

# Kalamazoo Section of the American Chemical Society



(<http://www.acs.org/>)



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## Minutes of KACS Executive Committee Meeting

### Date

04 January 2012

### Location

Hunan Gardens

### Start time

18:40

### Members present

- Lydia Hines (LH)
- Carolyn Pugh (CP)
- Elke Schoffers (ES)
- Don Schrieber (DS)
- Tom Smith (TS)
- Doug Williams (DW)

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### 1. Secretary's Report

1. December minutes were approved with no changes.

### 2. Treasurer's Report

1. John Miller was not able to attend but emailed that cash equivalents and the check for the Vinson talk expenses from St. Joe ACS need to be deposited. The internal reserve increased by approximately \$1000 due to the actual 2011 budget and what is required to carry forward for the 2012 budget.
2. Treasurer's report was approved.
3. Investment Fund/Checking Account update

### 3. Communications Chair

1. DW presented the website report prepared by David Bolliet (DB). Last year's website activity from January to November showed spikes corresponding to emails or newsletters to members that came from KACS. The majority of website traffic was due to viewing newsletters. The report indicated there were 516 unique visitors to the website out of a total of 1081 visits.
2. *Facebook page update* – no report.

### 4. Western Michigan University and Kalamazoo College Student Chapters

5. *Kalamazoo College* – TS reported that the student organization is discussing having a chemistry spelling bee type competition. This is still in the planning phases and TS will email details as soon as he has more information.
  6. *WMU Chem Club* – no report.
  7. *WMU Chemistry Grad Student Association* – Kevin Douglass (KD) was not able to attend. He communicated in an email that Alia (CGSA president) was contacted to schedule a meeting and discuss events in 2012.
  8. **MS User Group Report**
    1. Andre Venter (AV) was not able to attend the meeting. He communicated in an email the MS User Group is planning an early evening lecture in mid to late February sponsored by the Waters Corp. Details will be in the next newsletter.
  9. **Old Business**
    1. *ChemAble grants program* – The form was approved and waiting to put the information in the next newsletter.
    2. *Annual Report 2011 and other end of year paperwork* – CS submitted the annual committee officer and chair forms to the ACS. Project SEED application will be submitted by DS prior to January 30th. DW is completing the annual report for 2011 and JM will submit the financial information from last year for the report.
    3. ACS Leadership Conference, Ft. Worth, TX – Jan 20-22nd ; ES and CP will be attending.
    4. *KACS Operations Manual review* – DW distributed the manual for review by the committee last month. LH included descriptions of activities that take place during chemistry week. Committee members are encouraged to review this document regarding the positions for they have been elected to. ES approved the manual.
  10. **New Business**
    1. *Meet and Greet Event (Feb 2012)* - ES is organizing a “Meet and Greet” wine and cheese event for Tuesday, February 7th at WMU. This would provide an opportunity for chemistry students at both WMU and K College to interact with local chemists regarding career opportunities. ES and DW will organize speakers for a panel type discussion. This event would also serve to educate students on the history of KACS, reflect on previous years of KACS, introduce the executive committee, highlight events for the upcoming year and communicate to the students the services and opportunities that KACS can offer. ES is asking committee members to think of good “catchy” title for the event.
    2. *Remaining Actions Items and Updates on Jan-Mar 2012 events* – A Science Café and MS User Group events will be discussed at the next meeting. The Newsletter will be distributed prior to the February Meet and Greet event.
    3. *Next Newsletter*, timing and content – The next newsletter will be distributed before the Meet and Greet event on Feb 7th. Content will include information on ChemAble grants program from JM; DW will contact retired chemists regarding the Senior Chemists Committee and ES and CP will provide a brief summary of the Leadership Conference
    4. *Promoting Chemistry Events* – ES discussed “cross-advertising” upcoming seminar speakers at both WMU and K College in the newsletter. The newsletter would list a few of the speakers and direction would be given to refer to the website for further details on future speakers.
  11. **Final Comments and Suggestions** – ES thanked everyone for attending the meeting. She thanked DW for his service as past chair. LH communicated the cost of ACS membership dues compared to other professional organizations. ACS was about the median range.
  12. **Date for next meeting** - Next executive committee meeting will take place on at 6:30 pm on Wednesday, February 1st at Hunan Gardens
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## Minutes of KACS Executive Committee Meeting

### Date

01 February 2012

### Location

Hunan Gardens

### Start time

18:40

### Members present

- Kevin Douglass (KD)
- Lydia Hines (LH)
- John Miller (JM)
- Carolyn Pugh (CP)
- Elke Schoffers (ES)
- Don Schreiber (DS)
- Doug Williams (DW)
- Andre Venter (AV)

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### 1. Secretary's Report

1. January minutes were approved with no changes.

### 2. Treasurer's Report

1. *Treasurer's Report* – The February treasurer's report was approved by the Executive Committee. JM is expecting reimbursement from the ACS for expenses accrued for ES and CP attending the ACS Leadership Conference. JM also reported that he updated his accounting software.
2. *Investment Fund/Checking Acct update* – No report.

### 3. Communications Chair – Web site report and Facebook page

1. *Web site report* – DW, reporting for DB (David Bolliet), stated that website activity was low for the month of January. Total unique visitors to the site were 30, with Jan 5th showing a spike in visits. DB performed an annual "check-up" of the website and reported that all links were working properly and corrections to the ACS logo were made. DB suggested that a modernization of the website is something to consider for the future. A member of WMU's astronomy society could provide guidance

as to updating the look of the site. The committee decided that web site content may be submitted by elected KACS officers and posted directly without Executive Committee approval.

2. *Facebook page update* – DW reported that the Facebook page will soon be completed. Once updated, it will be announce to the membership. ES will mention that the Facebook page is available during the “Boost Your Career” event on Tuesday, February 7th.

#### 4. **Other Committee Reports** (various) – No report

#### 5. **Western Michigan University and Kalamazoo College Student Chapters**

1. *Kalamazoo College* – No report from Tom Smith on the chemistry spelling contest that was mentioned at last month’s meeting. ES contacted Regina Stevens-Truss to invite chemistry students to the “Boost Your Career” event. She communicated to Dr. Stevens-Truss that K College students can contribute information about upcoming chemistry events at Kalamazoo during the event.
2. *WMU Chem Club* – DS reported that the Chem Club will be present at the “Boost Your Career” event. The club has various upcoming activities such as a bake sale and a speaker from the local crime lab.
3. *WMU Chemistry Grad Student Association* – KD reported that CGSA will be at the “Boost Your Career” event and he asked for volunteers from the CGSA to serve alcohol.
4. *NOBCChE* – ES proposed inviting leaders from NOBCChE to attend KACS events and meetings. NOBCChE is a professional organization for Black Chemists and Chemical Engineers. ES is going to contact Clara Adams to discuss this partnership.

