

**Executive Committee Meeting Minutes**  
**Kalamazoo Section ACS**  
**Monday, Jan 14, 6:30 pm at**  
**Bell's Comstock Brewery**  
**8938 Krum Ave, Family Room B**

**Members present:** Lydia Hines, Jerome Davis, Luke Chadwick, Angela Willson-Conrad, Hershel Jude, Steve Secreast, Bill Schinzer, Mike Weslosky, Doug Williams

**Minutes recorded by:** Angela Willson-Conrad

**Start time:** 6:36 pm

**End time:** 8:10 pm

**#Secretary (Angela)**

- How could we ever replace Angela? – Asked everyone to think of replacements and check by-laws to see about filling her term. (Bylaws allow for an appointment to be made until the next scheduled election for secretary)
- Minutes were approved and will be passed on to Mark for the website as a PDF.

**#Education Program**

- **Committee Chair** – We do not expect to get any help from prior chair, but Bill (+ Bill's wife) and Steve are willing to help.
  - Bill Schinzer has volunteered to start taking on education committee tasks
- Work needs to start in January on contacting teachers, if we are going to have an exam this year.
  - Lydia has the letter that the previous chair sent to the teachers about requesting exams, a copy of an exam, timing for exams and contact. Students at front desk of chemistry department came up with each year's current list of teacher names.
  - Lydia is going to ask the WMU faculty at their Thursday (1/17) meeting if anyone is interested in helping run the exam.
  - Doug would like to have specific tasks to approach faculty at WMU and/or K College with and will contact Bill about ideas he has.
- Items that would need to be covered include: dates, rooms, Scantron exams and grading, contacting teachers, awards ceremony, and more?

**#Treasurer (Bill)**

- **Account updates** – Andre and Bill have not gotten together to finish closing the Bank of America account (Balance of \$0). Steve and Bill sent the change order to VanGuard through PNC to change custodians from John Miller.
- **Budget report** – PNC account sent us an electronic deposit (\$250) for Luke's scholarship for the Leadership Institute. We still have two outstanding checks for Elke (Total of \$550).
- **2018 ACS Report** – Bill and Steve are working on the financial report for the annual report, which is due next month.

**#Communications (Mike)**

- **December Newsletter** – Has drifted into 2019 and become a January newsletter. Mike has made changes and has the newsletter ready to go out. Mike suggested going back to a format where we give a deadline for a monthly newsletter and if you miss that cutoff the article goes into the next newsletter. Mike is going to contact Chris to discuss access to the [ACSkzoo@gmail.com](mailto:ACSkzoo@gmail.com) account.

**#Student Organizations**

- **WMU Chem Club (Jerome for Megan)** – Chem Club is looking at doing Battle of the Chem Clubs. [Lydia will send the WMU ChemClub the contact e-mail for the K College Chem group students, as they participate regularly in the Battle of the Chem Clubs event]. They have their first meeting this week after returning from Winter Break. Monday KACS-EC meetings do not work for Megan (pres) or Troy (sec) because they are in class.

- **K College** – No report.
- **WMU CGSA (Kristi)** – No report.

#### #Councilor update (Lydia)

- No Agenda Book yet, as the meeting in Orlando is at the end of March. The **CCEW** theme this year (April 21-27) is “Take Note: The Chemistry of Paper”; the 2019 **NCW** theme (October 20-26) is “Marvelous Metals” – our annual event at the Kalamazoo Valley Museum will likely be on Saturday, October 12; Lydia forwarded the Program-In-A-Box (**P-I-B**) offering (February 26<sup>th</sup> with the topic of the Periodic Table) to the WMU and K College chem clubs for possible cooperation; Steve signed us up for a box to hold a **member event at Boatyard brewery**, as we did with the well-attended Space-related P-I-B. The topic of **CCEW 2020**, which coincides with the 50<sup>th</sup> anniversary of Earth Day, will be “Protecting our planet through chemistry” and the dates are April 19-25.

#### #Project SEED update (Doug)

- Doug has two projects ready to submit: one with Western Michigan University (Kelly Teske) and one with Kalamazoo College (Dwight Williams). Our student from last year (Daniel Calco) is interested in returning for a second summer with the program. Doug will begin recruiting students in February – we may only need one new student.
- Steve pointed out that some of our members donate to the Project SEED nationally. We would like to set up a PayPal account for donations for our local SEED fund, so that money can stay locally and support our students. The hope is to make it easy to allow members to make small donations.

#### #Old Business (All)

- **NHCL Update** – There is a meeting this month about the program and Steve hopes to have more to share next month. The program is 80% finished and most of the money that was promised has been given. Both the mayors of Portage and Kalamazoo have committed to attend. The next big publicity push will be in February, specifically on Friday’s symposium and mentioning other events going on, like Bridge Organic’s open house. In terms of ticket sales for the dinner, we have met the minimum required (100)

#### #New Business (All)

- **Email addresses on the website for KACS** – We have been receiving an increase in spam emails that are requesting money for funds from a treasurer. The website includes physical addresses for our chairs and past chairs. At the least, we should remove physical addresses and switch to our KACS emails. Luke offered to follow up with Brian on KACS email status.
- **Ideas for KACS 2019 IYPT Event (Hershel)** – Hershel and Doug have been working on putting together an IPG grant (due at midnight tonight). They proposed a get-together (in September/October) themed around the periodic table with a Project SEED benefit as a side goal. A group had an idea-generating session in December at Bell’s. We have received support from local breweries to help host this event. Part of the grant would be used to buy “swag” for the event as giveaways and hosting a “Brew Bus” to go between locations during the event. This could lead to an annual themed event in the future. Several promotional ideas for such an event were considered.
- **Set meetings for 2nd Monday every month** – Mondays tend to not work well for everyone, so we should probably schedule on a per month basis.
- **“Eureka! Cartoons on chemistry” book** – We have been told that we can use the cartoons in the book (that Luke passed around) by Sidney Harris however we wish as long as we acknowledge the author. These cartons could be included in the newsletter or on the website.

#### #Wrap Up

- **Next EC meeting date:** Wednesday, February 20<sup>th</sup> at 6:30pm
- **Next EC meeting venue:** Kalsec (Doug & Hershel will work on after-hour access and let us know.)

**Kalamazoo Section ACS Executive Committee Meeting Minutes**  
**Wednesday, February 20<sup>th</sup> 2019**  
**Kalsec 3713 W. Main, Todd Sales Building**

**#meeting start time:** 6:30 pm

**#Members present:** Luke Chadwick, Mike Weslosky, Lydia Hines, Hershel Jude, Doug Williams, William Schinzer, Troy deHagen

**#Secretary/Minutes** - Welcome to Kelly - Dr. Teske is the new KACS secretary, replacing Angela Willson-Conrad who has accepted employment in Florida. [Troy asked Dr. Teske if she would become the new WMU chem club adviser.] The Minutes from January 2019 were approved.

**# Education program**

- Update on “Competitive Exam” (Bill Schinzer/SteveSecreast)
  - Will propose to have a year off from high school competitive exam sponsored by KACS. Do not want to cancel awards ceremony.
  - What is ACS membership among teachers – Lydia reported that very few teachers, if any, in our section are ACS members, but several belong to AACT (American Association of Chemistry Teachers) membership in AACT is NOT ACS membership but teachers have access to education materials and interaction with other educator members internationally )
  - Letter to the teacher needs to happen and we need to get more members of ACS involved with this program (faculty, teachers, students, etc).
  - Organizing invitation and sending letters out (WMU has offered help in doing this, with offer from us to reimburse expenses0
  - Action items:
    1. By the end of February Bill Schinzer will draft a letter informing teachers of no competitive exam this year, but offer opportunity as in the past for them to nominate outstanding Chemistry Student – he will send to the Executive Committee for comment before it is sent out.
    2. Planning of awards ceremony [handle together]
    3. Work on developing an education committee [handle together]
- Any volunteers to represent KACS at MSTA meeting March 1 and 2, 2019 at the Amway Grand Plaza in Grand Rapids, MI? (see APPENDIX A)
  - For enhancement of education in science
  - No one for Friday March 1<sup>st</sup>

- Luke requested that we identify invitees for a meeting to brainstorm ideas to how increase participation from chemical educators (or as to why participation is so low?)
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### #Treasurer's Report

