

Minutes of Executive Committee Meeting
January 17, 2018
Tap House on the Kalamazoo Mall

Meeting started at 6:40 pm, and adjourned at 8:30 pm

Present: Stephen Secreast (SS), Doug Williams (DW), Bill Schinzer (WS), Katie Ann-Walker Tullis (KT), James Kiddle (JK), Luke Chadwick (LC), Lydia Hines (LH)

Secretary Report

- December Minutes approved

New Business (All)

- The **Innovative Project Grant (IPG)** application which LC proposed ("Molecules on the Blockchain: Imagine a future of immutable distributed chemical databases") was reviewed with some discussion, and it was decided that the topic was appropriate but we would wait for the July deadline to apply for funding
- DW reviewed his activities in regard to 2018 **Project SEED** and shared a booklet on the 2017 program which included information on our Project Seed student and mentor; SS thanked DW for his continued efforts to improve the program and our participation in it; we discussed that we may want to have a Summer I and Summer II students this year, if we get enough response from mentors, who are currently being solicited, and from teachers regarding eligible students; Dwight Williams, a 2017 mentor at K-College for our 2017 Summer I student has expressed an interest in having a student again in 2018. DW and others on the Executive committee are continuing to seek academic and industrial labs willing to host (an) eligible student(s) - ideas were considered and the search is ongoing. The appropriateness of student stipends was also discussed.
- WS is continuing to grapple with **surprises** (e.g., unexpected "maintenance fees") **at the PNC bank** to which we have moved the KACS funds, with **Bank of America deposits** which are being made by ACS to our account (which we are trying to close) there, and with the need to transfer signatures on the **Vanguard Investment** account. Contacts need to be made at ACS with Tanya Fogg (t_fogg@acs.org) and Cheryl Vockins (c_vockins@acs.org) concerning financial matters (Fogg) and making sure that correct officers are listed (Vockins).
- JK was named chair of the **Education Committee**, and he updated attendees on his progress with the Competitive Exam portion of our section's Education activities - he gave a summary of the awards information for those in attendance who were unfamiliar with it. The list of HS chemistry teachers in our Section (Allegan, VanBuren, Kalamazoo Counties) is being updated for 2018, the letter is ready to be sent to the teachers informing them of the exam procedures and the awards process. There was favorable consensus that we initiate invitation to Project SEED participant(s) and mentor(s) from the previous year for recognition at the **Awards Gathering**, which this year will be held on **Monday, May 7**, at the Chemistry Building at WMU.

Date for next EC Meeting:

- **Next Meeting will be on Wednesday, February 21, at 6:30pm** with a preference expressed for meeting at the Tap House again - however, location is TBD

Around the Table:

- LH is registered for the Leadership Institute this coming weekend, Jan 19-21
- The Local Section **Annual Report 2018 MUST be filed by February 15** - SS and LH will work on the Administration portion and WS will deal with the Financial Portion. Reports on events, if they have not yet been submitted, must be sent to SS **SOON** for inclusion in the report - the more we write the better LSAC (Local Section Activities Committee) likes it.
- LH informed those present about the themes for the 2018 CCEW and NCW: this year is the 15th anniversary of **Chemists Celebrate Earth Day (now called Chemists Celebrate Earth Week)**; the theme is "Oceans" - the publication will have the title "Dive into Marine Chemistry" and the dates are **April 21-27**; **National Chemistry Week** will have the theme "Outer Space" and will explore chemistry in and of outer space; the publication will be titled "Chemistry is out of this World" and it will be celebrated the week of **October 21-27**
- ACS **webinars** are downloaded and **content may be used by members** for section meetings, if we find that desirable.
- **Speakers** for section meetings may be found at speakers@acs.org - acceptable speakers may be shared with nearby sections, if there is agreement on topic; appropriate arrangements for shared travel expenses may be made.

Recorded by Lydia Hines

Executive Committee Meeting Minutes
Kalamazoo Section ACS
Wednesday, 21 February 2018, 6:30 – 8:00 pm
Central City Tap House, 359 S. Kalamazoo Mall

Members present: Doug Williams (DW), Lydia Hines (LH), Steve Secreast (SS), Brian Eklov (BE), James Kiddle (JK), Emily Hanners (EH), Angela Willson-Conrad (AWC), Kristi Tullis (KT), Luke Chadwick (LC), Chris Pruis (CP) Visitors: Jeff Pregoner, Art Conat

Start time: 6:32pm

End time: 8:00 pm

1. Secretary (Angela)

- January minutes were approved and will be sent to Mark for posting.

2. Treasurer (Bill)

- Accounts currently sit \$3900 in our PNC account and about \$1500 in our Bank of America account and approximately \$1000 in our PayPal account from our 75th anniversary meeting. Our goal is ultimately to move all of this money into our PNC account.
- Our investment accounts are split into two places – one is doing well and the other is not doing as well (neither is losing money). There was a proposal from Bill Schinzer to move money around into the single account. The purpose of investing this money originally was to make a small return. Originally, this money was used to help chemists who were out of work (Chem-able program) and it is no longer being used for this purpose. The first priority is to get John Miller's name off of this account and transfer the account into a current EC board member's name.
- Our annual and financial reports were submitted on time.
- We approved authorization for the treasurer to give money in advance of each ACS meeting, as requested, to our councilor (currently Lydia) (there is currently \$3000 in the budget for councilor travel expenses to both ACS meetings)

3. Communications (Chris)

- The newsletter is ready to send less one or two items
- LH will write a follow up for a CCEW coordinator
- SS will write a report for last November's poster session at Bell's
- If CP could get everything by Friday, the newsletter will be released by the end of the month.

4. Project SEED (Doug)

- DW presented an update to the duties of the Project SEED coordinator for Operations Manual on the website. He would like to add the responsibility for budgeting, rewording recruiting, updating matching mentoring and students. This will make the duties match up better with what DW is currently doing and tightening the timeline in which tasks are completed.

- We currently have one, maybe two, students who are interested in the program. At this point, we only have one project (with Dwight Williams at K College) approved through ACS. Supporting a second student would require additional funds.
- This year JK helped us reach out to the local teachers. KT also helped reach out to some additional high schools. The more students we have who apply will make the program more competitive.
- DW is also maintaining a separate document with detailed notes and required documents that a future coordinator could use to run and maintain this program.
- The EC approved the proposed changes and they will be sent to the webmaster to replace what is currently on the website.

5. Councilor (Lydia)

- **Leadership Institute report** – This experience was fantastic and LH is hopeful that LC can attend this event in the future. The emphasis was on annual reports and member meetings beyond food because there is not much grant money available for this. LH worked with the Huron Valley representative to explore promoting one-on-one professional mentoring. Apparently this program is available through ACS, which shows how much there is available that we don't know about. We are going to continue to work with Huron Valley to see if there is anything else we can come up with together. There is a grant that could be applied for to do a joint endeavor, but it has to be submitted by March 1st. LH is going to reach out to Huron Valley to see if there is something we want to submit.
- **January 2018 eRoster report** – If we have returned emails from any mailings we need to contact service@acs.org so they can either track down or remove the person from our roster. We currently have 396 members in KACS.
- **Great Lakes region report** – The next board meeting is at the national meeting in New Orleans. They would still like us to consider co-hosting the 2027 Regional meeting with Huron Valley (Central Region). This has been added to the newsletter to see if there is anyone interested in volunteering to make this event a reality.
- **CCEW preparations, “coordinator pledge”** – This year, Chemists Celebrate Earth Day has been changed to Chemists Celebrate Earth Week (CCEW). The Chem Club at WMU has volunteered to man the table at the Nature Center (Saturday, April 21st from 9am-4pm). There is also an event at Celery Flats, but we do not yet have a specific date. Chem Club is also planning on participating there. This year's theme is Dive into Marine Chemistry and relates to water.
 - **CCEW Pledge** – For the first time ever, the ACS asked the CCEW coordinator to take a pledge of participation in a variety of events, and to be authorized to order materials.
 - **Bronson Park Event** – The EC approved using \$250 of the outreach budget as a sponsorship level for this year's Bronson Park event and also to pay the \$25 fee for a table there (total \$275).
 - **Coordinator** – Last, but not least, Lydia is always looking for a CCEW coordinator who would be able to take on this event long term.