#### 6. **Old Business**

1. *ChemAble grants program* – JM reported that the ChemAble grants program information is included in the current newsletter.
2. *Annual Report 2011 and other end of the year paperwork* – DW reported that the 2011 events have been entered in the annual report. LH stated the financial portion of the annual report has been approved. DW nominated KACS for Outstanding Section Award and an International Year of Chemistry Award. Three ChemLuminary award nominations were the Bell’s poster session for Most Innovative Activity and an award for stimulating member involvement. The chocolate talk was nominated for best partnership award. Discussion as to whether Science Cafes and other events can constitute a member meeting.
3. *Report on ACS Leadership Conference* – ES reported that she thought the leadership conference provided great information for newly elected officers of ACS Local Section/Division governance. The seminar on using FORMS as not just an annual reporting tool she thought was useful as well.
4. *KACS Operations Manual review* – DS provided a description of his Project SEED responsibilities and ES will incorporate this into the Operations Manual. ES stated that next month the manual will be posted and changes can be made throughout the year as this is a “living” document.

#### 7. **New Business**

1. *Events* – Looking ahead Feb-Apr.
  - Update on social event on Feb 7, “Boost Your Career” – ES briefly reviewed the event and said that the panel will consist of representatives from Stryker, MPI, Kalsec, WMU and Pfizer. ES will begin the event with a brief power point presentation of ACS highlights from the past year. She asked the executive committee to submit “warm-up” questions to start the panel discussion and she will generate a comments form for the attendees to complete after the event.
  - MS User Group, Feb – AV communicated details of the Feb. 29th MS User Group talk sponsored by Waters. Don Jones from MSU and a Waters representative will be speaking followed by a poster session. The event will be held either at Bell’s or Martini’s at 5:30pm where food and drinks will be provided.
  - March Science Café – ES discussed a future Science Café in March and is looking for feedback for a topic and a venue.

- Spring Speaker – ES discussed the possibility of having a spring speaker and collaborating with a neighboring section to share in the cost.
  - Earth Day – Information regarding the Illustrated Poster Contest in connection with Chemists Celebrate Earth Day is included in the current newsletter. LH will represent the KACS and have available ACS-provided literature, pertinent to our 2012 theme of Rethinking Recycling: It's Easy to be Green at the Kalamazoo Nature Center on April 21, 9am to 4pm.
  - Event PR – ES discussed different media that could be used to advertise upcoming KACS events such as cable access or the Kalamazoo Gazette.
2. *Succession plan* – Everyone on the executive committee agreed that we need to recruit “warm bodies” for future committee vacancies.
  3. *Next newsletter* timing and content - The next newsletter will most likely go out the first week in March. Possible content would include promotion of the MS User Group, upcoming Science Café and seminars, photo's from the “Boost Your Career” event, Earth Day, ChemAble grants and any job openings in the area.
  4. *New agenda items* – JM reported that the 2011 ACS tax form was e-filed.
8. **Around the Table and date for next meeting** – DS reported that he submitted a request for two Project SEED students. LH stated that the Western Michigan Section (Central Region) has agreed to act as co-hosts with our section (Great Lakes Region) for a Joint Great Lakes-Central Regional Meeting to be held in Grand Rapids in 2015. Program chairs and General co-chairs are currently being sought. ES discussed a future event and partnering with the Girl Scouts in order to attract young women to an event.

Next meeting will be at 6:30 pm on Wednesday, March 7th at Hunan Gardens.

**Parking lot for future agenda items** Joint Regional Meeting 2015 – thinking ahead (LH) Develop electronic archive on KACS Web Site (LH and DW)

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# Kalamazoo Section of the American Chemical Society



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(/)

## Minutes of KACS Executive Committee Meeting

### Date

07 March 2012

### Location

Hunan Gardens

### Start time

18:40

### Minutes recorded by

Doug Williams and Lydia Hines

### Members present

- Joshua Abbott (JA)
- David Bolliet (DB)
- Kevin Douglass (KD)
- Lydia Hines (LH)
- Brianna Hyder (BH)
- John Miller (JM)
- Margarite Matossian (MM)
- Elke Schoffers (ES)
- Tom Smith (TS)
- Andre Venter (AV)
- Doug Williams (DW)

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1. **Secretary's Report** - February minutes were approved with revisions (add AV to attendee list, indicate that Facebook page is yet to be completed, indicate that Operations Manual will be updated with adopted policy to allow any elected KACS officer to submit web page content).

2. **Treasurer's Report**

1. *Treasurers Report* – The March treasurer's report was approved by the Executive Committee. Account signatories need to be updated (ES to be added, DW to be removed).

2. *Investment Fund/Checking Acct update* – JM continues to move funds to investment accounts in regularly timed aliquots.
3. **Communications Chair** – Web site report and Facebook page
  1. *Web site report* – DB submitted report that showed spike in traffic after last newsletter and just before the meet and greet event on Feb 7.
  2. *Facebook page update* – DB is putting final touches on the page (logo, for example) and will publish it soon after.
4. **Other Committee Reports** (various) – LH (Awards Committee) reported that nominations for our local member service award are due by May 5. AV (Education Committee) reported that the Kalamazoo Section High School Science Symposium will be held on May 1 at WMU. LH reminded AV that Outstanding High School Chemistry Teacher nominations should be solicited in April.
5. **Western Michigan University and Kalamazoo College Student Chapters**
  1. *Kalamazoo College* – MM and JA reported that the K-College Chemistry Club attended a college chemistry bowl event at UM-Flint. They also held a miniature golf contest in the Dow Science Building on campus. They are preparing to host Woodward Elementary School students in April or May for a forensic science day event.
  2. *WMU Chem Club* – BH reported that the Chemistry Club presented a demo at Prairie Ridge Elementary and took a tour of Kalsec. They are also planning to help host the local High School Science Olympiad on Mar 17.
  3. *WMU Chemistry Grad Student Association* – KD reported that CGSA has decided to host a summer barbecue event again this year.
  4. *NOBCChE* – ES mentioned that NOBCChE had a nice promotion table at the meet and greet event. ES will invite representative Clara Adams to our next EC meeting.
6. **Old Business**
  1. *ChemAble grants program* – JM has not received any applications yet. The grant information has not been posted on our web page yet. ES will look into this.
  2. *KACS Operations Manual review* – The Project SEED responsibilities have been added. This is approved and ready to post on our web page.
  3. *Events* – Review / Reports
    - Social event: “Boost your career” (Feb 7) - ES reported that 70 people attended (about 30 students).
    - MS User Group Meeting (Feb 29) - AV reported that 35 people attended of whom 2/3 were members. The next MS User Group event is planned as visit to LECO (St. Joseph, MI) in August.
7. **New Business**
  1. *Events* – Preview
    - March / April Science Café. ES has invited Paul Pancella to give a presentation on his project to convert his petroleum fueled auto into an electric powered car. We will target the dates of Mar 19-22. DW will obtain cost and available dates for the upper room at Martini's Restaurant.
    - Spring Speaker / collaboration with neighboring sections(s). ES provided a short list of possible speakers from which we selected Lee Marek (Chemistry on the Letterman Show) or Thomas Werner (Doping in Sports) as favored choices. She will proceed to explore dates and possible partnership with the Western Michigan, Michigan State and St. Joseph Local Sections.
    - Earth Day. LH is seeking volunteers to help with Chemists Celebrate Earth Day at the Kalamazoo Nature Center open house on Apr 21, 9 am – 4 pm). MM and JA indicated that they would promote this event to the K-College Chem Club members.