- Budget report – Bill Schinzer ([APPENDIX C](#))
  - Status of existing accounts – 2 outstanding checks (\$550)
  - 2018 Financial Report completed and submitted with 2018 Annual Report
  - Bank of America account closed 😊
  - Vanguard response to account changes (continues to need attention)
  -

### #Communications – (Mike Weslosky)

- Timing for next newsletter (send newsletter items to: [ACSkzoo@gmail.com](mailto:ACSkzoo@gmail.com)) – Mike
  - Updated the newsletter
  - Final edits of newsletters by Feb 21<sup>st</sup> (Thursday) and will release Friday
  - Add pictures for Herschel and Luke?
  - ChemClub can add items/events
- Summarize our communications strategies and tactics
  - Who is doing this?
  - <https://www.facebook.com/pg/ACSKalamazoo/posts/> ?
    - Kelly will talk to Dave Bolliet and Elke Schoffers to look into keeping the facebook up to date.
    - Could we possibly set up a twitter? Look into this?
- Review status of email addresses on the website for KACS
  - <https://kalamazooacs.org/about/officers.html>
    - Move to format possibly similar to Midland ACS [www.midlandacs.org/leadership](http://www.midlandacs.org/leadership)
    - Should we leave out emails on website? Fear of hacking. Keep treasurer protected and remove Bill's email.
    -

### #Student Organizations –

WMU Chem Club – Troy deHagen, secretary, presented

- Has been very active and have had great attendance (~20 regular attendees)
  - Have been following a theme of “undergraduate research”

- Had a meeting where we talked about all the professors at WMU and their research and how to become involved in undergraduate research
- Will have a graduate student that studies geochemistry come in to talk about graduate school and about his research
- We will have Dr. Andre Venter come in to discuss the importance of research
- Have lots of volunteer events planned
  - Plans for Volunteer School Visit on Spirit Day (Not sure which school)
  - Have lots of people volunteering for events
  - Will likely help with Science Olympiad at WMU, and other but not sure (Renaë Mroczek, our volunteer coordinator knows more).
- Also doing some fun social things
  - Went to the Battle of the Chem Clubs at MSU
  - We might make an event out of going to the Spring Convocation Poster Session at WMU
  - We have plans to tour Bell's brewery and get down on the floor and see the chem labs
  - We are taking part of the western Michigan ACS world record periodic table
    - We have bromine (Br for broncos)
    - Need funding to buy supplies (KACS has budgeted \$300 for use by the WMU ChemClub; buy supplies and submit receipts for reimbursement)
- Would also like to buy some generic chem club lab coats for people to wear while volunteering – some discussion ensued regarding the lab coats provided last year by the KACS – the ChemClub has ~20 from last year that are embroidered; remove names and give out??
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- **WMU CGSA (Chemistry Graduate Student Association)**
  - Lydia reported that Kristi Tullis is identified as the one who will be presenting “Chemistry at WMU” at the National Historic Chemical Landmark program on May 17
- **K College** – no report
- **KVCC** – no report, as there is no chem club/students who are ACS members there.

### #Councilor update (Lydia)

CCEW report: Bronson Park Saturday April 20<sup>th</sup> (Earth Day) ? who will spear-head participation in Steve's absence?

Celery Flats event in Portage Saturday, April 13 - Chem Club members will likely volunteers at that event – Lydia has ACS' publications on "Paper", this year's theme, as well as stickers and removable tattoos to give to patrons.

### #Project SEED update (Doug)

- No applicants at the moment (our SEED II student declined the offer) though we have 2 mentors; our request to National ACS has been changed to reflect the possibility that we will have only SEED 1 student(s). Actively recruiting students.

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### #Old Business –

- Bill Schinzer circulated a sample memento lapel pin Steve had made for the NHCL program (steroid chemistry)

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### #New Business

- Hershel reported orally briefly about his attendance at the Leadership Institute in Atlanta (full report will be in the February Newsletter)
- Attention was given to the W. Michigan Section IYPT event October 19, 2019 (Appendix B)
- Mention was made that the KACS will once again will participate at a water stop at the Kalamazoo Marathon? Will touch base with Steve regarding this
- Confirm "official" list of invitees to these meetings (send e-mail to KCollege (Jeff Bartz?) about which students are in the chemistry group there and would like to be invited)

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### # Anything else?

• Beer Tap Take Over (our IYPT idea) - submitted an Innovative Program Grant to help purchase services and merchandise to have a beer tap take over in September or October. Will highlight Project Seed and help fund it. Celebrate periodic table.

- Program-in-a-Box has been scheduled at Boatyard Brewing for Feb 26<sup>th</sup>, 2019; there is still room for participants
- to determine roles within the KACS there is an **Operating Manual** on our KACS website but it needs updating.

### #Wrap Up

- next EC meeting date: **Wednesday March 20, 6:30 PM** (OK to plan for 3<sup>rd</sup> Wednesday each month?)

Make **default meeting time** and will use SurveyMonkey survey to decide on date

- next EC meeting **venue**: KALSEC deemed convenient and comfortable
- A “Level10” meeting rating assessment was used for the first time with rating scores of 5-10

**#meeting end time:** 8:20 pm

Recorded by Kelly Teske, KACS Secretary


## APPENDIX A

### Request for KACS Representation at the MSTA Meeting in March

Note: the question mark (ACS Detroit Section?) was in the original email signature (not a typo!).

-----Original Message-----

From: Kathy Kitzmann [mailto:KathyK@sefmd.org]

Sent: Tuesday, January 15, 2019 2:07 PM

To: winchesr@gvsu.edu; Luke Chadwick <lchadwick@bellsbeer.com>

Cc: Amy Lou Martin <amartin50@msn.com>

Subject: ACS Representation at the MSTA Meeting in March

Hi Dr. Winchester and Dr. Chadwick,

I am contacting you on behalf of the Education Committee of the Detroit Section of the ACS. In the past, we have sponsored an exhibitor table at the Michigan Science Teachers Association annual meeting in March.

This year the meeting is March 1 and 2, 2019 at the Amway Grand Plaza in Grand Rapids, MI.

Since you are the chairpersons of the Western Michigan and Kalamazoo Sections of the ACS, I was wondering if you had considered sponsoring a table this year. It costs \$250 for a nonprofit table and the ACS will send supplies to pass out to the teachers. If you have members in your sections who would like to do this, I can send you the link to the exhibit space contract.

If you are NOT interested in this opportunity, could you let me know as soon as possible? We have a few members who would be willing to staff a table on behalf of the ACS. if you have activities for teachers in your areas that you would like to promote at such a table, and we end up staffing the table, please let us know that too.

Thank you!

Kathy Kitzmann

Chairperson, Education Committee, ACS Detroit Section?



APPENDIX B: Communication from Randy Winchester (W. Michigan ACS)

From: Randy Winchester [<mailto:winchesr@gvsu.edu>]

Sent: Wednesday, January 23, 2019 11:24 AM

To: Kathy Kitzmann <[KathyK@sefmd.org](mailto:KathyK@sefmd.org)>; Luke Chadwick <[lchadwick@bellsbeer.com](mailto:lchadwick@bellsbeer.com)>

Subject: ACS Representation at the MSTA Meeting in March

Hi Kathy and Luke,

Well, we need to do a few things to make this happen, but I don't think there is too much.

1) We need volunteers to staff the table for Friday and Saturday.

Kathy - it sounds like you have people who have always done this and who might have experience that would be beneficial to those of us new to this. Is there someone already coming over to Grand Rapids who would be willing to volunteer to help with setting up?

Luke - **would someone from Kalamazoo be willing to volunteer** - or maybe two people, one for each day?

I will commit to finding someone from West Michigan ACS for each day.

My plan at this point is to put Luke's and my name down as the volunteers and substitute the real volunteers at the event. I will confirm when I register with Angela that this is "ok"

2) Kathy can you help with arranging to have ACS ship supplies to pass out to the teachers? I will volunteer GVSU as a shipping address.

3) I will put the charge on my credit card. Luke - can you let me know who to contact in Kalamazoo for reimbursement?

4) We will be advertising our **event for the fall - "World's Largest Periodic Table" which we will be putting on Saturday October 19,2019. We would like to have this publicized in your sections too, for example if you have a section Newsletter if this could be added that would be wonderful.**

Let me know if I've forgotten anything.