6. Education Committee (James)

- **Competitive exam update** – Requests were sent for competitive exams to all high schools. We have currently received three back, which is no surprise at this point. A reminder email will go out sometime next week to get requests in so the correct number of exams can be sent to interested high schools. Dates for the exams were included in the January minutes. JK wants us to start looking for someone to take over the competitive exam. He will get us through this year, but would like someone to take over for next year.

7. Student Chapters

- **K College (Sabrina)** – no update. There are plans to do the speed-networking event again.
- **WMU Chem Club (Emily for Greg)** – The Chem Club is going to Lawton on March 2nd to do a demo. They went on a Bell's Brewery tour last weekend. They are also getting ready for CCEW events in April.
- **WMU Chem Grad Students Assoc. (Kristi)** – CGSA is planning their spring picnic. In the past it has been held in a park in Oshtemo. BE is able to reserve the space.

8. Chair (Steve)

- **NHCL update** – Our application has officially been approved and moving forward with great enthusiasm from community partners. We have the date set tentatively for Friday, May 17th, 2019. That date seems to work for the ACS program manager and will hopefully work for the museum as well. The next NHCL planning committee meeting is March 2nd.
- **Painting event (gauging interest)** – A wine and canvas type event that could be chemistry focused. We could bring in a speaker from KIA; also, the Royal Society of Chemistry has some great information on the chemistry of paint. The cost is \$35 per person and you can bring in your own food and drink to their facility. If there is enough interest, we could subsidize food and drink from the KACS budget. We will gauge member interest in our next newsletter.
- **Strategic Plan next steps** – SS is going to follow up with another local section that went through this process to see if it was useful for them. He is talking about spending approximately 4-6k from our investments on this. ACS offers a \$2,000 grant for this endeavor. LH will be going through a Committee strategic planning session at the New Orleans meeting, so she will also be able to share her experience from that.

9. Old Business (All)

- LC is going to move forward to see if he can come up with an acceptable IPG application regarding his idea as presented at the January EC meeting by the July deadline. He also brought two members from the Keepers of the Kraft (a home brewing club of 20-30 people that meet each week). Their interest is in doing more experiments with beer brewing and they have an interest in partnering with us on an event in the future.

The next EC meeting will be **Monday, March 26th at 6:30pm** at the Tap House.

Executive Committee Meeting Minutes
Kalamazoo Section ACS
Monday, 26 March 2018, 6:30 – 8:00 pm
Central City Tap House, 359 S. Kalamazoo Mall

Members present: Brian Eklov, Lydia Hines, Steve Secreast, Angela Willson-Conrad, Bill Schinzer, Greg Johnson, Megan Callaghan

Start time: 6:31 pm

End time: 7:45 pm

1. Secretary (Angela)

- February minutes were approved.

2. Treasurer (Bill)

- **PayPal** – We have money (about \$1100) in a PayPal account from the anniversary event that still needs to be sorted out by Andre.
- **Investment Accounts** – John Miller has to fill out a form to give us control of the Vanguard investment accounts.
- **Deposits from ACS** – Bill needs to sort out changing our deposit information from Bank of America to PNC. We contacted ACS and were forwarded along. At this point, we have not heard back from this financial group.
- **Allotment check** – Also the annual allotment check (approx. \$7000) was also sent to the Chemistry Department and Western. This check is separate from our local dues check, which came in March for \$1200.
- By next month's meeting, we would like to have these financial issues with Andre and John figured out.
- **Big Hoss Web Hosting** – We sent a check to Big Hoss which hosts our website, and Andre says it has never been cashed.
- **JGLCRM 2015 Website** – We need to send a check to Mark to maintain our JGLCRM website domain (approved by the EC).

3. Communications (Chris)

- Send items for the April newsletter to ACSkzoo@gmail.com by April 4th.
 - We should include an introduction of Luke. Steve will reach out.

4. Project SEED (Doug)

- ACS has approved our request for the funds for one student (\$1250) and Doug has a student for the summer project (Summer-I).

5. Councilor (Lydia)

- Lydia attended the council in New Orleans on our behalf. Dues for 2019 are going up to \$175. Attendance was great for the meeting. The two names for president-elect of national ACS were selected: Luis Echegoyen and Thomas Gilbert. A Councilor's report has been sent to Mark for the website. Huron Valley (Central Region) is interested in joining our Section as representatives of our Great Lakes Region to co-host a Regional Meeting; it is unclear if they had in mind for this joint meeting to be in 2021; the Great Lakes Region is al-

ready holding a Regional Meeting in Minneapolis in 2021. Lydia will follow up.

6. Education Committee (James)

- **Preliminary Exams:** James has not graded the preliminary exams yet, but we received exams from 11 out of 35 local area high schools. This number of high schools participating has continued to decrease.
- **The awards ceremony** is Monday, May 7th

7. Student Chapters

- **K College (Sabrina)** – no report
- **WMU Chem Club (Greg & Megan)** – Their last school visit was the Friday before Spring break where they did two sets of demonstrations at Lawton Elementary. Also, this past weekend they helped out with the Science Olympiad on campus by running three of the events. The club also did a demo before the award ceremony. Greg will make sure pictures get to Chris for the newsletter. They are making good use of our KACS lab coats. The club is going to Celery Flats for Earth Day on April 14th. Once we hear from the Kalamazoo Nature Center, we will also get registered for that event. Steve will make sure to add Megan to our agenda emails in the future. Her email is: megan.e.callaghan@wmich.edu
- **WMU Chem Grad Students Assoc. (Kristi)** – no report

8. Chair (Steve)

- **El Sol Elementary** – Steve is headed to El Sol elementary on Friday, April 20th to do Spanish bi-lingual chemistry demos with 49 students. He will send Greg more information about the event to see if the Chem Club can support the event. Sabrina may also have some volunteers from K College.
- **NHCL update** – We are still planning a dedication event for May 2019. We started a planning committee with representatives from many groups. The current plan is to have a sit down dinner at the Radisson on Thursday with speakers followed by the dedication on Friday with a few additional symposia. The Friday dedication will be open to the public. The president of the ACS will be here. We currently have a speaker coming from the Mayo clinic.

9. New Business (All)

- **Huron Valley joint meeting proposal** – We submitted a mini grant proposal to have a speaker from St. Louis and to host a career event in late September 2018 with the Huron Valley section.
- Great Lakes Regional Meeting (joint Chicago-Joliet) on May 1-4, 2019, in Lisle, Illinois.
- The United Nations has declared 2019 as The Year of the Periodic Table ☺

10. Wrap Up

- Our next EC meeting will be **Monday, April 16th at 6:30pm** at Central City Tap house - before hopefully moving our meetings outside.