2. *Bassam Shakashiri's website* - LH reported that ACS President Shakashiri is promoting a web site that celebrates the accomplishments of notable graduates of land grant universities, now on the occasion of the sesquicentennial of the Morrill Land Grant Act.
3. *ACS Fellows Program* - ES pointed out that Local Sections are invited to nominate candidates for designation as ACS Fellows for long-term service to ACS. Our section is allowed one nominee because we have one councilor. We did not generate any names for recognition at this time.
4. *Next newsletter / PR Email* – timing and content. DB must have all content by Mar 24 to distribute our next newsletter on Mar 28. A draft list of content and responsible authors is:
  - Message from the Chair (ES)
  - Recent event reports (ES and AV)
  - Chemists Celebrate Earth Day (LH)
  - Call for Local Section Awards nominations (LH)
  - Chem Club reports (MM, JA for K-College, BH for WMU)
  - Puzzle (ES)
5. *Succession plan* (ES, DW) - No progress to report.
6. *Member Retention Bridging the Gap Nano-Grant* - ES will seek support from members at Perrigo for holding a section event in the Allegan area. The grant proposal (for \$250) is due on Mar 12.
7. *WCC Steering Committee Elections* - LH reported that Kim Greve, Sue Stapleton and Carolyn Pugh are serving on this committee this year.
8. LH announced that our Chemistry Day at the Kalamazoo Valley Museum for NCW will be on Saturday, October 13; the theme will focus on “nano”materials; it is the 25th anniversary of NCW and our Section’s 26th event at the Museum.
9. *Other* - DW asked about retention of links to memorials on our web site. The EC agreed that these should be removed after one year.

Next meeting will be at 6:30 pm on Wednesday, April 4th at Hunan Gardens.

Parking lot for future agenda items Joint Regional Meeting 2015 – thinking ahead (LH) Develop electronic archive on KACS Web Site (LH and DW)

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# Kalamazoo Section of the American Chemical Society



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## Minutes of KACS Executive Committee Meeting

### Date

04 April 2012

### Location

Hunan Gardens

### Start time

18:45

### Members present

- Clara Adams (CA)
- Lydia Hines (LH)
- Margarite Matossian (MM)
- Dominic Millhein (DM)
- Carolyn Pugh (CP)
- Tom Smith (TS)
- Elke Schoffers (ES)
- Don Schreiber (DS)
- Doug Williams (DW)

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1. **Secretary's Report** - March minutes were approved with no changes. CP would like to thank LH, ES and DW for recording the minutes for the March meeting!
  2. **Treasurer's Report** - JM could not attend this month's meeting and emailed the report to the Executive Committee Members. ES distributed the report as well. The report was approved by the committee.
  3. **Communications Chair** – Web site report and Facebook page DB was not able to attend the meeting. ES reported that DB is not completely done with the Facebook page.
  4. **Other Committee Reports** (various)
    1. DS reported on that the preliminary Chemistry Scholarship Exams were distributed to local high schools and they have been returned to the new competitive exams chair, James Kiddle (JK) and graded. Those students who scored in the top 10% on that exam along with the top 10 scorers from each participating school will then be invited to take an exam at WMU on April 28th. At that point the top 10 students along with 10 Honorable Mention awardees will then be presented with an award at

the Awards Gathering on May 21st. Details of this event will be communicated to the committee by DS.

2. A letter drafted by ES to the area high school teachers that administered the exam was reviewed by the committee. The letter introduced James Kiddle as the new chair of the Exam subcommittee and addressed teachers' concerns about this year's exam.
3. LH reported that the deadline for nominating a Local Section Member for an award was May 5.

#### 5. **Western Michigan University and Kalamazoo College Chemistry Student Organization**

1. *Kalamazoo College* – MM reported that she participated in the WMU Science Olympiad on March 17th with the WMU Chem Club. MM and Briana Hyder (BH) are planning another event in which chemistry students from both universities can participate. MM reported that students from Kalamazoo College will be volunteering at the Kalamazoo Nature Center for Earth Day on April 21st. MM said that she would contact LH in order to coordinate what type of activities the students can help with. The Kalamazoo College chemistry Facebook page has details posted for Earth Day activities. MM stated that ten chemistry students will be presenting their SIP reports on Friday April 13th from 4:00 to 5:30 pm and Saturday April 14th from 9:00 to 11:30 am at Kalamazoo College. A Forensics Day in the Dow Building at Kalamazoo College is scheduled for May 10th. The chemistry students will create a crime scene and participants will be able to solve the crime.
2. *WMU Chem Club* – DS reported that on April 18th a Science Night at Plainwell Schools is scheduled. Events of the Chem Club were reported in the March newsletter. Nominations for new officers will take place on April 4th.
3. *WMU Chemistry Grad Student Association* – No report.
4. *NOBCChE* – NOBCChE is a organization that supports minorities in the science community. CA provided a brief explanation to the committee on the type of activities in which NOBCChE is involved. Students involved in the organization perform chemistry demonstrations at various local schools, provide tutoring for chemistry and chemical engineering undergraduates, mentor high school students and organize social events for chemical engineering graduate students. An ice cream sale on campus during the summer time is a fundraiser for the organization. A chemistry demonstration on WMU campus is scheduled for May 3rd for elementary students. Elections of officers will be taking place this spring for the 2012-2013 academic year. DS encouraged CA to communicate with LH in regards to contacting local area schools when coordinating demonstrations. ES asked CA to inform KACS of upcoming NOBCChE events which can be included in the newsletter.

#### 6. **Old Business**

1. *Event Review: "Hondatron"* – ES reported that the March Science Café by Paul Pancella received positive feedback. Approximately 40 people attended and the cost was \$420.
2. *ACS Local Sections and Member Retention: Bridging the Gap NanoGrant* – ES provided information on a \$250 grant awarded to our Section by the ACS for a member retention program. KACS encompasses Kalamazoo, Allegan and Van Buren counties. Organizing events in counties other than Kalamazoo can increase participation within the Local Section and encourage members to continue their membership. ES and DM are organizing an early summer social event at Perrigo (Allegan county). A brief presentation of KACS activities and services will be highlighted and there will be an opportunity for members and participants to interact.

#### 7. **New Business**

1. *Councilors Report* – Prior to the meeting, LH emailed her report from the ACS National Meeting in San Diego, CA that took place last month. She briefly reviewed this report during the meeting. LH stated the meeting was well attended. The full report is posted on the KACS website.
2. *Events Preview*
  1. *Earth Day* – Earth Day will take place on April 21st from 9am to 4pm at the Kalamazoo Nature Center. LH reported that she received 18 entries for the poster poem contest and four new teachers in the KACS area responded to the invitation to participate. MM will contact LH as to

the involvement of Kalamazoo College students for this event. LH will be present at the Nature Center for this event and Kim Greve from the Women Chemists Committee is volunteering for this event as well.