Thanks!

Randy

Randy Winchester, Ph.D.  
Associate Professor  
Department of Chemistry  
Grand Valley State University  
Allendale, MI 49401

Ph: 616-331-2387

APPENDIX C: Treasurer's Report for the KACS Executive Committee meeting on February 20, 2019

Current accounts summary:

Bank of America        \$00.00    This account is closed - no further news for this account needed.

PNC                        \$5,730.10 Note the outstanding checks and deposits below though.

Vanguard investments \$10,299.26 in the VIPSX account  
                              \$15,775.59 in the VWINX account  
                              \$26,074.85 total account balance

Income since last month:        \$250    Sims/Maxey donation to NHCL fund

Outgo since last month:         \$744    Reimburse Steve Secrest for the NHCL lapel pins

Outstanding checks:

                              \$250 to Elke Schoffers for reimbursement of the prepayment she made to reserve Bell's.

                              \$300 to Elke Schoffers for reimbursement of two years' gift cards at Bells's poster event.

SUM: \$550 (all uncleared checks)        I have contacted Elke about these checks.

Accounting for the outstanding checks issued in the last month and the recent deposit of \$250, we will have remaining:

PNC	<u>\$ 5730.10</u>
Total available:	\$ 5430.10

Progress on changing the Vanguard custodian of our accounts from John Miller: Bill sent off the hardcopy form to Vanguard. They responded that we did not provide everything that was needed by email message to John Miller. John is going to work out with Vanguard what's missing and we'll get the information to them asap.

**Executive Committee Meeting Minutes**  
**Kalamazoo Section ACS**  
**Wednesday, March 20<sup>th</sup> 2019 at**  
**Kalsec 3713 W. Main, Todd Sales Building**

#meeting start time: 6:33pm

Present: Luke Chadwick, Steve Secreast, Doug Williams, Hershel Jude, Kelly Teske, Lydia Hines, Troy deHagen, Andre Venter, Mike Weslosky

#Secretary (Teske) –

- Minutes of February meeting were approved

# Education program (Hines)

- The Exam for high school students to give scholarships will be given in 2019
  - Heard from 4 teachers (Portage Northern, Portage Central, KAMSC, Hackett)
  - James Kiddle will be helping
  - Tuesday, March 26<sup>th</sup>, 2019 exam will be given
  - Lydia will be distributing the exam and requested number of Scantrons and Kelly will be submitting them for grading
  - There is a master of the Program and when the results are in and it is completed, it will need to be printed/folded
- Awards ceremony (Hines)
    - Held Monday, May 6<sup>th</sup> in Room 1720 at WMU with finger food prior to the ceremony
    - Certificates presented at awards ceremony
    - 50 year members + other awards
  - EC vote 1- Do we need to recruit a volunteer to head up Education Program revamp? (Chadwick)
    - Kim Greve Lewis [KVCC] has expressed interest in heading up competitive exam
    - Set up a meeting outside of EC meeting to get her introduced to everything
  - EC vote 2 (pending majority ‘yes’ in vote1): Can we give this person decision-making authority (spending only with approval of EC).
    - Will look at operations manual

#Treasurer (Schinzer)

- Budget report – Bill ([APPENDIX A](#))  
Forensic fluids donated \$5,000 to NHCL so budget is in good shape.

#Communications (Weslosky)

- Next newsletter - NHCL to be featured
  - Add to the upcoming events page as a downloaded pdf or html.
  - NHCL Program is set now
  - 125 tickets sold now, want to cap at 200
  - Send out to members with the agenda to inform what it is all about
  - STEAM (Venter): “The Art of Chemistry”
    - At Park Trades Center studio March 30<sup>th</sup>, 2019, also part of Art Hop.
    - Chemistry students explain analysis (done in Dr. Venter’s lab) and artist depicts artistically/musically the chemistry results
    -

### #Student Organizations -

- WMU Chem Club (deHagen)
  - A geosciences graduate student talked about what it was like to be in grad school
  - Dr. Venter will be presenting next meeting (March 28<sup>th</sup>) re the importance of research
  - Will be having someone come in to talk about industry (possibly in Fall)
  - Periodic Table project- KACS sponsorship. Troy will be writing something up for newsletter; will purchase materials and present receipts for reimbursement
  - Will support Chemists Celebrate Earth Week at Celery Flats
    - April 13<sup>th</sup>, 2019
    - April 20<sup>th</sup>, 2019 – will assist at KACS table at Bronson Park
  - April 4<sup>th</sup> tour of Bell's Comstock- 6:30pm
- WMU CGSA (Chemistry Graduate Student Association) – no report
- KZOO College – no report
- KVCC – no report

### #Councilor update (Hines) -

- National meeting for all the councilors from the US
- Will be selecting two candidates for the full membership to consider as they vote for 2020 President-elect
- Voting on simplification of ACS Constitution, Bylaws, and developing a Standard Procedures document
- How to encourage those to join as members (especially industry)- suggestions? Make journals more accessible (free if member?)

### #Project SEED update (Williams)

- Four applicants (Three from Kalamazoo Central), 2 mentors
- Arranging phone calls
- Doug will send mentors Teske and Williams the questions that the students are being asked to answer.

### #Old Business – none

### #New Business –

#### Earth Day/ Earth Week / Lydia

- Volunteers for Bronson Park Table presence on April 20 (indigo carmine demo): Chadwick will take charge.
- Troy and others from Chem Club will be helping
- KACS @ Kalamazoo Marathon (Secrest)
  - 15 mile water stop for this year's Kalamazoo Marathon, Sunday, 5 May ~7:30A – 12:30P
  - On Oakland, near the corner of Oakland and Whites, in front of Christy's Consignment Shop
  - Kristi Tullis will be heading it up on the day of (Steve will not be there)
- Boatyard event (IYPT Program-in-a-Box) was a success; Boatyard interested in hosting other events for KACS.
- KACS won Great Lakes Region P3 Award – we are invited to send one person to the meeting on May 2<sup>nd</sup>-3<sup>rd</sup> 2019; waiting to hear from Jeff Bartz availability; the meeting (GLRM) is in Lisle, IL – If no-one can attend Lydia will be in attendance and offered to pick up the award for the section.
- Kalamazoo ACS local section executive committee 2019 meeting schedule
  - Location: Todd Building Conference Room at Kalsec
  - Time: 6:30 – 8:00 PM

- Dates
    - ~~Mon, Apr 15~~ Wed, April 17<sup>th</sup>
    - Mon, May 20
    - Mon, Jun 17
    - (no meeting in July)
    - Mon, Aug 19
    - Mon, Sep 16
    - Mon, Oct 21
    - Mon, Nov 18
    - Mon, Dec 16
  - Will be likely be putting them on Wednesday
- EC vote3! Shall we publish the meeting dates for the year (e.g. on newsletter and/or website -along with 'subject to change...') and invite/welcome local section members to the meeting? Agreed it is a good idea.
  - Anything else?

#meeting end time: 7:49pm

## APPENDIX A – Treasurer’s Report

Treasurer’s Report for the KACS Executive Committee meeting on March 20, 2019

Current accounts summary:

PNC \$14,380.10 Note the outstanding checks below though.

Vanguard investments \$10,380.68 in the VIPSX account  
\$15,979.19 in the VWINX account  
\$26,359.87 total account balance

Income since last month: \$9000 Donations to NHCL fund and poster event (Zoetis)\*  
Outgo since last month: \$600 Travel advance to Lydia Hines

Outstanding checks:

\$250 to Elke Schoffers for reimbursement of the prepayment she made to reserve Bell’s.  
\$300 to Elke Schoffers for reimbursement of two years’ gift cards at Bells’s poster event.

SUM: \$550 (all uncleared checks) I have contacted Elke again about these checks.

Accounting for the outstanding checks issued in the last month and the recent deposit of \$250, we will have remaining:

PNC \$ 14,380.10  
Total available: \$ 13,830.10

Progress on changing the Vanguard custodian: Bill sent a hardcopy form to Vanguard and they responded to John Miller that something was amiss. It was the EIN number. Bill provided the correct one, but Vanguard had previously been provided an incorrect one. Since they did not match exactly, Vanguard responded to the custodian of record, John. John has sent off the corrected EIN number but we have no further news yet.