**Executive Committee Meeting Minutes
Kalamazoo Section ACS
Monday, 16 April 2018
Central City Tap House, 359 S. Kalamazoo Mall**

Members present: Steve Secreast, James Kiddle, Angela Willson-Conrad, Luke Chadwick, Kristi Tullis, Brian Eklov, Doug Williams, Lydia E. M. Hines

Start time: 6:34 pm

End time: 7:35 pm

- **Secretary (Angela)**
 - The March minutes were approved.
- **Treasurer (Bill - *in absentia*)**
 - **Budget report** – The money from the PayPal account has been transferred to the PNC account. We had no problems with the direct deposit of our ACS allotment to the PNC account. Bill is still working on getting trusteeship of the Van Guard investment accounts. The Bank of America account will be closed shortly. James brought the check from Zoetis for Bell's and it was given to Steve to give to Bill. James also has receipts from mailing competitive exams via USPS.
- **Communications (Chris – *in absentia*)**
 - **Newsletter** – Chris said that the next newsletter will be distributed for review on Wednesday. Please send any last-minute items for the newsletter to ACSkzoo@gmail.com.
- **Project SEED (Doug)**
 - **Update** – We have one SEED student, Daniel Colca (Portage Northern/KAMSC) who will be placed with Dwight Williams this summer. Everything is in place and ready to go. Daniel is a current sophomore who would be eligible for Summer 2 next summer. Doug will reach out to Don soon to make sure we have access to the foundation funds at WMU.
 - **Future SEED Brainstorming** – James asked about continuing to have SEED students in the future at WMU. Doug said he would be open to brainstorming how we could continue to expand our program and include WMU, as well as other industry options.
 - **Funding** – Doug asked for \$500 in addition to our \$1250 and ACS's \$1250 match for a total stipend of \$3000 to bring the hourly wage to just over Michigan minimum wage. This funding is included in the budget, so was approved by the EC.
- **Councilor (Lydia)**
 - **Awards Gathering** – Letters are ready to go out to the 50-. 60-. 70- and 76-year members, and Steve has the certificates. There will be ACS representation at the award gathering from the development department.

- **Great Lakes Region Board request** – The board sent a request to all 20 local sections in the region. They are asking the sections to offer funding of \$250 for attendance at regional board meetings. The next meeting for 2019 is in Lisle, Illinois. We will have to remember to include this in our November budget discussions. The Huron Valley section is no longer interested in co-hosting the 2027 regional meeting, but the grant for the inter-sectional meeting about careers was approved – that meeting is being considered for September/October; the date should be chosen so it doesn't interfere with the speed-networking event also being considered for early October.
- **Education Committee (James)**
 - **Competitive exam / Awards Ceremony update** – The preliminary exam has been given. 361 students from 13 high schools took the exam. The scores ranged from 7 to 37. The mean was down by almost 3 points to 23.7. The final exam is on April 21. This means we will know the awardees some time next week. The award ceremony is May 7th at 6pm at WMU Chem Building.
- **Student Chapters**
 - **K College (Sabrina)** – No report.
 - **WMU Chem Club (Megan/Greg)** – There will be no CCEW event at the Nature Center on April 21 because there were no tables for rent, and the event at Celery Flats on April 14 was cancelled due to weather. Chem Club is going to help out at the Bronson park event. In addition to this, the club has continued their demo events at local schools.
 - **WMU Chem Grad Students Assoc. (Kristi)** – The spring potluck picnic is on Thursday, May 10th, at 5pm at the Oshtemo Park on W. Main.
- **Chair (Steve)**
 - **KACS water station for the Kalamazoo Marathon** – We will be hosting a Kalamazoo Marathon water station on May 6th. Steve is still looking for volunteers.
 - **KACS Kalamazoo Earth Day Festival Bronson Park booth** – We are signed up for the event at 1pm on Saturday and have plenty of volunteers. Steve met with the Chem Club today and they will also be attending.
 - **NHCL update** – The committee is moving forward with the event planning, including an almost set schedule with speakers. At this point, it is working on the funding details between now and May 2019. The Radisson part will be \$4000-7000, which will be covered in part by ticket sales for the event.
- **Old Business**
 - Chris has not gotten response for a painting event, but we will try to have it happen later in the summer or early fall.
- **Wrap Up**
 - The **next EC meeting is Mon, May 14th 6:30pm** at Central City Tap House
 - Luke reached out to a few experts on block chain, but has yet to find one that can speak to the chemistry side. He will continue to pursue this and keep us posted with updates.

Executive Committee Meeting Minutes
Kalamazoo Section ACS
Monday, 14 May 2018, 6:30 – 8:00 pm
Central City Tap House, 359 S. Kalamazoo Mall

Members present: Angela Willson-Conrad, Steve Secreast, Lydia Hines, Brian Eklov, Elke Schoffers, Bill Schinzer, Doug Williams, Andre Venter

Start time: 6:32 pm

End time: 7:38 pm

- **Secretary (Angela)**
 - April minutes were approved.
- **Treasurer (Bill in absentia)**
 - **Treasurer Report** – Bill distributed a Treasurer’s report and expenses from the Awards Ceremony. We went slightly over budget (\$300) on the Awards Ceremony. There was some confusion about a balance from the Leadership Institute from 2017 that will need to be paid to ACS.
 - **Account Update** – Bill intends to close the Bank of America account in May or June, which was approved by the EC. It appears our direct deposits from ACS have forwarded correctly to the PNC account, which means there should be no further activity on the BoA account. The EC approved the moving of the signatory on our Vanguard account from John Miller to Bill Schinzer.
 - **NHCL Accounts** – For the NHCL event in May 2019, Steve would like to use our ACS account for incoming donations and payments. We will also need a PayPal account to accept donations and ticket money. We would like to get this set up with the treasurer@kalamazooacs.org email account and not a personal account, so we will have access and then we can use it again easily in the future.
- **Communications (Chris)**
 - **Newsletter** – We are unsure of the timing for the next newsletter, but we are hoping for a June/July date. Please send any items you have for the newsletter to: ACSkzoo@gmail.com
 - **Website** – Mark should be finishing grad school soon, so we need to start thinking about how/who will maintain our site in the future. Brian mentioned including the history of events that we have done for a long time and make it clear that these are the events that our club will continue to do.
- **Project SEED (Doug)**
 - **Student Update** – We have a meeting scheduled next week with our student, Daniel Calco, and his advisor, Dwight Williams. The budget is set and Doug will work out a payment schedule with Bill. Daniel’s start date has not been determined yet.
 - **Kalsec** – Brian, Doug, and Lydia met with Gerry (Geraldine) Vent from the ACS Development Office and members from Kalsec to discuss the possibility of having donations/participation/mentors from Kalsec in the future.