2. Allegan Meet and Greet Event – ES and DM will be working together to organize this event to take place on a Friday in late June (see details above in 6b). ES would like organizations such as WMU Chem Club, Kalamazoo College and NOBCChE to display information as well as provide an opportunity for networking.
3. Science Café – ES would like to plan a Science Café event at some time in September. Options for topics include the chemistry of food, chemistry of blood doping or the breeding of lilies. This will be discussed as September draws closer.
4. ACS Tour Speaker – ES discussed the possibility of having an ACS Tour Speaker during the fall. The Nobel Laureate, Dan Shechtman, or a chemist that is a member of Phi Beta Kappa honor society are options for speakers.
3. *Innovative Project Grant (IPG)* – ES distributed information regarding IPG that are awarded to local sections by the ACS. June 30th is the deadline for submissions of applications, with notification of award by October 1st and if KACS were awarded an IPG, an event during the beginning of November would be ideal. The grant is valued at \$3000.
4. *Electronic Archive* – No report.
5. *Next Newsletter/PR Email* – ES will suggest to DB that a different layout of the newsletter can provide differentiation between issues. Content would include information on the awards ceremony on May 21st, CGSA Summer BBQ date, comments from the Chair, submissions for Local Sections Awards to LH by May 5th, Perrigo Meet and Greet event, the search for general and program co-chairs for the 2015 Joint Regional ACS Meeting and reports from student organizations. Deadline for submission of content in the newsletter is April 20th.
6. *Additions* – ES reminded the committee of the events taking place April 9th to the 11th involving Dr. Gunda Georg. ES will be on the radio Monday morning on WKZO promoting these events.
8. **Around the Table** - LH will contact Jochanan Stenesh for whom we received a certificate for his 50-year membership in the ACS. She will invite him to the Awards Gathering. General and program co-chairs are still needed for the 2015 Joint Regional ACS Meeting in Grand Rapids. This information will be included in the next newsletter. Our National Chemistry Week activity at the Kalamazoo Valley Museum will take place on October 13th. Advertisement of events during the week could be announced on the local cable access channels.

Next meeting will take place on Wednesday, May 9th at 18:30 at Hunan Gardens.

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(/)

## Minutes of KACS Executive Committee Meeting

### Date

09 May 2012

### Location

Hunan Gardens

### Start time

18:35

### Members present

- Josh Abbott (JA)
- Kevin Douglas (KD)
- Lydia Hines (LH)
- Margarite Matossian (MM)
- Carolyn Pugh (CP)
- Tom Smith (TS)
- Elke Schoffers (ES)
- Don Schreiber (DS)
- Doug Williams (DW)

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1. **Secretary's Report** – Corrections to the April meeting minutes include spelling of DS name, spelling of Nobel Laureates name and date. Minutes were approved.
  2. **Treasurer's Report**
    1. *Treasurer's Report* – John Miller (JM) emailed the May report and indicated that expense accrued due to CP's attendance at Leadership Conference was not properly budgeted. Expenses for the Science Café were more than expected. The report was approved by the Executive Committee.
    2. *Investment Fund/Checking Acct update* – No report
  3. **Communications Chair** – Website report and Facebook page
    1. *Website report* – ES distributed the report which showed a spike in site visits that corresponds to the March 29th newsletter and approximately 35% of new visitors. ES stated that she will review with Steve Bertman (SB) documents on the website to ensure that they are updated.

2. *Facebook page update* – ES reported that the Facebook page is active and SB has added a link to it on the KACS website Homepage. MM suggested adding a link on the website to the Kalamazoo College Chem Club Facebook page as well; the Executive Committee agreed.

#### 4. **Other Committee Reports** (various)

1. *Education Competitive Exam* - DS reported that the exam was given on Saturday, April 28th and has been graded. DS will determine if there is duplication of names between the list of Outstanding high school student nominees and the Competitive Exam winners. LH reported that she has 20 Merck Indexes (14th edition) available for presentation as awards. High School Symposium - The High School Symposium took place on May 1st and 100 students from four schools participated, Kalamazoo Central, Homer, Saugatuck and Gull Lake. LH suggested that DS submit a summary of the event to SB which will aid in ES submitting activities for the annual report. High School, College and Kalamazoo Section Award Program – DS stated the program will be held on May 21st from 6-8 pm. RSVP by May 14th will be requested. The teacher awards are in process and to date no nominations for Section Award have been received. LH reported that our one 50-year member, and 6 of 7 past chairs invited to the Awards Program agreed to come and receive their Past-Chair Award pins.

#### 5. **Western Michigan University and Kalamazoo College Chemistry Student Organizations**

1. *Kalamazoo College* – MM reported that on May 10th, Forensics Day at K College will take place from 3-5 pm. Approximately 30 students from Hillside Middle School will be participating in a “murder investigation” in which they will rely on science to solve the crime. Eight Kalamazoo College students will be volunteering to help with this event. May 24th is the Kalamazoo College Dow-B-Que in which the chemistry students sponsor a “picnic” type setting to reach out to others in scientific disciplines. The Club requested a \$300 grant from the Section for this activity; they were instructed to contact our treasurer.
2. *WMU Chem Club* – DS reported that the chemistry demonstrations with local area schools took place the previous month. Elections of Officers for the Chem Club for the fall semester took place prior to summer break. DS will provide a list of the newly elected student officers.
3. *WMU Chemistry Grad Student Association* – KD reported that the CGSA picnic will take place on June 8th from 4-7 pm at Osthemo Township Park and officer elections for the 2012-2013 year will be conducted during this time.
4. *NOBCChE* – Clara Adams communicated in an email to ES that on May 15th, NOBCChE will be conducting chemistry demonstrations for 75 elementary students from Washington Writers Academy on the WMU campus. Demonstrations include acid/base chemistry, chromatography and superabsorbent polymers.

#### 6. **Old Business**

1. *Earth Day* – LH reported that Earth Day at the Kalamazoo Nature Center went very well. She noted that both children and adults had an enjoyable experience.

#### 7. **New Business**

1. *Events Preview* – ES is developing the Allegan Meet and Greet Event that will take place on Friday, June 22nd at 3 or 4 pm. More details to follow.
2. *Innovative Project Grant* – June 30 deadline; notification before Oct. 15th – ES will be applying for an IPG and is asking for suggestions on events that the funds could be used for. The event would be scheduled for the fall of 2012.
3. *Electronic Archive* – DW reported that there are no updates and he will be collaborating with LH, Steve Bertman and Dave Bolliet to develop the archive.
4. *Online Picture Repository* – LH suggested that it would be helpful to have a central location where representative pictures of our Section events could be collected. DW suggested that a WMU chemistry student, Melissa Basileo, may be willing to take pictures for KACS and the Communications

Committee, Steve Bertman and Dave Bolliet, will review the photos prior to posting on the KACS website or Facebook.