\* Breakdown of income in Feb/March 2019

Donor	Donated for:	Amount in \$
Apjohn Group	NHCL	1500
Forensic Fluids	NHCL	3000
Zoetis	NHCL	2500
Zoetis	Bell’s Poster Event	2000
<b>TOTALS</b>		<b>9000</b>

**Executive Committee Meeting Minutes Kalamazoo Section ACS**  
**Wednesday, April 17 2019 6:30pm at Kalsec 3713 W. Main, Todd Sales Building**

Members present: Luke R. Chadwick (LRC), Kelly Teske (KT), Hershel Jude (HJ), Lydia E. M. Hines (LEMH), Stephen Secrest (SS), Kristi Tullis (KT), Dave Gordon (DG)

#meeting start time: 6:31pm

#Secretary (KT) – Minutes of March Meeting approved!

# Education Committee (EdCom) (?)

- LEMH: 2019 Competitive Exam
  - 6 schools; 93 finalists will be given 2<sup>nd</sup> Competitive Exam on Saturday April 20<sup>th</sup>
- LRC/all!: Recruiting efforts for Edu committee
  - Ready to schedule brainstorming session? See APPENDIX B for tentative list of questions.
  - EC vote: OTHER THAN the competitive exam, what specific responsibilities does future EdCom need to accept?

# 2019 Awards ceremony

- LEMH: Monday, May 6, 6-8 pm, at the WMU Chemistry Building in the atrium and 1720
  - All set
  - Lydia will put together the program with James Kiddle's assistance
  - Chair says a few words, presents awards
- LRC: Request: Tom Runge's Committee on Community Activities volunteer-of-the year award will be presented early as he has other commitments later that night
- Lydia has sent letters of invitation to our 50 and 60-year members

#Treasurer (BS) - Budget report – (APPENDIX A)

#Communications (MW)

- Congratulations newlywed!!
- LRC: Web analytics? (would it be worthwhile to analyze KACS website traffic patterns?)
  - Current webmaster, Mark Wolfman, is in Chicago Section at the UI-C - will be graduating soon so we need to find a new webmaster – maybe have to pay stipend?
  - Local section websites on National site can be used in future for website
- LRC: 2019 events on website? Meeting times on website? EC agreed inclusion of these on website is a good idea; will ask Mark to include them.

#Student Organizations

- WMU Chem Club (TD) – in absentia
  - Bell's tour was as a success
  - Celery Flats event on Saturday, April 13, was a success
  - Giant Periodic table event cost \$189.31 (receipts available)- use ACS funds to cover up to \$300 (LH to send form to TD for reimbursement).
- WMU CGSA (KT)
  - Spring Picnic is May 2<sup>nd</sup> Oshtemo Park at 5pm; for undergrads, grads, faculty, KACS
  - Will apply for reimbursement next month
- KZOO (AT/SL) – no report
- KVCC (?) – no report as there is no student group there.
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#### #Councilor update (LH)

- Increased student attendance at meetings has lowered income from registration fees.
- (~8,000 members, ~6,000 students in Orlando)
- National meeting registration will be increasing in cost (~\$500)
- **Dues for 2020 will remain at the same level as current** due to great CAS and Publications success
- Two Candidates for president selected: Carol Duane and H. N. Cheng
- Ask people to pay dues monthly instead of per year [a thought at the meeting]

#### #Project SEED update (DW)

- DW out of town – see [APPENDIX D](#) for an update re Project SEED

#### #Old Business – none

#### #New Business –

- LRC/LEMH: Earth Day/ Earth Week
- We're all set for Bronson Park Table on April 20 (LRC and WMU Chemclub volunteers) - (indigo carmine demo, IYPT and ACS Climate Change policy statement handouts) as well as ACS handouts
- LRC: **UPDATED** Kalamazoo ACS local section executive committee 2019 meeting schedule (3<sup>rd</sup> Wednesday every month except July)
  - Location: Todd Building Conference Room at Kalsec
  - Time: 6:30 – 8:00 PM
  - Dates
    - Wed, May 15
    - Wed, June 19
    - (no meeting in July)
    - Wed, August 21
    - Wed, September 18
    - Wed, October 16
    - Wed, November 20
    - Wed, December 18
    - Can always be changed - group decision
- HJ: Boy Scouts looking for volunteers to help out at STEMQuest on **November 9<sup>th</sup>** (more info in APPENDIX C)
  - Dave Gordon discussed about STEMQuest
  - Eric Sunder American Crossroads Council is putting this event on.
  - Offer STEM related scout merit badges - to supervise these you need to be certified/trained
  - Offering NOVA awards
  - Can sign up for a STEM-related event for one hr
  - Can go table to table doing experiments
  - Goal is get kids interested in STEM related fields
  - Open to the public; at KVCC
  - Would like volunteers to set up tables and create demos; need funding too?
  - Advertise in KACS newsletter
  - Start in mid-summer to request commitment from volunteers
  - Will suggest to WMU ChemClub and see if they are interested in helping out
- LEMH: NCW Chemistry Day at the Museum this year will be on **Saturday, October 12, noon to 4 pm**  
Theme is "Marvelous Metals"; will need volunteers.
-



- LEMH: Nominations for Section's "Meritorious Service Award"
  - There is a list of past recipients on the website – preferably, recipients are volunteers with significant service to KACS. Stephen Secreast nominated Christine Pruis, Newsletter editor for 3 years.
- Anything else?
  - March newsletter- was it sent out? EC members do not recall receiving any version of March Newsletter.
  - In March the secretary for CGSA (Jashaun Bottoms) and Kristi Tullis did Harry Potter-themed assembly for 3 elementary schools.
  - National Historical Landmark Event has speakers and many great guests coming. 170 people for dinner. Programs made. Symposium is at the museum the next day. Pretty much done except for last-minute details.
  - Sunday May 5<sup>th</sup>, CGSA is volunteering at a water station for marathon on Oakland Ave in front of Water Street Café (Mile 15)

#Wrap Up –

- next EC meeting: **Wednesday May 15, 6:30 PM** at **Kalsec/Todd Sales Building**

#meeting end time: 7:43pm

## APPENDIX A – Treasurer’s Report

Treasurer’s Report for the KACS Executive Committee meeting on April 17, 2019

Current accounts summary:

PNC \$22,426.10 Note the outstanding checks below though.

Vanguard investments \$10,421.39 in the VIPSX account  
\$16,152.66 in the VWINX account  
\$26,574.05 total account balance

Income since last month: \$10546 ACS transfers and Pfizer NHCL contribution  
Outgo since last month: \$774.71 for reimbursing Lydia for travel to Orlando, ACS Natl Mtg  
\$492.86 reimbursing Hershel for travel to the Atlanta ACS LI  
\$125 for the MSTA table reservation  
\$250 to Luke Chadwick for reimbursement for Earth Day sponsor fee

Older Outstanding checks:

\$250 to Elke Schoffers for reimbursement of the prepayment she made to reserve Bell’s.  
\$300 to Elke Schoffers for reimbursement of two years’ gift cards at Bells’s poster event.

SUM: \$2192.57 (all uncleared checks)

Accounting for the outstanding checks issued in the last month, plus the Pfizer donation that is yet to be deposited, we will have remaining:

PNC \$ 22,733.53 total

Progress on changing the Vanguard custodian: Bill is now the only custodian for the Vanguard accounts.

\* Breakdown of income in March/April 2019

Donor/Payor	Donated/transferred for:	Amount in \$
Pfizer	NHCL	2500*
ACS	Allotment	6950
ACS	LS dues	1096
<b>TOTALS</b>		<b>10546</b>

\* not deposited yet

APPENDIX B – tentative lead-in questions for EdCom brainstorm session

-What incentives might increase educator participation in KACS?

-Are there any other organizations 'similar to ACS' that compete for your airwaves and/or volunteer hours?

-What does a 'typical' career in chemistry look like in 10 years? Are there any particular areas where KACS can focus/prepare for the benefit of Kalamazoo, Allegan and Van Buren counties?