- **Fund** – Doug is looking into getting access to the funds in the WMU foundation. There was a brief discussion about keeping funds in our own account in the future that would be specifically set-aside for SEED.
- **Councilor (Lydia)**
 - **Joint Meeting with Huron Valley** – Lisa Balbes' presentation "Careers in Chemistry" is set for Thursday, October 4th. Lydia is working on a location, possibly at K College. There are a number of members from the Huron Valley section who are excited about attending the event in person and would like to go to Bell's as well. The presentation will also be set up so that it can be virtually broadcast to the Huron Valley and other Michigan sections (which have been invited) to watch remotely.
 - **Other updates** – Lydia brought her requests for advance funds for the August ACS meeting (Boston); the Chemistry Day at the Museum will be held on Saturday, October 13, noon to 4 pm; the theme is "Chemistry is Out of this World",
- **Education Committee (James)**
 - **Competitive exam / Awards Ceremony update** – The event was very well attended. We are grateful for educators like Brad Portis from Gull Lake, who was one of the winners of our teacher award, for his continued support of our program. The other winner was Doreen Odziana from Paw Paw. It seems like the student nominations for teachers have been more helpful than asking for principal recommendations. Lydia delivered certificates to 50-year members and students who could not attend the ceremony. Thank you to Elke for her help at the event.
- **Student Chapters**
 - **K College (Sabrina)** – No report
 - **WMU Chem Club (Megan/Greg)** – No report
 - **WMU Chem Grad Students Assoc. (Kristi)** – No report – The club had their annual picnic on May 10th at Oshtemo Park.
- **Chair (Steve)**
 - **Speed Networking** - The event is scheduled at K College for Wed, Sept 26th.
 - **El Sol** – We attended El Sol on April 20th with the WMU Chem Club. The kids were very excited to receive the ACS magazine, Celebrating Chemistry, in Spanish.
 - **Earth Day** - Our club was at the event downtown at Bronson Park. We were lucky to be right in the center of the park, which meant a lot of foot traffic.
 - **Kalamazoo Marathon** – We also had a lot of fun at the marathon at mile 15 with 14 volunteers from our section in attendance.
- **Old Business**
 - **2018 Bell's Poster Session** – Elke proposed November 13th for the event and everyone agreed that the ACS schedule was wide open. Elke is open to any speaker ideas for the event.
- **Wrap Up**
 - Our **next EC meeting** will be **Monday, June 11th at 6:30 pm**. We will plan to meet at **Bell's Beer Garden**.

Executive Committee SPECIAL MEETING Notes
Kalamazoo Section ACS
Monday, 14 May 2018
Central City Tap House, 359 S. Kalamazoo Mall

- **KACS Check Request Form** – Bill, KACS treasurer, passed around a check-request form that he would like to implement in our local section for all funds that are disbursed. It is important to remember that the EC (Executive Committee) is made up of seven members (Chair, Past Chair, Chair Elect, Councilor, Alternate Councilor, Secretary, Treasurer). There is no one single person who is able to approve expenses - In cases where we cannot get an in-person quorum to vote on a requested reimbursement, we have sometimes taken votes via email. Everyone was very supportive of implementing a form. The hope is that this will make the compilation of section expenses at the end of the year, for the Annual Report, easier.
- **Minimum Requirements for Reimbursement** – Brian proposed the EC reaffirm its standing policy that receipts must be submitted for someone to receive a reimbursement check. This would include a copy or photo of the receipt with written explanation of the expense (email is acceptable). The EC reaffirmed this as our official policy.
- Brian proposed that in the case that there is no receipt available, then the person looking for reimbursement will have to supply a written letter (email is acceptable) and provide proof that the expense was incurred (a credit card statement or cancelled check would suffice). The EC approved this as our official policy moving forward.
- In addition, if an expense is budgeted, there is no need for EC approval for the reimbursement and the treasurer is free to write the check. Only non-budgeted expenses need to be approved by the EC.

Executive Committee (EC) Meeting Minutes
Kalamazoo Section ACS
Monday, 11 June 2018, 6:30 – 8:00 pm
Bell's Eccentric Café

Present: Brian Eklov (BE), Doug Williams (SW), Stephen Secreast (SS), Luke Chadwick (LC), Lydia Hines (LEMH), Bill Schinzer (WS)

[There was no formal Agenda for the meeting, but the discussion followed a similar format as at our other monthly meetings.]

• **Approval of May Meeting Minutes**

- The May Minutes were approved with the understanding that LEMH would distribute the notes from the Special meeting conducted at the conclusion of the May meeting to the Executive Committee for approval and these notes would be appended to that month's Minutes before they were sent to Mark for inclusion on the website.

• **Treasurer (Bill)**

- Budget report: there was no formal budget report distributed. WS reported that the transfer of funds to the PNC account is nearing completion and that he will be getting John Miller's signature soon so that the Vanguard account will be completely transferred to his name as our current KACS treasurer.

• **Communications (Chris) - in absentia**

- Timing for next newsletter – no set timing was given for the next newsletter but as stories are written they should be sent to ACSkzoo@gmail.com

• **Project SEED (Doug)**

• The Summer I student has been contacted and he and Dwight Williams, the mentor at K College, are looking forward to this summer. Payments will be given to the student at designated intervals, as last year. The student will begin work on Monday, June 25.

• DW has made contact with the WMU Foundation regarding the funds available for Project SEED (~\$3,100) and also the steps needed to access funds from that account. There was discussion regarding the merits of keeping the funds there or moving them out to a designated account within the KACS budget/bank balance; DW will contact the WMU Chemistry Department to find a faculty or staff member who is willing to help us transfer the remaining funds to the KACS accounts. He will advise the EC accordingly when he has established a feasible way to do this and confirm agreement to proceed. Conversation included making a plan about how we could solicit further funding for our SEED program from our members as well as businesses – BE agreed to help with that once a decision is made.

- **Councilor (Lydia)**
 - Lisa Balbes presentation on careers, a joint meeting with the Huron Valley LS is scheduled for October 4; LEMH is unsure of location at this point in time (K-College possible).
 - NCW – Chem Day at the Kalamazoo Valley Museum will be Saturday, October 13 noon to 4 pm; **Theme: Chemistry is out of this world**; WMU Chem Club is looking forward to helping.
 - Poster Event at Bell's - Elke Schoffers was not present. It is unclear if reservation has been made for November 13; LC was asked to check with Bells to determine the status of the reservation.
- **Education Committee (Vacant)**
 - DW has spoken with Mike Walsh about any interest he might have in returning to the committee. The EC is hopeful but no definite response has been received; some discussion ensued regarding what else we can offer our teachers and whether or not the examination program is “useful” to them, The AACT offering from ACS was mentioned positively by LEMH and comments were made regarding possibly offering membership to each of our 3-county HS Chemistry teachers (~36) as a “Thank you” for their dedication to the profession (\$50/yr, no ACS membership required; information at teachchemistry.org) HS teachers will be asked if what our Section offers them is helpful to them and/or what else they would like to see from us.
- **Student Chapters** - No reports– summer break.
 - K College (Sabrina)
 - WMU Chem Club (Megan)
 - WMU Chem Grad Students Assoc. (Kristi)
- **Chair (Steve)**
 - Speed networking event set for 26 Sep
- **Chair-Elect (Luke)**
 - LC continues to work on a possible program about “blockchain technology” – he is putting together a proposal to submit for an IPG by July 31.
 - LC sent a short questionnaire to the EC soliciting input regarding concerns perceived as needing to be addressed by the EC
- **Old Business (All)**
 - None
- **New Business (All)**
 - None
- **Wrap Up**
 - Date for **next EC meeting** time: **27 August, Monday, 6:30 pm. Bell's Eccentric Café'**
 - Anything else? Mark Wolfman was contacted regarding our website future as he completes his education at the U of Illinois – Chicago; he has agreed to work with the next webmaster (whom we need to identify) to make sure there will be a smooth transition.