5. *Next Newsletter/PR Email* timing and content – The deadline for the next newsletter would be June 10th. Content would include an article to announce the Allegan Meet and Greet Event; a summary of the High School Science.
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# Kalamazoo Section of the American Chemical Society



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## Minutes of KACS Executive Committee Meeting

### Date

14 August 2012

### Location

McGinnis Landing

### Start time

18:35

### Members present

- Melissa Basileo (MB)
- Dave Bolliet (DB)
- Lydia Hines (LH)
- John Miller (JM)
- Carolyn Pugh (CP)
- Tom Smith (TS)
- Elke Schoffers (ES)
- Brianna Hyder (BH)

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### 1. Secretary's Report

1. *Review of May minutes and June "Notes"* Executive Committee approved the May 2012 meeting minutes. An EC meeting was not held in June. LH drafted notes and ES distributed prior to the meeting. Two students involved in Project SEED were added to the notes and the notes will be posted online.

### 2. Treasurer's Report

1. *Treasurer's Report* - The EC approved the July Treasurer's Report. An increase in net worth was reported by JM due to receiving funds from the ACS for Project SEED, reimbursement from travel for the January Leadership Conference, Pfizer Animal Health donation and Bridging the Gap Nanogrant. JM also stated that once the Project SEED final reports are signed, the remaining funds will be allocated. JM will revise the June Treasurer's Report and re-send for EC approval.
2. *Investment Fund/Checking Account update* - JM reported that the investments are valued at approximately \$17,500 with \$8000 remaining to be transferred from checking. JM also reported that



he is still awaiting reimbursement from the ACS for the fall 2011 Tour Speaker.

### 3. Communications Chair

1. *Website Report* - DB reported low activity on the website. The beginning of June showed higher activity due to the newsletter being sent out. DB will research information regarding the bounce rate and what this percentage represents
2. *Facebook Page Update* - DB reported that the Kalamazoo ACS page is published on Facebook with eight "likes." Advertising the Facebook will continue in future KACS communications. DB, ES and Steve Bertman will be administrators of the page and it was discussed that any EC member could potentially be administrators.
3. *KACS Photos* - MB distributed a proposed position description for a KACS Photographer and discussed the benefits of creating a photo archive for the KACS. MB would attend KACS events to take photographs or would make arrangements for someone else to do so if she could not attend. She would maintain the archive of pictures through a WMU server. DB would review and approve the pictures prior to being used in any type of communication or posted on the Facebook page. LH also pointed out that having a photo archive is useful in preparing the annual report.
4. Some comments were presented regarding the possibility of developing our own website independent of the WMU server.
5. Posting of locally available jobs on the website was discussed and DB and JM will find out more information on the logistics and requirements at WMU for being able to do this.

### 4. Other Committee Reports (various)

1. *Education: Report on Award Ceremony and Project SEED*
  1. ES reported that a report regarding the Award Ceremony is on the website and was included in the newsletter.
  2. A reception was held on August 9th at Haenicke Hall, at which two KACS' Project SEED students presented their summer work in a poster session; this was in conjunction with the poster session scheduled for the Howard Hughes Medical Institute (HHMI) participants at WMU.
2. *National Chemistry Week (NCW)* - LH discussed events for NCW that will be held in October:
  1. She will be coordinating the activities (Chemistry Day at the Museum) that will take place on Saturday, October 13, from 12-4 pm, at the Kalamazoo Valley Museum and many volunteers will be needed.
  2. An Illustrated Poem contest will also be held during October for grades K-12; information regarding this contest will be sent to high school teachers and to the K-8 teachers whose addresses she has; the top four winners (one from each grade level K-2, 3-5, 6-8, 9-12) will be rewarded with a \$10 Pizza Hut gift card and these will then be entered into the national competition.
  3. There will be an interview on Public Media Network on October 1, to advertise the Museum activity, to present the benefits of Chemistry and to present the nanomaterials emphasis in this year's theme. The program will be "Monday Night Live", Drs. Sherine Obare and Gellert Mezei from WMU will be interviewed by Keith Roe.
  4. LH discussed the community event during NCW in which the theme would be "To Do More With Less." Possible events that were discussed included a recycling project, neighborhood/park clean up or a food drive in conjunction with the Boy Scouts; JMM to communicate with CGSA and his Boy Scout troop/Council.

### 5. Western Michigan and Kalamazoo College Chemistry Student Organizations

1. *Kalamazoo College* - TS reported that due to summer break, the Chem Club has no scheduled activities.
2. *WMU Chem Club* - Brianna reported that the Chem Club will be at Bronco Bash on September 7th and that new t-shirts and a banner will be available.

3. *WMU Chemistry Grad Student Association* - No report. Brianna stated that a Fall welcome event is planned for the graduate students.

4. *NOBCChE* – No report

#### 6. Old Business

1. *Events* - ES reported that approximately 30 people attended the CGSA picnic in June and that a report was sent to SB to post in Past Events on the website. LH drafted a report on the Allegan Meet and Greet Event; it was posted on the website.

#### 7. New Business

1. *Event Planning* - ES discussed options for a fall tour ACS speaker, which include a retired NCIS forensic scientist or talk regarding doping in sports. Dates that were discussed were the last few weeks in September. ES is going to discuss with DW on arranging this speaker. The Pfizer sponsored event that will take place at Bell's is tentatively scheduled for December 3rd or 4th. DB suggested having John Mallet, Bell's production manager, be the speaker for this event. Chemistry Day at the Museum for NCW will take place on October 13. The Innovative Project Grant event is tentatively scheduled for November 9th.
  2. *Office Succession and Elections* - The EC is seeking candidates for two chair elects and a treasurer.
  3. *2015 Regional Meeting* - Two volunteers have stepped up for the 2015 Joint Regional Meeting: an Exhibits co-chair and a Program co-chair; we need many more. LH will make further contact with the Central Region.
  4. *Next Newsletter/PR Email* timing and content - The deadline for content to DB was set for September 7: volunteers for Chem Day; ad for Facebook page; Elections!; Announcement of ChemAble grant, etc.
  5. Next EC meeting is scheduled for Tuesday, September 4th 6:30 p.m., location TBD
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# Kalamazoo Section of the American Chemical Society



(<http://www.acs.org/>)



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## Minutes of KACS Executive Committee Meeting

### Date

04 September 2012

### Location

Hunan Gardens

### Start time

18:40

### Members present

- Dave Bolliet (DB)
- Lydia Hines (LH)
- Alia Hinz (AH)
- Brianna Hyder (BH)
- John Miller (JM)
- Carolyn Pugh (CP)
- Elke Schoffers (ES)

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1. **Secretary's Report** ES will make the correction noted by JM on the August minutes regarding the Vanguard investment account and will submit to SB for online posting. The August minutes were approved with correction noted.