# STEM QUEST

Saturday, November 9, 2019 - 8:30AM-3:30PM



## WHY STEMQUEST?

STEMQuest was created to address the need to make opportunities available for families to engage in hands-on, project-based learning involving STEM literacy. Seventy-percent of Michigan youth will attend community college because it is a more affordable option. The opportunity to hold STEMQuest at a community college gives participants a better understanding of what the college has to offer while also giving them an accessible learning environment where families of K-8 youth can discover how to “STEM together”. This concept was researched and developed over the past three years to foster partnerships that maximize awareness of STEM program at the local, state and national levels.

## PUBLIC AND GROUPS

- STEM Midway - Up to 30 program partners will be delivering STEM literacy through hands-on discovery.
- STEM Adventures - One-hour classes, with limited enrollment, will be offered with a focus on the delivery of fun and focused STEM instruction through project based learning.
- Learn to Solder - This activity-based instruction lasting 30 minutes produces a “Blinkie” badge with event logo supervised by trained adults in a 2 to 1 ratio.

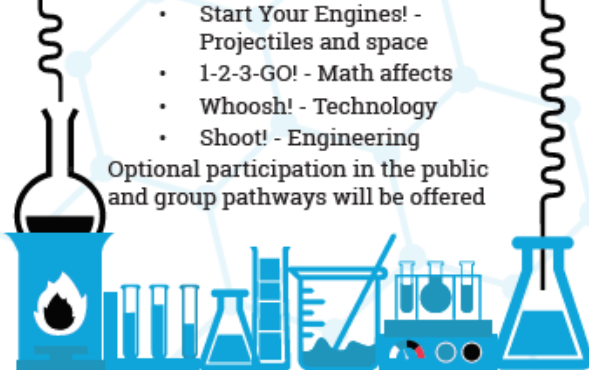
If you are interested in helping the youth in one of these areas, please contact either Jason Bishop (KVCC Chemistry) [jbishop@kvcc.edu](mailto:jbishop@kvcc.edu) or 269-488-4562 or Eric Suender (MCC STEM Executive) [eric.suender@scouting.org](mailto:eric.suender@scouting.org) - 248-672-8804 for more information.

**Kalamazoo VALLEY™**  
community college

## SCOUTS

- STEM Merit Badges – AM, PM and All Day (3 or 6 hour sessions)
  - Some Instructed by KVCC Staff and MCC Merit Badge Counselors
  - **Looking for KVCC Staff to help bring the excitement to the content in these merit badges:**
  - Inventing – AM/PM
  - Chemistry – AM/PM
  - Composite Materials – All Day
  - Digital Technology – All Day
  - Electricity – AM/PM
  - Electronics – AM/PM
  - Energy – AM/PM
  - Engineering – All Day
  - Fingerprinting – AM/PM
  - Personal Management – AM/PM
  - Programming – All Day
- NOVA Awards – AM or PM (3 hour sessions)
  - Modules for Cub Scouts
    - Fearful Symmetry - How symmetry affects your life each day
    - Swing! - Engineering and simple machines (levers)
    - Science Everywhere - Science affects
  - Modules for Scouts BSA and Venturing
    - Start Your Engines! - Projectiles and space
    - 1-2-3-GO! - Math affects
    - Whoosh! - Technology
    - Shoot! - Engineering

Optional participation in the public and group pathways will be offered



## APPENDIX D – Project SEED update

**From:** Doug Williams [mailto:DWilliams@kalsec.com]

**Sent:** Sunday, April 14, 2019 8:24 PM

**To:** Luke Chadwick <lchadwick@bellsbeer.com>; Hershel Jude <HJude@kalsec.com>; Steve Secreast <stevesecreast37@yahoo.com>; Bill Schinzer (bschinzer@arrowps.net) <bschinzer@arrowps.net>; Kelly Teske <kelly.teske@wmich.edu>; Lydia Hines <lemhwgh@gmail.com>; Mike Weslosky (mike.weslosky@stryker.com) <mike.weslosky@stryker.com>

**Subject:** Project SEED update

Dear EC,

Because I am absent this week, I am sending my Project SEED update to you by email.

We are in preparation with two students for our projects this summer. One of our initial candidates was determined ineligible when she confirmed that she had under reported her family's income to us in February, before their tax return was available. We have moved to the next student on our waiting list and informed the two remaining students of their waiting list status. I am still collecting tax forms as they become available and will confirm student names and their high schools after we have completed our reviews.

Next preparatory steps are:

1. Arrange introductory meetings with students and mentors in May.
2. Submit applications to ACS with tax forms and mentor-student-parent signatures (due June 3).
3. Request funds from WMU Chemistry Department Project SEED fund. The KACS budgeted portion of summer funds is \$3500, which will deplete the approximately \$3100 remaining in this fund.

I will initiate these activities. Everything is on schedule.

Thank you for your support.

**Doug Williams | Kalsec<sup>®</sup>, Inc. | Research Fellow**

Agenda/"Minutes" KACS EC Meeting, May 2019

No in-person EC meeting was held in May due to many KACS activities during the month.

The April Minutes were approved by e-mail vote of the Executive Committee.

**Kalamazoo Section ACS  
Executive Committee Meeting Minutes  
Wednesday, June 19 2019 6:30pm  
Kalsec 3713 W. Main, Todd Sales Building**

Present: Kelly Teske, Stephen Secreast, Hershel Jude, William Schinzer, Lydia Hines, Mike Weslosky, Jeff Bartz, Tomasz Respondek, Luke Chadwick.

#meeting start time: 6:30 pm

#Secretary (KT) - TBD

- ~~Approval of previous meeting minutes (done!)~~

There will be no July meeting

- **Meetings will be on Tuesdays at 6:30 pm starting September**

# Education Committee (EdCom) - 10 minutes

- LRC/all!: Recruiting efforts

A small number of the recipients have responded and no dates overlap

- Meeting regarding the Education program will be Monday, July 15<sup>th</sup> - 5-7 pm
  - Education-related E-roster [data](#) and some [Infographics](#) for the meeting compiled by Luke were projected

#Treasurer (WS) - 3 minutes

- Budget report – ([APPENDIX A](#))

- There are 6 awardees, from our May Education Program, who have not cashed their cheques yet.

#Communications (MW) - 5 minutes

- Email addresses on website have been revamped:
  - Have each role (chair, secretary, etc.) have their one associated KACS email that is inheritable to each new person.
  - <https://kalamazooacs.org/about/officers.html>
- Changes to contact info to be sent to Mark Wolfman:
  - Add phone number for Doug Williams 269-349-9711 x3298

#Student Organizations - 10 minutes

- WMU Chem Club - No report; WMU not in session; new officers' list is below:
  - President: Megan Callaghan
  - Vice President: Jerome Davis
  - Treasurer: John Getson
  - Secretary: Andrew Simpkins
  - Events Coordinator: Sydney Collins
- WMU CGSA (KT) – No report; efforts to re-schedule the June picnic were unsuccessful
- KZOO (AT/SL)
  - Funding request for “DowBQ 2019” (the request was approved)
- KVCC (?) - None – no student group currently at KVCC

#Councilor update (LH) - 5 minutes

- Elections scheduled for council meeting; too early for Agenda receipt for August National Meeting

#Project SEED update (DW) – 5 minutes – in absentia; written report below:

- **Project SEED set up.** Our two students have met their mentors and will begin work on July 1. They are:
  - Yanari Raines, rising senior at Kalamazoo Central High School, working with Kelly Teske at WMU
  - Riannat Sanusi, rising junior at Kalamazoo Central High School, working with Dwight Williams at K-College
- **Project SEED funds from sources (for Bill's attention).** The ACS Project SEED office has been running a little behind this year as they work to refill a key role due to retirement and upgrade their administrative

and communication tools. Our student applications were filed on time (before June 3). I have received and distributed welcome letters and booklets for mentors and students. The first payment of \$1500 from ACS should be delivered to us this month by direct deposit. The second ACS payment of \$1000 will be sent to us in September after our students have submitted their final reports. Lydia has received my request for release of the balance of Project SEED funds from the WMU Chemistry Department account (approx. \$3100). She has been following the request with Don Schreiber to see that the payment is made.

- **Project SEED student paychecks (for Bill's attention).** I will need paychecks of \$600 each prepared for Yanari and Riannat for me to deliver to them on July 12, July 26, Aug 9 and Aug 23. That is a total of \$2400 and four checks for each student. These can be sent to me by mail at Kalsec (P.O. Box 50511, Kalamazoo, MI 49005-0511) or I can arrange for a physical handoff when I return to Kalamazoo in early July. The final check of \$600 for each student will be held until they have submitted their final report. I will request those at the appropriate time.