Executive Committee Meeting Minutes
Kalamazoo Section ACS
Monday, 27 August 2018, 6:30 – 8:00 pm
Bell's Eccentric Café'

Present: Bill Schinzer (WS), Doug Williams (DW), Luke Chadwick (LC), Lydia E. M. Hines (LH), Megan Callaghan (MC), Tomasz Respondek (TR)

The meeting started at 6:45 pm and adjourned at 8:15 pm

- **Approval of Minutes**

- > The June 2018 Minutes were approved

- **Treasurer's Report (WS) -**

- >The Bank of America account is not being used so it will be closed soon and all the money will be transferred to PNC.

- > ALL Awards cheques from the May Education celebration have been cashed!

- > The transfer of VanGuard funds is proceeding slowly.

- >Mark Wolfman's request for reimbursement (\$15.99) for our KACS website's domain name registration (annual) has not yet been paid but will be shortly.

- >LH's expense balance for her attendance as KACS Councilor at the Boston ACS Meeting was reimbursed.

- **Communications (Chris)**

- > A newsletter is anticipated for early September so **all items to be included should be sent to Chris (to: ACSkzoo@gmail.com) by August 31:**

Project SEED graduate stories (2) – Steve Secreast already submitted

Project SEED general article (DW)

Chemistry Day solicitation of volunteers (LH)

Information re Speed Networking event on Sept 26 (Steve)

Invitation to Career presentation on October 4 at Kalamazoo College (LH)

Announcement of Poster Event at Bell's on November 13 (ES and TR)

Call for papers for the Great Lakes Regional Meeting in Lisle, IL, May 1-4, 2019 (e-mail from Dan Kissel to Steve Secreast forwarded to Chris)

- **Project SEED (DW)**

- >Update: Dan Calco is conscientiously working with Dwight Williams at K College - almost done.

- >Contact is ongoing with The WMU Foundation to get the funds (~ \$3,200 transferred to our treasury)

- **Councilor (LH)**

- LH's Councilor's full Report from the Fall ACS Meeting in Boston has been sent to our webmaster, Mark Wolfman to be placed on the KACS website (www.kalamazooacs.org)

- Kudos: KACS was one of 174 (out of 188) Local Sections to submit our Annual Report in a timely fashion

- LH, along with 2 others, was recognized for 35 years on Council; Ned Heindel (a past KACS speaker) was recognized for his 45 years!
- Chemical Abstracts Service (C-A-S) and Publications continue to be the major financial “drivers” of ACS membership programs
- There were ~14,000 attendees at the Boston Meeting
- Member Meeting Registration fee for 2019 meetings will be \$490
- A significant and varied effort is being made to increase and retain Society membership which now stands at ~149,000, 27,000 of whom are International members in 21 International chapters
- The 2019 **Leadership Institute for Local Section, Region, Division Leaders** which is held in January of each year will be in Atlanta, GA, rather than in Dallas, TX; **the first 50 to register will receive a \$250 registration “grant”**
- 2019 is the **International Year of the Periodic Table (IYPT)**; specific programming and activities about the Periodic Table are encouraged throughout the year; the Committee on Nomenclature Terminology and Symbols (NTS) is preparing educational materials relative to that theme
- The New LSAC staff liaison is Tanya Fogg
- IPGs that include requests for funding for a sit-down dinner are likely not to receive a favorable review
- By May of 2019 our Section should have information regarding the current divisor which will inform us about the number of councilors which a Section of our size (~350 members) may have.
 - > There was discussion on the Council floor about the topic of Sexual harassment and all were reminded to review and take to heart the available ACS Volunteer/National Meeting Attendee Conduct Policy found online at <http://www.acs.org/content/acs/en/about/governance/councilors.html>

- **Education Committee (?)**

>Based on comments at our June EC Meeting, LH communicated with teachers who regularly participate in our HS program and heard that the greatest perceived **benefits** for their students are the **recognition for their students and the Competitive Exam** and the **Science Symposium** (especially glass-blowing and the tours of instrumentation facilities on campus), which has not been held in several years.

>We continue to seek **volunteers for our Education Committee**

- **Student Chapters**

>K College (Sabrina? Maddy Seveska?) – no report

>WMU Chem Club (MC) – WMU semester is just starting and they have an upcoming Executive Board meeting where they will discuss their outreach schedule; the students seem excited and anxious to get going on meaningful activities. They will have a display at Bronco Bash at WMU tomorrow (8/28) for students at the start of their semester. They will be assisting with Chemistry Day at the Museum on October 13; LH has also offered them information for their consideration regarding possible occasional collaboration with the Kalamazoo Public Library for hands-on opportunities

>WMU Chem Grad Students Assoc (CGSA) (Kristi) – absent, but submitted a request for \$75 to be used for their annual Ice Cream Social for students, faculty and support personnel in the WMU Chemistry Department (request granted)

- **Chair** (Steve)

> Absent, but based on communications from him TR reported that several volunteers have agreed to participate at the Speed Networking event on September 26 at Kalamazoo College's Hicks Center; some discussion ensued (TR) regarding the feasibility and possibility of expanding the scope of the event to include High School students **in other years** .

- **Chair-Elect** (Luke)

The possibility of an October presentation on **Quantitative NMR (qNMR)** was discussed and it was decided that though this is a good idea the timing should be later, e.g., February of 2019; and since the speaker is from Indiana he might be brought in to speak with a target group first with the idea of extending a more general invitation to him at another time for a Section program (Science Café'???)

- **Old Business** (All)

- Lisa Balbes, career presentation on October 4 at 7pm at Kalamazoo College, joint [virtual] meeting with Huron Valley Section with invitation to other sections to join in (Indiana, Michigan, Illinois, Iowa); our Section will share expenses with Huron Valley, and these will include \$200 honorarium, car travel from St. Louis and meals (she will stay with LH); a \$250 grant toward this "cooperative" meeting has been received from LSAC.

> NCW – Chem Day at the Kalamazoo Valley Museum is October 13, Saturday, 12 noon to 4 pm; volunteers are still needed and will be further solicited soon; the theme is Chemistry is Out of this World" – astrochemistry.

> Poster Event at Bell's will be November 13; Elke Schoffers will continue to work with TR to confirm an appropriate speaker for the evening; suggestions are invited – a candidate under consideration is a speaker from KALSEC)

- **New Business** (All)

- In our 2018 Annual Report (due Feb 15, 2019) we need to emphasize (and nominate ourselves for an award) for our service to our Senior members (50 to 70+ year members) at our annual Awards Ceremony over the past 15 years
- LH entered the KACS into the KPL's Local Organization Directory (Online) on 2018-02-25
- Future themes for CEW and NCW are as follows:

2019 CCEW	Take Note: The Chemistry of Paper
2019 NCW	Marvelous Metals
2020 CCEW	Protecting our Planet through Chemistry

- **Wrap Up**

- Date for next EC meeting time: **September 24, Monday, 6:30 pm at Hunan Gardens, West Main**

Minutes by Lydia Hines and Doug Williams

Executive Committee Meeting Minutes
Kalamazoo Section ACS
Monday, September 24, 6:30 pm
at Hunan Gardens, W. Main

Meeting started at 6:40pm and adjourned at 8:00pm

Members present: Steve Secreast, Luke Chadwick, Tomasz Respondek, Elke Schoffers, Angela Willson-Conrad, Kristi Tullis, Lydia Hines, Bill Schinzer, Brian Eklov, Doug Williams, Megan Callaghan