### 2. Treasurer's Report

1. *Treasurer's Report* – The August report was approved. JM reported that the Project SEED students were paid, deposit of \$250 was paid to the Kalamazoo Institute of Art (KIA) for the Innovative Project Grant event on November 9th and ES asked for \$100 deposit to hold the date for the Bell's Recycle-a-Poster event in December. JM received a \$195 check from ACS and cannot trace as what it pertains to. ES contacted a Perrigo representative regarding expenses at the June Meet and Greet event but has not heard back.
2. *Investment Fund/Checking Account Update* – JM reported that \$2000 was put into the Vanguard investment account. The Pfizer donation for the December Bell's event was deposited and that an outstanding check for Jane Fisher, a competitive exam awardee from Kalamazoo Central high school, will be tracked down through James Kiddle.

### 3. Communications Chair

1. *Website Report* – DB stated that website activity is very low and subsequently a report was not generated. He reported on the bounce rate, which is included when a report is generated. The bounce rate represents the percentage of single page visits i.e. the user goes to the website and does not navigate other pages on the site.
2. *Facebook Page Update* – DB reported that Facebook “likes” increased from 8 to 17. ES will be granted administrative privileges to the Facebook site. Melissa Basileo (MB) will be given limited permission with the ability to post pictures.
3. *KACS Photos* – DB reported that MB posted 18 pictures from 2011 Chemistry Day at the Museum. DB is going to draft a waiver form regarding posting pictures with minors on Facebook and he suggested using Kalamazoo Public Schools waiver form as an example.
4. *KACS Website Update* – DB did not have any new information to report.

### 4. Western Michigan University and Kalamazoo College Student Organizations

1. *Kalamazoo College* – No report
2. *WMU Chem Club* BH reported that the Chem Club will be present at Bronco Bash on September 7th from 3 to 7 pm in the Miller Auditorium parking garage. Chemistry themed games will be played and prizes given away.
3. *WMU Chemistry Grad Student Association* AH reported that the association is discussing having informal gatherings once a month to discuss areas such as career opportunities and strategies after graduation. LH recommended that they contact the ACS Career Office (David Harwell) for information and possible literature, webinars, mentoring. JM also suggested that the grad students look into participating in the Community Outreach Event with the theme of “Doing More with Less” during National Chemistry Week.
4. *NOBCChE* – No report

### 5. Old Business

1. *KACS website posting of local job offers* – DB is communicating with Steve Bertman regarding requirements for posting jobs on the website. The Vertellus job announcement was sent to KACS members by e-mail.
2. *ACS Fall Tour Speaker* – ES contacted Tom Werner from Union College about giving a talk to our local section about doping in sports. This event is tentatively scheduled for October 23rd and will be held at either WMU or Kalamazoo College.
3. *Pfizer Event* - The Pfizer sponsored “Recycle a Poster” event will take place at Bell’s on December 4th from 5-9 pm. Student volunteers are needed for the event. ES will check with John Wendt concerning having John Mallett, Bell’s production manager, be the keynote speaker at the event.
4. *National Chemistry Week* - LH reported that an e-mail was sent to K-12 teachers regarding the NCW Illustrated Poem poster. The NCW community event theme is “Doing More with Less.” A live Access channel (TV) interview (Monday Night Live) will be recorded on October 1st; two of our Section Members will be interviewed and students will perform an experiment. Volunteers are still needed for Chemistry Day at the Museum and LH will send an email out asking for help as well as write an article for the Newsletter. The deadline for submissions is set for September 26th.
5. *Innovative Project Grant* – The event will take place on November 9th at the Kalamazoo Institute of Arts.
6. *2015 Regional Meeting* – LH reported that this will be a Joint regional meeting of our Region (Great Lakes) with the Central Region (CR). The Joint Great Lakes Central Regional Meeting (JGLCRM) dates and location are still not finalized. Great Lakes co-chairs for the exhibits and program have volunteered. Many volunteers are needed for this event. Contacts with the Central Region are ongoing.

### 6. New Business

1. *Office Succession and Elections* – Treasurer, Chair and Chair-Elect are being sought to fill positions in KACS for 2013.
2. *ACS Council Meeting Agenda in Philadelphia* – LH submitted a report regarding the ACS National Meeting last month. Highlights included: approximately 13,000 attendees (25% students); use of FORMS reporting system has increased timely submission of Annual Reports; there are some concerns regarding domestic Membership; and the member registration fees for meetings in 2013 was set at \$370.
3. *Next Newsletter/PR Email* – Timing and Content The deadline for content for the newsletter will be September 10th and it will be distributed on September 14th. Content will include a call for volunteers for Chemistry Day at the Museum, a call for volunteers for Pfizer event at Bell's, an announcement of the IPG event on November 9th, a statement about job openings in the area, an introduction for Melissa Basileo as the KACS photographer, and a summary of the PUR water collection total by the KACS section and nationally.
4. Next EC meeting will take place on October 2 at 6:30 pm.

#### 7. Additions

- LH stated that the 2013 Earth Day theme will be "Our Earth, Handle with Care."
- JM suggested to AH about using the ACS career service webinars and sharing the slides with other graduate students. These could be used for the proposed science cafes.
- JM stated that Don Schreiber suggested having small breakout sessions at the Pfizer poster event to encourage more interactions among the attendees.
- LH informed the committee that the Women Chemists Committee celebrated its 85th year at the National Meeting. She distributed a sheet that outlined the various awards that the committee gives out to women in chemistry. DB will publish some of these awards in the next newsletter.
- We decided that we would place on our website a link to the Kalamazoo College Chem Club's website.

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# Kalamazoo Section of the American Chemical Society



(<http://www.acs.org/>)



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## Minutes of KACS Executive Committee Meeting

### Date

02 October 2012

### Location

Hunan Gardens

### Start time

18:35

### Members present

- Josh Abbott (JA)
- Lydia Hines (LH)
- Alia Hinz (AH)
- Brianna Hyder (BH)
- John Miller (JM)
- Carolyn Pugh (CP)
- Elke Schoffers (ES)
- Don Schreiber (DS)
- Doug Williams (DW)
- Maren Zanotti (MZ)

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1. **Secretary's Report** - ES made a small revision to the September minutes. The Executive Committee approved the September minutes.

2. **Treasurer's Report**

1. *Treasurer's Report* – JM reported that the \$195 received from ACS was the local section commission award for new members. JM also reported that reimbursement from the October 2011 Chocolate talk has not been received. DW will find out why KACS has yet to be reimbursed.
2. *Investment Fund/Checking Account Update* – JM stated that several checks have been cleared and two checks remain outstanding; Project SEED student and the Vanguard investment.

3. **Communications Chair**

1. *Web Site Report* – No report

2. *Facebook Page Update* – DW reported that the KACS Facebook page currently has 21 likes. Upcoming events are being posted and other members suggested that they will “share” the events on their personal Facebook pages.
3. *KACS Photos* – No report
4. *KACS website* – No report

#### 4. Western Michigan University and Kalamazoo College Chemistry Student Organizations

1. *Kalamazoo College* – JA reported that the chemistry club is actively recruiting new members. The group is interested in getting involved with chemistry week and LH suggested that the students come to Museum Day. JA also stated that the chemistry students, as a part of their SIP projects, will participate in a presentation style assignment (i.e. demonstrations at a local elementary school).
2. *WMU Chem Club* – MZ reported that the Chem Club is recruiting new members through freshman seminars. The students will be doing demonstrations at various elementary schools. The students will be volunteering at Museum Day on Oct. 13th, sponsoring an Apple Cider Social for RSO's (Registered Student Organizations) as well as a Halloween Bake Sale.
3. *CGSA* – AH reported that they are finalizing details for Museum Day and scheduling a community event at Oshtemo Township.
4. *NOBCCHE* – No report. LH stated that the organization had a successful event in Washington D.C.