#Old Business – 5 minutes?

#New Business – 10 minutes

- **Recycle-a-Poster Event (TR)**
  - Keynote Topic for Recycle-a-Poster event in November? Medical marijuana in front but there's no clear winner-
    - **will find a good speaker available on date and then go from there (i.e. figure out topic)**
  - **Nov 12<sup>th</sup> as possible poster session date – TR has contacted Bell's**
  - Need to organize food, drinks
  - Elke will organize the students presenting and programs
  - [https://www.surveymonkey.com/analyze/CSHzR\\_2FX75jmJaywdhWGGiijoQskJnMG\\_2Fa5agL8jv7II\\_3D?tab\\_clicked=1](https://www.surveymonkey.com/analyze/CSHzR_2FX75jmJaywdhWGGiijoQskJnMG_2Fa5agL8jv7II_3D?tab_clicked=1)
- **NHCL** events were huge success by all accounts! GREAT WORK STEVE!!!
  - Excellent job!!
  - National landmark dedication event will be added to national website
  - **IYPT program (DW/HJ).** We are working on lining up dates and commitments from local breweries. HJ and DW could use some help with tap handle, pint glass, coaster design and building a web page for our events in the next month and a half. Please let either know of willingness to assist
  - Mike will help with getting a logo/mock ups together for IYPT swag
  - Need someone to make website?
  - Event will be tentatively Sept. or Oct.
- **LRC:** we have LOTS of **defunct email addresses**
  - Will go through emails and determine new addresses; attempt to contact and request that individuals to update e-mails on their record at National, which is the source of our e-Roster information.
- Anything else?
  - STEMfest- we had been told there would be a write-up for the newsletter
  - Outreach webinars on National website explaining how to be better with outreach - will bring to our members' attention through the newsletter - a link in the newsletter?
  - Steve Secreast was given a Past-Chair pin
  - There was comment regarding our KACS P3 Award receipt at the Great Lakes Regional Meeting, and subsequent follow-up comments regarding beginning to plan for the Speed Networking event this fall

#Wrap Up – 2 minutes

- **next EC meeting date: Wednesday August 21, 6:30 PM (no meeting in July!)**
  - next EC meeting venue: Kalsec/Todd Sales Building

#meeting end time: 8:00 pm



## APPENDIX A – Treasurer’s Report

Treasurer’s Report for the KACS Executive Committee meeting on June 19, 2019

Current accounts summary:

PNC                           \$23,944.32      Note there are MANY outstanding checks though.

Vanguard investments \$10,677.83 in the VIPSX account  
\$16,548.08 in the VWINX account  
\$27,225.91 total account balance

Income since last month:      \$10,319.84      ACS transfers incl SEED and NHCL contributions  
Outgo since last month:      \$1,085.37 for reimbursement to Steve for NHCL items  
  \$155.70 to Tom Runge for NHCL  
  \$1,000 to PMN for NHCL video  
  \$4,879.86 in checks to cover the May 6 2019 Awards Event  
  \$3,723.50 to cover the KVCC May 17 catering by MRG (NHCL)  
  \$9,918.60 to cover the Radisson invoice for the NHCL dinner

Older Outstanding checks:

                          \$300 to Elke Schoffers for reimbursement of two years’ gift cards at Bells’s poster event.

All outstanding checks: \$11,403.98 in sum (from May onward)

Accounting for the outstanding checks issued in the last months, we have available:

PNC            \$ 12,540.34 total

Progress on changing the Vanguard custodian: transfer is completed and WCS is only custodian now.



**Executive Committee Meeting Minutes**  
**Kalamazoo Section ACS**  
**Wednesday, August 21, 2019 6:30pm at**  
**Kalsec 3713 W. Main, Todd Sales Building**

**Present:** Kelly Teske (KT), Doug Williams (DW), Hershel Jude(HJ), Bill Schinzer(WS), Lydia Hines(LEMH), Emile Van Meter (guest)

#meeting start time: 6:31 pm

#Secretary (KT)

June Minutes were approved

- Between Hershel and Kelly: we can't have meetings on Monday, Wednesday or Thursday evenings through the fall.
  - Meetings will be on Tuesdays
  - September meeting will September 17<sup>th</sup> at 6:30 pm

# Education Committee (EdCom)

- LRC: Brainstorming activity recap
  - Kim Lewis will take over the exams if we are capable of making them digital and using KVCC as a testing location for the final exam. Students come in at their own convenience.
  - Merging outreach- more cohesive
  - Interest in learning best practices from other local sections
  - Suggest we separate these projects
    - 2020 competitive exam will occur- need to define logistics
    - work to define ECoKACS Chair *job description*.

#Treasurer (WS)

- 2020 Budget
  - Heads-up: I'll be asking for your 2020 budget items soon. We will **dedicate November meeting to finalizing 2020 budget**.
- Budget report – ([APPENDIX A](#))
- WMU Project Seed money- Lydia gave a cheque representing the remaining WMU Foundation SEED Fund money to Bill for deposit.

#Communications (MW) -

- LRC: sales-pitch from StarChapter regarding web-based services (see APPENDIX B –Notes from StarChapter sales pitch)
  - There's quite a bit of value here. Is it worth ~\$150/month?
- National ACS encourages us to use this resource: <https://communities.acs.org/community/society/acs-governance/best-practices/pages/welcome>. It provides a wealth of guidance on SOCIAL MEDIA, OUTREACH, GOVERNANCE, INTERNAL COMMUNICATIONS, and more!
- Discussion deferred to the next meeting in September

#Student Organizations - 10 minutes

- WMU Chem Club (2019-20 officers listed below)
  - President: Megan Callaghan
  - Vice President: Jerome Davis
  - Treasurer: John Getson
  - Secretary: Andrew Simpkins
  - Events Coordinator: Sydney Collins

- WMU CGSA (Emile Van Meter)
  - September 17<sup>th</sup> for Fall Ice Cream Social at 1pm in Chem Bldg WMU
  - Will extend invitation to KACS and K College
- KZOO (AT/SL) – no one present

#### #Councilor update (LEMH) -

- Meeting next Wednesday, 8/28, in San Diego
- Desire to simplify Constitution & Bylaws to make them a living document
- Make membership more affordable for graduate students and retain membership
- New VP of Publications Division
- Retention of 98% of members this year

#### #Project SEED update (DW) –

- In progress, going well
- Symposium 11am-2pm Friday, August 23<sup>rd</sup> at K College at the Fine Arts Building. Two sessions 11am-12pm and 1pm-2pm
- Contacted Zoetis and other local companies asking for donations to SEED

#### #Old Business –

- Defunct email addresses - many are no longer on roster. Follow-up with people regarding membership status
- Who can be an ACS member? Bylaw 1 sec 3 subsections 1-4: an earned bachelor degree in chemistry, natural sciences, science education; Associates degree; licensure; HS students cannot be members.

#### #New Business –

- **Fall Elections!** We need to **nominate a Chair-elect** (1-year term) and **Secretary** (2-year term)
  - Please send Kelly names of candidates!
  - Election-only roster needs to be used (should be requested from Carol Payton who sends out the monthly e-roster - Results must be sent to Secretary's Office at National by December 1 (need to send out election materials) Use Survey monkey
  - WS, LEMH, DW to try to recruit candidate(s)
- **Speed Networking Event** @ Hicks Center Kalamazoo College, September 30 – HJ to follow up with Luke Chadwick
- **Museum Day** October 12 (HJ/LH)- HJ will be taking care of this; LEMH will be out of the country on that day but is working alongside HJ for smooth transition. **Need volunteers;** must get the information out to members to volunteer. We agreed to purchase children-size goggles; HJ to submit order. [Get 300 + 144 =444 goggles for ~\$800 <https://www.teachersource.com/product/youth-safety-glasses/lab-equipment-goggles>]
- **Recycle-a-Poster Event** November 12 (TR)- Official tribute for IYPT ?
- **IYPT program** (DW/HJ)- Working on it, putting schedules together. Latitude 42 and One Well
- Anything else?