- **Secretary (Angela)**
 - The minutes were approved from August 2018.
- **Treasurer (Bill)**
 - **Bank accounts** – The Bank of America still has a \$4000+ balance that Bill is going to transfer by wire this week, which will close the account. We have approximately \$3000 in the PNC account without our outstanding checks. Current outstanding checks include – last check for Daniel Calco, our SEED student from the summer, a check for the leadership conference, a check to Mark for the website domain, and a check to Kristi for the CGSA Ice Cream Social. The EC requested a monthly printed budget report.
 - **Budget** – We have money budgeted for each student organization (\$300 each) that has not been used completely yet. We encourage our student organizations to make use of these funds. Overall, we are on track with budget items, if not slightly under our proposed budget. One item of note is that we budget \$3000 for Lydia's travel as section councilor. We receive approximately 2/3 of these funds back from ACS, so this budget item was slightly confusing in the meeting.
- **Communications (Chris)**
 - **Communication with Communication** – No one has heard from Christine lately, so will we get a September newsletter? We have sent her information about Chemistry Day at the Museum, SEED student profiles, request to include submissions of presentations for the 2019 Regional Meeting, and other information. Steve will check with Christine on Wednesday. She has said that she is willing to step down if we have someone interested in taking over the newsletter. This means that we can potentially recruit an additional member and create a committee to support Christine.
 - **Newsletter items** – Please send any items appropriate for the newsletter to ACSkzoo@gmail.com
- **Project SEED (Doug)**
 - **Daniel Calco Wrap-Up** – Daniel wrapped up his project for the summer and has received his last check. He is eligible for SEED II next summer and currently seems interested in participating again; K College would be happy to have him back. Doug has sent a report from his poster presentation to Christine to be published in a future newsletter.

- **October plans** – Doug is going to start recruiting possible mentors for projects. In 2018 we had a prospective SEED student from Fennville but the distance to Kalamazoo precluded him from participating. Looking ahead, Doug is hoping that we can expand our pool of mentors. He discussed the idea of adding a coordinator in a different county who could expand our reach for potential participants. The initial proposals for SEED participation are due in November; additional internship locations are being explored.
- **Future Program Goals** – Doug's future goal would be to have 3-4 students each summer participating in Project SEED. We still have Project SEED monies (~\$3100) in a WMU Chemistry department "cost center" – access to this fund is ongoing.
- **Councilor (Lydia)**
 - **Career presentation, joint meeting w/ Huron Valley (4 Oct)** – Lisa Balbes, who is a career consultant, will be here for a presentation "Careers in Chemistry" at 7pm on Thursday, October 4th at K College's campus (103 Dewing Hall). We are coordinating a virtual presentation of this meeting with the Huron Valley section and together we have invited about 10 other sections to participate virtually. We have a \$250 award from ACS-LSAC for this event. Dr. Balbes will receive a \$200 honorarium. The two sections are splitting all costs evenly. This event will also be publicized at the Speed Networking event on Wednesday, 9/26, which is targeted at students – this presentation will be great for students who are trying to decide to be chemistry majors.
 - **NCW – Chemistry Day at the Museum (13 Oct)** – Lydia passed out flyers for the event, which have been distributed online to local schools. We currently only have about 15 participant groups/individuals scheduled to present when we usually have 20-30. Given this year's topic, "Chemistry is Out of This World", Lydia asked about having a reduced rate for the Planetarium. The museum has agreed to show three free shows during the event.
- **Student Chapters**
 - **K College (Sabrina)** – The club just had their recruiting day, so more soon.
 - **WMU Chem Club (Megan)** – The club has been busy so far this year – They are planning a tour of Bell's, they are hoping to have a potluck and invite faculty members. They have four demo days set up at local elementary schools and at NCW. The club received a \$500 grant from WMU to do a tie-dye t-shirt event. Lydia complimented the club on how responsive they have been to requests for outreach activities.
 - **WMU Chem Grad Students Assoc. (Kristi)** – CGSA just had their annual ice cream social event for faculty, graduate students, and undergraduate students. Kristi is hoping to do a demo day for Amberly (and maybe Haverhill) elementary schools this spring (Harry Potter Potions event). She has been publicizing KACS events with the graduate students with little response.
- **Chair (Steve)**
 - **Speed networking event update (26 Sep)** – This is our second year doing this event at K College. We have 28 confirmed mentors (including 10 returning and 18 new). As of 9/24 there were 20 students signed up. Hopefully

there will be a last minute surge of attendees as we continue to advertise this event with the Chem Club and K College students.

- **NHCL dedication event planning update** – This will be a 2-day event on May 16 & 17, 2019. Steve has put a slide together to add to the existing webpage that has been created for this event. There will be a paid banquet/reception on Thursday night from 6-10pm (minimum of 100 people and maximum of 225 people) and a dedication ceremony with symposia, open to the public, from 8am-4pm on Friday at the museum. Steve has a full dance card of presenters and hosts lined up for the events that he shared with us during the meeting. Steve shared a news release, that he also shared with the EC via email prior to this meeting, which he is hoping to distribute publicly next week. He will accept only grammar/spelling errors, but the content of the news release is final.
- **Chair-Elect (Luke)**
 - **qNMR of Beer presentation (12 Oct)** – Luke sent an invite to the EC about the presentation happening. He is happy to share the information with anyone else who is interested and has not received an invitation.
 - **MI Chemistry Council annual meeting (16 Oct)** – We need a volunteer to attend the annual meeting in Lansing. They have reserved space for a member from our section. Let Steve know if you are interested in attending.
- **Old Business (All)**
 - **Bell's Poster Event (13 Nov) (Elke, Tomasz)** – The space has been reserved for the event on November 13th. Tomasz is now our representative from Zoetis. An additional expense this year may arise from the need to provide our own sound system which in years past was provided by Denis Billen. Elke asked for recommendations for a keynote speaker for the event. She will follow up with 2-3 individuals recommended by EC members.
 - **Education Committee** – What is our progress on putting together a new committee? The EC is continuing to look for volunteers to chair and/or participate on this committee.
- **New Business (All)**
 - **Program-in-a-Box event (Doug)** – This “Mole Day” event on Oct 23rd is being put together. We have agreement with Boatyard Brewing for 25-30 people. Air Zoo has possibly agreed to make available their theater (60 seats) after hours; Doug is waiting for final confirmation. He is also working on inviting other clubs who may be interested. We are looking at a Friday, 9/28, registration deadline for participation. Steve and Luke are on board to host the event at the Boatyard and Lydia and Doug are planning to cover Air Zoo.
 - **2019 – 150th anniversary of periodic table** – We are being encouraged to host events in celebration of this event - so we will have to start thinking about this.
 - **2019 – 200th anniversary of the steamship** – Lydia offered to follow up on the feasibility of hosting a speaker on this subject.
 - The **next EC meeting** will be **Monday, October 22nd** at 6:30pm at Hunan Gardens on West Main

Executive Committee Meeting Minutes
Kalamazoo Section ACS
Monday, October 22, Monday, 6:30 pm
Hunan Gardens, West Main

Start time: 6:34 pm

End time: 8:05 pm

Members present: Bill Schinzer, Doug Williams, Luke Chadwick, Lydia E. M. Hines, Megan Callaghan, Tomasz Respondek, Stephen Secreast

Minutes recorded by: Angela Willson-Conrad

Secretary (Angela)

- September minutes were approved
- Angela will organize elections for one candidate for Treasurer (Bill), no candidates for Chair-Elect, using only the election roster.