#### 5. Events Updates

1. *Chemistry Day at the Museum* – Oct. 13th, 12-4pm. LH stated that more money is needed than what was allocated in the budget. Twenty-four activities are planned and DW will ask Melissa Basileo if she is available to take pictures during this event. The volunteer forms and background checks are almost complete. LH also asked for volunteers to distribute placemats to restaurants in the Kalamazoo and Portage areas to advertise the event; BH volunteered to help. LH said the Monday Night Live with Keith Roe went very well. Four students participated. The poster project is ongoing. ACS Tour Speaker – Dr. Werner from Union College is scheduled to speak on Oct 23rd about doping sports. ES is working on putting a program together. She also asked if anyone was able to escort Dr. Werner to the Forensic Fluids as well as dinner after his presentation.
2. *KIA Innovative Project Grant (IPG)* – The “Elements of Dance” event will take place on Friday, November 9th, from 6:30 to 9:30 pm at the KIA. ES hopes this event will combine chemistry and culture as well as provide a networking opportunity for members and educate people on the goals of the ACS. The event is open to KACS members and non-members (public) and a variety of dances will be showcased to illustrate chemical concepts and/or elements. Games, prizes and souvenirs will be available. ES advertised a t-shirt design contest for chemistry students with the theme of combining chemistry and dance. The winning design will be used to have shirts made and sold as a fundraiser. ES is looking for donations for the IPG event. She has contacted VWR, SigmaAldrich and WMU and plans on contacting Kalsec, AM Todd and Stryker. ES asked the Executive Committee as to thoughts on obtaining a liquor license and having wine and beer available at the event. Guests will get two drink tickets for the event. LH stated that she would check ID's at the door. JM requested a more detailed budget.
3. “Sustainable Science – Recycle a Poster” event, sponsored by Pfizer, will take place on Dec. 4th from 5:00 to 9:00 pm at Bell's Eccentric Café. John Mallet, who is Director of Productions at Bell's, will give a presentation. The contract and deposit for Bell's is done and volunteers are needed for this event. This event will hopefully foster collaborations with local businesses and universities for future projects. Possible “speed dating” sessions were discussed as a way to increase participant interactions during the poster session.

#### 6. New Business

1. *Office Succession* – John Engelman has expressed interest in filling the Chair-Elect position in the KACS Section. The treasurer's position (2-year commitment) is open as well.
2. An NCW Coordinator is also being sought; after 25 years, Lydia Hines is stepping down.

3. *Newsletter* - Deadline for submission is Oct. 25th. LH asked if David Bolliet would include the list of WCC awards. The ACS Tour Speaker and events during NCW will be highlighted. The IPG event at the KIA will also be included.
  4. The next meeting will take place on Thurs. Nov. 1st at 6:30 pm at Hunan Gardens.
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# Kalamazoo Section of the American Chemical Society



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## Minutes of KACS Executive Committee Meeting

### Date

01 November 2012

### Location

Hunan Gardens

### Start time

18:35

### Minutes recorded by

Doug Williams

### Members present

- Josh Abbott (JA)
- Clara Adams (CA)
- John Engelmann
- Lydia Hines (LH)
- Alia Hinz (AH)
- John Miller (JM)
- Elke Schoffers (ES)
- Doug Williams (DW)
- Maren Zanotti (MZ)

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1. **Secretary's Report** October minutes were approved.

2. **Treasurer's Report**

1. *Treasurer's Report* – JM reported receipt of an unexpected check from ACS for \$1000. Elke noted that the AAAS donation for the Elements of Dance event will be \$500. ACS has reimbursed our section for last year's fall speaker expenses (\$88.12).
2. *Investment Fund/Checking Account Update* – No update.

3. **Communications Chair**

1. *Web Site Report* – Traffic on the Web site is showing new spikes attributed to posting of events on our Facebook page. Photos from Chemistry Day on Facebook generated 33 "Like" responses.

2. *Facebook Page Update* – LH suggested that we should make photos available for those who do not use Facebook.

#### 4. **Western Michigan University and Kalamazoo College Chemistry Student Organizations**

1. *Kalamazoo College* – JA reported that the chemistry club had a social event for Halloween. Many of their members will be attending a research poster session at the Van Andel Institute on Nov 17 (Grand Rapids, MI).
2. *WMU Chem Club* – MZ reported that the Chem Club participated at the Chemistry Day at the Museum on October 13 (Slime), had a bake sale on Oct 30 and will be performing a demonstration at Prairie Ridge Elementary school for 4th graders on Nov 9.
3. *CGSA* – AH reported that CGSA provided 6 volunteers for Chemistry Day at the Museum (Oct 13) and 4 volunteers for the NCW outreach event - helping to refurbish the Oshtemo Historical Society's Drake House (Oct 26).
4. *NOBCChE* – CA reported that volunteers from NOBCChE staffed two activities at Chemistry Day (Oct 13). They are presently planning a hot chocolate fund raising event to support the Global Host Project and provide public toilet facilities for three small villages in Ghana, West Africa.

#### 5. **Events Updates & Old Business**

1. *NCW & Chemistry Day at the Museum* – Oct. 13th, 12-4pm.
  - Two schools submitted Illustrated Posters for the national contest. Winning posters in grade levels 6-8 and 9-12 were submitted and each student received a \$15 Pizza Hut gift card as a prize
  - As indicated above (CGSA report) 4 volunteers did an outreach event in support of the concept of "Doing more with less"
  - The Monday Night Live TV program announcement of the year's NCW theme and of the Chemistry Day at the Museum event was completed on October 1 with the willing help of 2 WMU faculty members and 4 WMU students
  - 59 volunteers presented 24 hands-on activities to 727 patrons at the Kalamazoo Valley Museum on October 13. The response from the patrons was positive and reports from participants after the event encourage us to continue to make a difference in youngsters' perception of science/chemistry.
2. *ACS Tour Speaker* – Dr. Werner from Union College spoke on Oct 23rd about doping in sports. There were 54 attendees, which included a group of chemistry students from Gull Lake High School. ES, DW and WMU chemistry professor James Kiddle accompanied Dr. Werner for dinner after the talk. Dr. Werner was accompanied by Andre Venter for a tour at Forensic Fluids in the morning on Oct 24 before his departure.
3. *"The Elements of Dance"* – ES reviewed the plans for this event and showed the winning t-shirt design. She distributed flyers for members to pass along at their work places. Multiple donations have been received from various companies and scientific organizations, which will allow this event to be fully funded from outside sources.
4. *"Sustainable Science – Recycle a Poster"* – ES confirmed that John Mallet, Director of Production, Bell's Brewing, will give a presentation on brewing science.
5. *Elections* – John Engelmann (JE) attended the meeting, introduced himself to the Executive Committee, and confirmed his interest in standing for election as our chair elect in 2013. DW confirmed his interest in standing for election as alternate councilor. We have not found a nominee to replace JM as treasurer but he agreed to stand for reelection. Elections will be held immediately so that we can comply with the deadline for submission of new officers' contact data to headquarters by December 1. The election ballot is to be prepared by the Section secretary (Carolyn Pugh). We plan to use Survey Monkey to collect the votes as in previous years. Elke volunteered to collect biographical information from each candidate for the election announcement that will be sent to the membership.

