ACS meeting. In the coming day or so I will respond to Chair Kevin about our plan to address the recommendations at our February EC. Please come ready to discuss this.


We should address the recommendations in the email. #3 and #4 are the most significant, but we will directly address # 5 as well. #1 and #2 are (to my mind) non-issues, but we will discuss them at our next SCHB Executive Committee meeting on February 17, 2025.

After our February meeting, we will send a formal response to Chair Kevin about our actions, especially on the 5 recommendations, which should close the book on this incident.

NOTE: I will send out a new Zoom Invite for this meeting.

Regards,

Pete

From: Christopher Donald Chouinard cchouin@clemson.edu 
Subject: RE: SERMACS 2025
Date: February 5, 2025 at 4:40 PM
To: Peter B peterjbonk@gmail.com
Cc: krdibona@wyonics.com, Xu Simon xufits@gmail.com, jason lycoworks.com jason@lycoworks.com, Vasileios Anagnostopoulos Vasileios.Anagnos@ucf.edu, Michel Johnson michel.orlandosectionacs@gmail.com

Hi Pete-

This is great news. I am copying both our Exhibition Chair (Michel Johnson) and Program Chair (Vasileios Anagnostopoulos) to keep them in the loop. I know Michel is organizing a Workshop on small businesses and he would be interested to talk with you about other potential speakers/contributors.

SERMACS/SWRM are coordinating so a single check can be sent to our Treasurer, Van Quach. You can make the check out to SERMACS and send to the below address:

Van Quach
100 Weldon Blvd
Physical Sciences, S-113
Sanford, FL 32773

Let's keep in touch as our planning efforts proceed!

Chris

Christopher D. Chouinard, Ph.D.

Assistant Professor

Department of Chemistry
Eukaryotic Pathogens Innovation Center
Faculty Scholar, Clemson University School of Health Research
Faculty Fellow, Robert H. Brooks Sports Science Institute
Clemson University

377 Hunter Chemistry Laboratory
211 S. Palmetto Blvd.
Clemson, SC 29634
864-656-3065

cchouin@clemson.edu

[Chouinard Research Group Website](#)

CLEMSON 

From: Peter B <peterjbonk@gmail.com>
Sent: Tuesday, February 4, 2025 2:36 AM
To: Christopher Donald Chouinard <cchouin@clemson.edu>
Cc: krdibona@wyonics.com; Xu Simon <xufits@gmail.com>; jason lycoworks.com <jason@lycoworks.com>
Subject: Re: SERMACS 2025

This Message Is From An External Sender: Use caution when opening links or attachments if you do not recognize the sender.

Dear Chris,

At our Executive Committee Meeting held on January 20th, the SCHB team voted to support the joint SERMACS/SWRM meeting to be held in Orlando on October 26-29, [2025.at](#) the \$1000 level.

I assume that the SERMACS and SWRM teams are coordinating and that a single check can be cut. Please let me know where (and how) funds should be sent, and our Treasurer will make it happen. Having the \$\$ early is always good. We will also provide the SCHB logo and other information that will be included with notices and ads about the joint SWRM-SERMACS meeting. Please let us know to whom such things should be sent.

Our specific interest is of course aligned with the SCHB mission of fostering and supporting entrepreneurship in the chemical industry, and we may be able to identify speakers, etc for appropriate symposia. We might also request some "accommodations" for member registrations, etc. for the meeting, in addition to the benefits of our level of financial support.

Regards,

Pete
SCHB Chair 2024-2025

On Mon, Dec 30, 2024 at 2:45 PM Christopher Donald Chouinard <cchouin@clermson.edu> wrote:

Dear Peter,

I would like to invite the ACS Division of Small Chemical Businesses to consider sponsoring the upcoming 2025 Southeastern Regional Meeting of the American Chemical Society (SERMACS) in Orlando, FL (October 26-29). The meeting will be held jointly with the Southwestern Regional Meeting (SWRM) and is expected to be the largest SERMACS yet (>2,000 attendees). I am attaching a conference overview and sponsorship levels for your review; I am happy to provide an official Sponsor Invitation Letter as well. This promises to be a very unique opportunity to promote ACS and network with its members. More information can also be found on our [website](#).

Please do not hesitate to reach out to me with any questions. We are very excited for this meeting and hope that you'll take the opportunity to join us as sponsors!

Chris

Christopher D. Chouinard, Ph.D.

Assistant Professor

Department of Chemistry

Eukaryotic Pathogens Innovation Center

Faculty Scholar, Clemson University School of Health Research

Volunteer List and EC Tenure

Role			Begin	End	
Chair	O	Peter Bonk	1/1/24	12/31/25	Cannot re-run till after past chair.
Chair Elect	O	Kristin Di Bona	1/1/24	12/31/25	Cannot re-run till after past chair.
Treasurer	O	J Louise Liu	1/1/24	12/31/25	T&S elected alternate years. Can re-run 2yr term
Secretary	O	Jason Lye	1/1/24	12/31/25	T&S elected alternate years. Can re-run 2yr term
Past Chair	VM	(Vacant)	1/1/24	12/31/25	Can't chair another division until done.
Councilor	VM	Arlene Garrison	1/1/25	12/31/27	3 yr term
Alternate Councilor	VM	Mukund Chorghade	1/1/24	12/31/26	3 yr term
Programming	VM	Xu Simon			Chair's discretion
Membership Committee	VM	David Cunningham			Chair's discretion
Publicity Communicatn	VM	Lisa Balbes			Chair's discretion
Contract Webmaster		Tracy Champagne			NON ACS
		Barry Streusand			
		Bill Carol			
		Marge Matthews			
		Shiela Murphy			
		Janet Bryant			
		Cary Supelo			
		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			
		Chet Boxley			
		Russ Phifer			
		Jennifer MacLachlan			
		Stephanie Ryan			
		Rafael Armiño-Silva			
		Kabrena Rodda			
		Tyler Houser			