Treasurer (Bill)

- **Permission to Treasurer:** The Executive Committee gives Bill Schinzer permission to replace John Miller as the custodian of the Kalamazoo American Chemical Society's Vanguard investment accounts. Bill Schinzer, treasurer, also has permission to close the Bank of America accounts on behalf of the Kalamazoo American Chemical Society.
- **Bank Accounts:** The balances of the BoA (~\$4000) and PNC (~\$2500) accounts has not changed much in the last month. We will have funds coming in for reimbursement from ACS of Lydia's travel a Councilor, which will put us at approximately \$7000 between the accounts. We also received local section dues from national ACS of \$662.
- **Vanguard account update:** We have two accounts with Vanguard. The one that is guaranteed, lost a 10th of a percent and the other, not guaranteed, gained a 10th of a percent.

Communications

- **New Communications officer:** Mike Weslosky (member from Stryker Corp) has agreed to consider joining Chris on the committee, which will hopefully help her with items like email blasts, newsletters, and Facebook. Lydia will arrange a meeting with Mike and Chris, and others on the EC who might want to have input, to get him up to speed about how to publish the newsletter and handle communications with the local section. If Mike decides to accept the responsibilities Lydia will submit his name to ACS to get him e-roster access. We would like to get one additional newsletter out this year.
- **Next Newsletter:** Items for next newsletter include: chair goodbye, report for museum, report for mars, report for speed networking, report for lake center, report for Balbes' career presentation, report for poster session, announcement for SEED, project seed story/stories (50th anniversary). Please send newsletter items to: ACSkzoo@gmail.com

Alternate Councilor (Doug)

- **Voyage to Mars PIB event (23 Oct):** The event is tomorrow night. Steve and Luke will have 25 people and pizza at Boatyard. Doug and Lydia will have 7-8 people at Air Zoo. There is a lot of room at the Air Zoo if more people want to join. We have T-shirts and drawstring bags to raffle off. Event is at 6:45pm (be ready to go at 6:30).
- **Other updates:** Doug hasn't started recruiting members for Project Seed. It seems like it may be difficult to have students at Perrigo because management and scientists have different views about how the summer program goes.

Councilor (Lydia)

- **Lisa Balbes presentation, joint meeting with Huron Valley (4 October):** we had 6 people in Kalamazoo and 3 in Huron Valley. Everyone was appreciative of her great presentation. She gave many good resources to everyone who came.
- **NCW – Chemistry Day at the Museum (13 Oct):** 60 volunteers, 20 demos, 600 patrons. A thank you email was sent to all volunteers. Museum provided three free planetarium shows.
- **Lake Center:** WMU chem club and John Miller are going to Lake Center's event on Thursday night (October 25th) They expect up to 800 students at the event. Lydia has provided the organizers with literature to pass out to the students.

Student Chapters

- **K College (Sabrina, Audrey):** No report – we assume that with Jeff Bartz on sabbatical the club is off to a slow start, but we hope to hear from them soon.
- **WMU Chem Club (Megan):** The club had a slime station and a hot/cold water demo at the museum. They plan on doing the same two demonstrations at the Lake Center STEAM event. The club has had great attendance at meetings (10-20 members). They have a tour of Bell's coming up on November 10.
- **WMU Chem Grad Students Assoc. (Kristi):** No report – we wish Kristi the best after her recent surgery.

Chair (Steve)

- **Speed networking event review (from 26 Sep):** 31 students attended the event, which was a slightly bigger turnout than last year. Hopefully, the event won't get too much bigger. WMU students had difficulty registering because of a firewall, but that shouldn't have been a problem because they needed to call.
- **NHCL dedication event update (May 2019) –** Tickets are for sale for the event through our website and can be paid through PayPal. The target is to sell 200 tickets. Bridge Organic is offering an open house and steroid discussion on Thursday at their facility in Vicksburg from 1-3pm.

Chair-Elect (Luke)

- **qNMR of Beer presentation review (12 Oct):** the talk at Bell's (could be considered a "practice talk") with Dr. John Edwards from Process NMR Associates LLC (Danbury, CT) went well, with attendance of approximately 20

- people. It sounds like there was interest in having him give that presentation to a larger audience, or set it up as a mock debate. Luke would like to set this up for a 2019 event.
- **Converting meeting agenda to shared digital document format:** Luke would like to talk about meeting somewhere that we could have screens with the agenda and minutes up where everyone can see. He would also like to use OneNote to have agendas available for edit to everyone.
 - **Formation of KACS grant-writing subcommittee:** We get notices of grant deadlines, but it would be useful to have a pipeline of ideas and a committee that could submit rather than having one champion who has to do all of the work.
 - **Leadership Institute:** Luke is set to go to the event in January 2019. He will be registering in November.

Old Business (All)

- **Bells Poster Event (13 Nov) (Elke, Tomasz):** Elke has sent an email to students requesting abstracts. Tomasz did the same for Zoetis. The event is also on our website. Katie Whalen is our speaker this year; she is a Kalsec-affiliated molecular geneticist who is new to the area and comes highly recommended as a presenter. She is going to discuss gene editing for crops and food. There is quite a bit of unknown regarding the set-up for audio and video which will need to be determined soon. The main question is the cost/fee from Bell's. Lydia passed on some input sent to the EC by Elke Schoffers who could not attend the meeting. A primary concern is the need for a microphone/amplification for the speaker.
- **Education committee recruiting:** Bill hopes this would be a committee responsibility rather than be on the shoulders of one person. Schools in Kalamazoo, Van Buren and Allegan counties are involved. Several science teachers who have participated in our Exam program over the years have brought up the idea of wanting to bring back the Science symposium that we used to hold on the WMU campus. Bill wants to meet with Lydia to see past exams and learn some of the history.

New Business (All)

- **Budget items for November meeting:** At the next meeting, we will be reviewing the 2018 budget and beginning the budget process for 2019. Please bring any items for review to this meeting.
- The **next EC meeting** will be **Monday, November 19th at 6:30pm**. We will hopefully be holding this meeting in the first-floor conference room at the **Skyrise on Burdick**.

Executive Committee Meeting Minutes
Kalamazoo Section ACS
Monday, November 19, 2018 – 6:30 pm
Skyrise Building, Burdick Drive

Start time: 6:33 pm

End time: 8:22 pm

Members present: Doug Williams, Luke Chadwick, Lydia E. M. Hines, Stephen Secreast, Kristi Tullis, Hershel Jude, Mike Weslosky, Tomasz Respondek, Jeff Bartz, Bill Schinzer, Angela Willson-Conrad

Minutes recorded by: Angela Willson-Conrad

Secretary (Angela)

- **October minutes** were approved.
- **Election results** will be submitted to national by December 1st. Hershel Jude is our chair-elect for 2019 and Bill Schinzer will begin a two-year term as treasurer.

Treasurer (Bill)

- **Account Updates** – Bill visited Bank of America today and was unable to make changes on the account. Andre and Lydia are the two on the account able to make changes. Bill and Andre are going to meet to close the BoA account and move all of the outstanding money to the PNC account. Both investment accounts are up slightly; we have earned about \$500 to date.
- **Monthly Report** – Income since last month includes travel reimbursement from Lydia's trip as the KACS Councilor and reimbursement from the Huron Valley section for speaker costs. Outstanding checks include: to Elke for poster event prizes, payment to Bell's Eccentric Café for poster event, and reimbursement to Elke for deposit she made to Bell's for the poster event – total of approximately \$2700.