#### #Wrap Up –

- next EC meeting
  - date: Tuesday, September 17, 6:30 PM
  - venue: Kalsec/Todd Sales Building

#meeting end time: 8:00 pm

## APPENDIX A – Treasurer’s Report

Treasurer’s Report for the KACS Executive Committee meeting on August 21, 2019

Current accounts summary:

PNC \$13715.43 Note that there are outstanding checks though.

Vanguard investments \$10980.34 in the VIPSX account  
\$16917.35 in the VWINX account  
\$27897.69 total account balance

Income since June: \$5989.71 ACS transfers incl SEED, commission, councilor reimbursement for travel, and NHCL contributions

Outgo since June: \$3600 for SEED checks  
\$1100 for awards (May)  
\$600 for LH Travel advance (San Diego)  
\$964.62 for SLS NHCL expenses  
\$35.28 for HJ, Travel reimbursement

Older Outstanding checks:

\$300 to Elke Schoffers for two years’ gift cards at Bells’s poster event.

Recent outstanding checks: Sam Zomer Photography (NHCL) \$225  
Two SEED payments yet \$1200  
Luke Chadwick reimbursement for Earth Day costs \$271.58  
Sabrina Leddy (Award) \$250  
Samuel Rabick (Award) \$100

Total outstanding: \$2346.58

Accounting for the outstanding checks issued in the last months, we have available:

PNC \$ 11368.85 total

Comment on Vanguard investments: very static, almost no change from 2 months ago

## APPENDIX B –Notes from StarChapter sales pitch

**From:** Katie Ketter [<mailto:kketter@starchapter.com>]

**Sent:** Wednesday, July 3, 2019 3:25 PM

**To:** Lucas Chadwick <[chair@kalamazooacs.org](mailto:chair@kalamazooacs.org)>

**Subject:** StarChapter Post Demonstration

...here is a brief overview of the admin side of the system: [Welcome to the New Admin Area](#)

Attached you will find our virtual [brochures](#) and some [customer testimonials](#) to review and share with the rest of your board.

The link for our compatible gateways can be [found here](#).

Based upon the number of members you have, you fall into our Premier Plan. Information regarding the pricing, as well as exactly what is included in this plan, can be found here: <http://www.starchapter.com/Premier>.

StarChapter currently works with 2 ACS chapter. Here is the Chicago link, (Detroit is currently in implementation) along with several other chapters that highlight some of the other functionalities of the system:

1. [ACS - Chicago](#)
2. [BOMA Greater Tampa Bay](#) (They have a very successful sponsorship program)
3. [NACE San Diego](#) (extensive member directory)
4. [AWMA St. Louis](#) (clean and readable website)
5. [AAF- Fort Worth](#) (Great site- bright, content rich, and functional)

During the demo, we talked a lot about [growing the membership](#), [getting younger members to join](#), and [engaging people at the events you are putting on](#). Feel free to click on the hyperlinks for some of our StarChannel resources.

**Executive Committee Meeting Minutes Kalamazoo Section ACS**  
**Tuesday, September 17, 2019,**  
**Kalsec 3713 W. Main, Todd Sales Building**

Present: Kelly Teske (KT), Doug Williams (DW), Luke Chadwick (LC), Hershel Jude (HJ), Lydia E. M. Hines (LH), Mike Weslosky (MW), Megan Callaghan (MC), Tomasz Respondek (TR)

#meeting start time: 6:38 pm

#Secretary (KT)

- What do we need to execute the Fall elections? –
  - *nominees for Secretary (2-year appt):*
    - We need nominees!
  - *nominees for chair-elect (one-year position): Ed Thomas*
    - No need to recruit for chair-elect

Electronic ballot to be sent to all eligible members (see Fall Elections below) in October

# Education Committee

- Discuss 2020 competitive exam next steps
  - Going digital - logistics.
  - Two rounds of testing
  - Can WMU help?
  - Doug will talk to Kim Lewis (KVCC) about organizing
- Would anyone like to draft a *job description* for the Chair position?
  - ??

#Treasurer (WS)

- Budget report – ([APPENDIX A](#)) attached
- 2020 Budget
  - Please send LRC your 2020 budget items ASAP.
  - LRC will have a **draft 2020 budget for the October meeting**
  - We will **dedicate November meeting to finalizing 2020 budget.**
- (2019 Proposed budget included to stimulate ideas, etc. as [APPENDIX B](#))

#Communications (MW)

- what appetite do we have for revamping our web presence?
  - We need upcoming events added to website (Bell's Recycle-a-poster event, and Chemistry Day at the Museum)
  - Streamline updating the website; Mike to talk with Mark Wolfman.
- LRC: quick summary of failed shared-agenda experiment
  - Will use google docs

#Student Organizations -

- WMU Chem Club (Megan Callaghan, President)

- Had first meeting Sept. 14<sup>th</sup> (Monday). 20 students showed up.
- Will do 2 activities at Chemistry Day at the Museum.
- Will have professors speak at their meetings
- Will be purchasing Lab Coats or T-shirts with help of KACS funds
- WMU CGSA (Emile Van Meter, President; LH reporting)
  - Fall Ice Cream Social on Friday Sept. 13th in Chem Bldg at WMU was successful!
  - Next event? TBD - likely around Thanksgiving
- KZOO – No member present

#### #Councilor update (LEMH)

- Councilor Report distributed to EC prior to meeting and sent to Mark Wolfman for inclusion on website
- ACS' Leadership Institute 2020 in Atlanta, GA, January 24-26

#### #Project SEED update (DW)

- Was very successful experience [Thank you to mentors KT at WMU and Dwight Williams at Kalamazoo College]
- Re-routing of NHCL donations to program confirmed (\$2000)
- Pfizer foundation will be contacted soon to request donation for retiree's (Tom Runge's) volunteer work with KACS (Bill Schinzer)
- NHCL left-over money will be used for next year's SEED program
- Zoetis contacted as potential research location for SEED students (TR)

#### #Old Business (HJ/LH)

- *Chemistry Day at the Museum (NCW), October 12, noon - 4 pm - need more volunteers*
  - 12 volunteers so far. WMU ChemClub will be doing 2 activities. E-blast request for volunteers sent out to members; Program announcement sent to pre-high school teachers

#### #New Business –

- **Fall Elections! 2020 Budget!**
  - Results need to be sent in to ACS Secretary's office by Dec 1<sup>st</sup>
  - Request eligible-voter list from Carol Payton
  - Kelly will set up elections via SurveyMonkey
- **Speed Networking Event (LRC) @ Hicks Center Kalamazoo College, Monday September 30**
  - 23 mentors set up
  - Do students need to sign-up? Yes; need a link; KT to follow-up for interested WMU students to be included
- **Program in a Box – Marvelous Metals - LOCATION TBD**, October 22 at 6:45 PM
  - LH sent information regarding this program to WMU Chem Club and to K College Chem Students; WMU ChemClub considering participation; no word from K
  - Where to hold it- One Well? Wax Wings? Bells?



- **Recycle-a-Poster Event November 12 (TR)**
  - Keynote speaker: Prof Swarts from Central Michigan University
  - We need *someone from WMU to help coordinate poster session* (70% are from WMU) - KT will help with recruiting students
  - LH requesting a “Tribute” in recognition of IYPT from Sen Sean McCann’s Office- in process
  - Bell’s given same quote, regarding number of participants, as last year for the event; can change up to a week before event
  - Deposit paid - \$250
- **IYPT IPG program (DW/HJ)**

Program idea earned us an IPG from LSAC; now there is a need to accomplish the event, as a couple of potential Beer-source locations have ceased local operations.