6. *Science Café* – JE has offered to present a talk to our members on the US patent reform act. We expect to this to be scheduled in February 2013.

6. **New Business**

1. *KACS Bylaws* – DW offered to organize a bylaws review session for the Executive Committee.
  2. *KACS Mission Statement* – ES has asked us to reflect on drafting a mission statement for our section.
  3. There is a need to update the content under “Volunteer Opportunities” on our website.
  4. Newsletter: There likely will be one more Newsletter – possibly with ballot/candidate bio information, and a report on the November 9 event...
  5. The next meeting will take place on Thurs. Dec 6th at 6:30 pm at Hunan Gardens.
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# Kalamazoo Section of the American Chemical Society



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## Minutes of KACS Executive Committee Meeting

### Date

06 December 2012

### Location

Hunan Gardens

### Start time

18:30

### Members present

- Joel Coburn (JC)
- John Engelmann (JE)
- Lydia Hines (LH)
- Brianna Hyder (BH)
- Maren Zanotti (MZ)
- John Miller (JM)
- Carolyn Pugh (CP)
- Elke Schoffers (ES)
- Tom Smith (TS)
- Doug Williams (DW)

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1. **Secretary's Report** - Minutes were compiled by DW with the help by LH. Minutes were approved by the Executive Committee.

2. **Treasurer's Report**

1. JM distributed the Treasurer's report. The donated money was spent and stayed within budget for the Bell's and KIA events. Net worth dropped about 3% and cash was moved into the investment fund. JM stated that perhaps too much cash was moved and some could be taken back out. Cash on hand is \$5300 for various programs. AAAS and VWR need to send the sponsorship donation promised for the dance event. The report showed that \$1200-1300 can carry over to next year.
2. Investment Fund/Checking Account update – Financing for events went well and outstanding checks were discussed. ES will submit expenses for the fall tour speaker to national ACS (approximately \$320). DW will send ES the spreadsheet for submitting expenses to national ACS.

### 3. Communications Report

1. Web Site Report – There was a spike in website traffic when the newsletter or emails were posted, such as 152 visits prior to the dance event and the email for election. DW distributed website report and David is working with Steve to get more details from the website.
2. Facebook page – Melissa Basileo added more photos from the dance event and ES will upload pictures from the Bell's event.

### 4. Western Michigan University and Kalamazoo College Chemistry Student Organizations

1. Kalamazoo College – TS had no report as students are on break. Kalamazoo College students presented at the Bell's event.
2. WMU Chem Club – MZ reported that the Chem Club attended the Bell's event, participated in a school visit with 4th graders and volunteered at the Elements of Dance event. BH reported that at Kalamazoo College a "Battle of the chemistry clubs" competition will take place sometime in January.
3. WMU Chemistry Grad Student Association – No report. A few of the graduate students volunteered at the Elements of Dance event and presented at the Bell's event.
4. NOBCCHE – No report.

### 5. Event Review

1. KIA Innovative Project Grant (IPG) Event: "Elements of Dance" – ES passed around pictures and reported that there were 179 participants (public, ACS members and students). An article and picture were published in the "Western News" on November 15, titled "Community reacts well to mixing of chemistry, dance" ([www.wmich.edu/westernnews](http://www.wmich.edu/westernnews)). Evaluation forms and personal comments were very positive. The IPG Advisory Committee recommended that a similar event take place again in 2013. A report is forthcoming.
2. Bell's Eccentric Café, "Sustainable Science – Recycle a Poster" poster session – ES reported that 80-90 participants attended and keynote speaker John Mallett had a great presentation. Comment forms were very positive. ES will summarize the event in a report.
3. KACS Elections – the local section currently has 451 members of which 33 voted (7% participation). CP will send the election information to ACS after she receives the current 2013 form for submission. John Engelmann was elected as Chair-Elect, John Miller as Treasurer and Doug Williams as Alternate Councilor. The Alternate Councilor will attend meetings if LH is unable to do so. JM suggested that DW attend an ACS meeting to familiarize himself with the role of councilor. LH directed JE to the Operations manual on the website to learn more about the responsibility of the Chair-Elect.
4. LH reported that one of our Section's entries to the ACS National competition for the Illustrated Poem contest – the one submitted by Cassie Kiewiet, an 11th grade student at Heritage Christian Academy – was the first place winner in that category. A copy of the illustrated poem was circulated.

### 6. Event Preview

1. February Science Café – JE will give a presentation regarding basics of patent law, why and how patents are granted, changes in patent law (human genes) and differences between first to invent and first to file. Venue could possibly be Martini's on a Tuesday during February, or Kalamazoo College on a weeknight other than Tuesday (TS to explore).
2. Boost Your Career event – Could take place the 2nd or 3rd week of January. LH will look into recruiting an ACS speaker to talk about career issues. Event will take place at WMU.
3. Kalsec is interested in sponsoring a food and chemistry event and DW volunteered to be a liaison with Kalsec and KACS as part of the "Chemistry and Culture" IPG focus. Kitchen space will likely be needed and ES will do some fundraising. CP will ask friends who may be able to help find a local restaurant that could possibly host this event. ES talked with Kalsec's Executive VP and Lab Director Don Berdahl, who showed interest in helping coordinate this event.
4. ACS Tour Speakers for 2013 – Al Hazari performs hands on demonstrations and LH will check on his availability.

### 7. New Business

1. KACS mission statement – a subcommittee needs to be formed to write a mission statement. DW will propose a meeting time for January when the Executive Committee can meet to discuss the Bylaws and develop a mission statement for our Local Section.
  2. Online “volunteer” document – The document needs to be updated. LH will be the contact person for others who want to volunteer in KACS events.
  3. Scheduling of meeting minutes and agendas – ES asked the Executive Committee for feedback regarding the timing of email distribution of meeting minutes and agendas for upcoming meetings. A more structured schedule was recommended: Minutes will be distributed within 7-10 days after a meeting, and a meeting agenda will be emailed a few days prior to the next Meeting.
  4. Next Newsletter / PR Email – Deadline for newsletter submissions is Friday, December 14th. Content shall include: announcement of illustrated poem contest winner, highlights of 2012 events, mass spec user group meeting, dance event, Bell’s event, results of elections; the Chem Able grant program needs to be re-advertised in the January newsletter.
  5. The next meeting has been scheduled for Wednesday, January 2, 2013 at Hunan Gardens, 6:30 PM.
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