Student Chapters

- **CGSA (Kristi)** – CGSA's Annual Thanksgiving Feast/Potluck is tomorrow. She gave a receipt to Bill for reimbursement.
- **WMU Chem Club (Megan)** – No report.
- **K College (Sabrina, Audrey)** – No report. K College has finals right now and is off for the rest of the year.

Budget (All)

- **Budget Review 2018** – We plan the budget based on revenue and expenses as it appears on the ACS annual report. The revenue is planned to be low based on historic knowledge and the expenses are planned on the high side to avoid surprises. Overall, our budget items came very close to actual. We ended the year with an excess of less than \$350.

- **Budget Proposal 2019** – Total revenue for 2019 is estimated at approximately \$20,000 (ACS allotment, new member commissions, donations, travel reimbursement, local section dues, etc.).
 - **Project SEED** – Proposals are due at the end of January, which means Doug has been looking into funding in support of students. We have one student who is interested in returning for a Summer 2 opportunity, which means a stipend increase of \$500. For revenue, Doug proposed an ACS match fund of \$2750 and depleting the \$3000 “SEED money” currently in the WMU Foundation. For expenses, our total costs would be estimated at \$6500 for two students. If solicitation for SEED funding is successful the KACS treasurer could issue gift-receipts to contributors.
 - **ACS Leadership Institute** – This year we will have two people going (Chair and Chair-Elect), so the expense will be slightly higher - totaling \$2400 instead of the normal \$1000 budgeted.
 - **Lake Center/Science Symposium** – We removed the Lake Center Elementary; they did not ask for a donation in 2018. Lydia recommended re-instating last year’s budgeted donation of \$500 towards a planned WMU science symposium.
 - **NHCL** – Steve proposed a donation of \$1500 from KACS towards the event. Other contributions will equal \$8000.
 - **Deficit for 2019 Budget** – We currently have approximately a \$4500 deficit planned in the 2019 budget. Some of that deficit is from over-planning our expenses, and traditionally some of those budgeted expenses are not spent. There was some discussion at the meeting that we were asked after our last report to spend some of our investment account. We do not know how quickly we could pull funds from the Vanguard accounts, if it was necessary.

Chair (Steve)

- **NHCL** – 53 tickets have been sold for the event. There are 200 tickets (max capacity for the event). The newsletter that publicizes the event is forthcoming, and there will be additional publicity in February.
- **Awards Update/Discussion** – The following awards from ACS National are available to give: Local Section Outreach Volunteers of the Year, Salutes to Excellence, P3 (Regional Award; Nominated K College Chemistry department + KACS + K College Center for Career and Professional Development, for the Speed Networking Event). We also have a local award called “The KACS Local Section Meritorious Service Award”. The EC had a discussion about the nominations for each of these awards.

Next meeting: Monday December 17th, 6:30, at Bell’s, 8938 Krum Ave, Family Room C

**Executive Committee Meeting Minutes
Kalamazoo Section ACS
Monday, Dec 17, 6:30 pm at
Bell's Comstock Brewery (8938 Krum Ave, Family Room C)**

Members present: Steve Secreast, Hershel Jude, Brian Eklov, Mike Weslosky, Angela Willson-Conrad, Bill Schinzer, Lydia Hines, Troy deHagen, Doug Williams, Luke Chadwick

Minutes Recorded by: Angela Willson-Conrad

Start time: 6:34 pm

End time: 7:43 pm

Secretary (Angela)

- November minutes were reviewed and approved.

Treasurer (Bill)

- **Budget report** – The funds in Bank of America have been completely moved to the PNC account leaving a \$0 balance. The BoA account has not been closed. This brings the current PNC account balance to just over \$6000. There are two outstanding checks – both to Elke related to the Bell's event (\$300 and \$250) for a total available balance of just over \$5600. The two Vanguard accounts went down slightly. We have earned about \$500 to date. We had two incoming checks for \$500 each from Bridge Organics and Kalexsyn that are earmarked for the NHCL fund. To finish transferring the Vanguard custodian from John Miller requires Bill and Steve to sign in the presence of the PNC notary and send the hardcopy form to Vanguard.
- **Annual report** – The annual report is due February 15th, but Steve would like to get the report submitted by February 1st. Steve, Bill, and Lydia will organize the necessary items to get this submitted as quickly as possible.

Communications

- **December newsletter** – Chris was very helpful in getting the information to Mike about how to create the newsletter. Mike drafted a December newsletter that we were able to view at the meeting. Lydia will get Mike information about the call for papers for the Great Lakes Regional Meeting. Doug also had suggestions for the SEED items in the newsletter. Mike is going to contact Mark about making the newsletter website compatible. He is hopeful that we can get this newsletter out before the end of the year.
- Please send any items for the newsletter to: ACSkzoo@gmail.com

Councilor update (Lydia) – No update.

Project SEED update (Doug) – Doug has contacted 11 institutions/companies about projects. Dwight Williams at K College is committed to a project. Forensic Fluids has also shown some interest. Doug will follow up with companies to further discuss committing to projects or a donation that could be earmarked in the KACS budget for Project SEED. To continue Project SEED in the future for two students each year would require

approximately \$3000 per year of donations to keep the program self-sustaining. Doug followed up with Daniel Calco today to see if he is still interested in being a Summer 2 student.

Student Chapters (All)

- **WMU Chem Club (Troy for Megan)** – The group is planning on having a graduate student come and talk about his experiences, and is also planning another meeting where students can discuss undergraduate research opportunities and what sort of research is being done by professors at the university. Troy has been placing an increased focus on advanced chemistry programming to help members with their future careers. This has included having professors come to a meeting and discuss their research. At the last meeting before finals the group planned ideas for the spring.

Old Business (All)

- **2019 Budget Approval** – The club is planning on carrying a \$4500 deficit for the 2019 budget. Part of this deficit (\$1500) is a result of the NHCL dedication event. The EC approved the budget with the knowledge that carrying this deficit is not sustainable and will mean, as discussed above, raising money for SEED in the future. The budget for 2019 passed.
- **Education Committee** – Bill reviewed the exam from previous years and he thinks the schedule of when things need to be mailed and scheduled seems reasonable.

New Business (All)

- **Preview 2019 Calendar** – Steve organized a calendar for 2019 events. This calendar shows administrative duties and deadlines, national and regional meetings, and planned events, including competitive exams, earth day in Bronson Park and Chemists Celebrate Earth Week (CCEW), awards ceremony (tentative date: May 13th), Kalamazoo Marathon water stop, NHCL dedication (May 16-17), Project SEED, Speed networking event, Chem Day at the museum, and the recycled poster event.
- **Zoetis funding for 2019 (Tomasz)** – Zoetis approved the \$2000 for the Bell's poster event, and \$2500 for the NHCL event. A BIG thank you to Zoetis for their support of our efforts as a local section.
- **Ideas for KACS 2019 IYPT Event (Luke and Hershel)** – Hershel had the idea to ask local craft breweries to brew commemorative beers for the 150th year of the periodic table. Luke and Hershel are going to continue brainstorming and welcome any other ideas from other EC members about how to make this idea come to fruition as a potential fundraiser for Project SEED.

Wrap Up

- The **next EC meeting** will be **Monday, January 14th** at **6:30pm** and will tentatively be held at the Bell's Meeting Room.