  - Trying to find a location
  - Will be getting memento glasses made
  - October potentially?
- **Other new business?**
  - Fall 2019 MuseOn magazine from the Kalamazoo Valley Museum has an article on Kalamazoo women in STEM over the years, and features Anna Mae Searcy Miller (Upjohn Co.) recognized in at our NHCL celebration.
  - Announcements from Committee on Community Activities (National ACS) regarding topics for CCEW and NCW
  - CCEW 2020: Protecting our Planet through Chemistry; NCW 2020: Sticking with Chemistry; CCEW 2021: Reducing Our Foot-Print through Chemistry
  - Per LSAC *Salutes to Excellence* is a free plaque to be used to recognize non-ACS groups which contribute value to section programming

#Wrap Up –

- next EC meeting
  - date: October 15<sup>th</sup>, 6:30 PM
  - venue: Kalsec/Todd Sales Building
- Newsletter talk:
  - Need to include article requesting volunteers, and inviting participation at our KACS & Kal Valley Museum Outreach hands-on activity event with NCW theme “Marvelous Metals”
  - Advertise Oct 21 IYPT event at One Well and reminder
  - Bell’s **Recycle a Poster** event - post speaker and title, and recommend that readers look out for next announcement...
  - Ask Emile to write something up about the recent ice cream social
  - Solicit nominations for secretary for KACS (2-year appointment) – needs to be ACS member
  - Deadline by end of Thursday (Sept 19<sup>th</sup>)

#meeting end time: 8:10pm

APPENDIX A: Treasurer's Report for the KACS Executive Committee meeting on September 17, 2019

Current accounts summary:

PNC                      \$13313.20      Note that there are outstanding checks though.

Vanguard investments      \$10808.65 in the VIPSX account  
   \$16954.45 in the VWINX account  
   \$27763.10 total account balance

Income since August: \$3142.50 SEED check from WMU Foundation (earmarked fund)  
Outgo since August:              \$1200 for two SEED student checks  
   \$919.73 for LH Travel reimbursement (San Diego)

Recent outstanding checks: One SEED payment yet \$600  
   Luke Chadwick reimbursement for Earth Day costs \$271.58  
   Sabrina Leddy (Award) \$250  
   Samuel Rabick (Award) \$100

Total outstanding:                      \$1221.58

Accounting for the outstanding checks issued in the last months, we have available:

PNC      \$ 12091.62 total

Comment on Vanguard investments: very slight loss over the last month

APPENDIX B: 2019 proposed budget  
(next month, we'll make something similar for 2020!)

ACS annual financial report line item	2019 Budget Proposal		
	estimated (\$)	comments	actual (\$)
<b>Revenue</b>			
1. Annual ACS allotment	7000	conservative estimate based on history	
2. New member commissions	50	conservative estimate based on history	
3. Donations, contributions	2000	Zoetis verbal commitment to support Bells poster event	
4. Rebate from ACS for Councillor travel expenses	2500	estimate based on history	
5. ACS awards or Grants received	1000	assumes KACS will pursue 1-2 ACS mini-grants in 2018	
6. Program revenue	0	no planned revenue-generating programs	
7. local section dues	1700	estimate based on history	
8. Interest, dividends	500	estimate based on history	
9. Special events and activities			
9a. Gross revenue	9500	NHCL dedication event sponsorships and ticket sales	
9b. Less direct expenses	-9500	NHCL dedication event venue costs	
9c. Net income (or loss)	0	<i>NHCL revenue minus expenses</i>	
10. Meals	0	estimate based on history	
11. Other revenue	2500	Project SEED matching funds from ACS (2 students)	
	2500	Project SEED WMU local funding (2 students)	
<b>12. Total Revenues</b>	<b>19750</b>		<b>0</b>
<b>Expenses</b>			
13. Subsidies to subsections	600	student chapter support split between CGSA, WMU CC, K Col CC	
	500	to cover CCEW & NCW supplies	
14. Awards, scholarships, grants	5700	Ed Committee exam and awards program (including food, printing, etc)	
	150	Bells event poster awards	
15. Administrative expenses			
15a. Salaries			
15b. Professional fees and payments			
15c. Rent, utilities, maintenance			
15d. Total administrative expenses	100	placeholder for web site fees and misc.	
16. Printing, publications, postage	75	placeholder estimate based on history	
17. Local meetings (including speakers)	3000	Bells posters event (covers venue rental & food/drinks, A/V costs, printing)	
18. Meals	0	no planned separate meal expenses	
19. Travels subsidies to Councillors	3000	estimate based on history	
20. Travel subsidy for Leadership Institute	2800	\$1000 for Chair, \$1800 for Chair-Elect	
21. Other expenses (describe and itemize)	5000	Project SEED expenses (2 students)	
	300	Lake Center Elementary donation	
	500	Great Lakes Regional Board Meeting	
	100	KACS Meritorious Service Award (Chris Pruiss)	
	1500	National Historic Chemical Landmark dedication event funding	
<b>22. Total Expenses</b>	<b>23325</b>		<b>0</b>
<b>23. Excess (Deficit) (item 12 - item 22)</b>	<b>-3575</b>		<b>0</b>

**Kalamazoo Section ACS**  
**Executive Committee Meeting Minutes**  
**Tuesday, October 15, 2019 at**  
**Kalsec 3713 W. Main, Todd Sales Building**

**Present:** Hershel Jude (HJ), Doug Williams (DW), Luke Chadwick (LC), Kelly Teske (KT), Emile VanMeter (EV), Megan Callaghan (MC) Stephen Seceast (SS), Mike Weslosky (MW) + guest (Kenneth and Rebecca Abate)

#meeting start time: 6:32

#Secretary (KT)

- September Minutes were approved
- James Redwine (Kalsec) has agreed to run for secretary and Ed Thomas (retired member) for chair-elect
- Kelly will set up the poll to vote for secretary and chair-elect

#Treasurer (WS)

- Budget report – ([APPENDIX A](#))
- 2020 Budget DRAFT– ([APPENDIX B](#))
  - Please be ready to sign off on our budget in the November meeting
  - Make sure budget is in place before December at the latest.
  - Updated budget during meeting- fixing deficit

#Communications (MW)

- Website
  - Use WordPress to make website and streamline process (not need Mark)
  - Will use to get our event information out
  - MW has volunteered to be Web master
  - Will obtain quotes for different website vendors
  - ACS national has template for site - offers it for free
- Facebook
  -

#Student Organizations - 10 minutes

- WMU Chem Club (Megan Callaghan, President)
  - Dr. Kelly Teske is the ChemClub advisor
  - Helped with Chemistry Day at the Museum (Oct 12<sup>th</sup>)
  - Will coordinate an event with Boy Scouts this year
  - Students attended speed networking event at K College (Sept 30<sup>th</sup>)
  - *Western Herald* will be making promotional video of the ChemClub
  - Megan Callaghan will be graduating in December so elections will be held to replace her.
- WMU CGSA (Emile Van Meter, President)
  - Rundown/recap of Fall Ice Cream Social at 1pm today in Chem Bldg WMU

- Curriculum design is the current focus of the CGSA; career development for graduate students
- Replacing VP (previous VP took job and left WMU)
- KZOO (None)
  - Dr. Blakely Tresca is the new ChemClub advisor

#### #Councilor update (LEMH)

- Lydia in Cyprus!

#### #Project SEED update (DW)

- Project proposals are due end of January
- Set up PayPal for contributions to SEED
- Will be hanging up the posters at Year of the Periodic Table event at One Well Oct. 21<sup>st</sup>, 2019

#### #Old Business

- Chemistry in the Museum - ~690 people attended; we had 16 tables/activities set up

#### #New Business –

- Shared-folder GoogleDrive experiment brief recap
  - Will be using to keep everything accessible (i.e. agendas) to the EC
- Fall Elections!
  - Try to figure out newly elected chair and secretary by Nov 12<sup>th</sup> so it can be announced at Bell's Poster event
- Program in a Box – Marvelous Metals - *LOCATION TBD*, October 22 at 6:45 PM
- Recycle-a-Poster Event [November 12](#) (TR)
  - Keynote speaker: Prof Swarts from Central Michigan Univ
- IYPT program (DW/HJ)
  - Purchased glasses to be handed out at the event (total glasses: 312)
- What else?

#### #Wrap Up –

- next EC meeting
  - Date: November 19<sup>th</sup>, 6:30 PM
  - venue: Kalsec/Todd Sales Building

#meeting end time: 8:42 pm

APPENDIX A: Treasurer's Report for the KACS Executive Committee meeting on October 15, 2019

Current accounts summary:

PNC \$14977.06 Note that there is an outstanding check.

Vanguard investments \$10919.84 in the VIPSX account  
\$17130.93 in the VWINX account  
\$28050.77 total account balance as of 9/30/2019

Income since Sept 17: \$1000.00 ACS final payment for SEED project  
\$1215.79 ACS councilor travel reimbursement for Lydia's trip to San Diego  
\$ 792.00 ACS LS dues payment (Jan/Jun)  
Total \$3007.79

Outgo since Sept 17: \$822.35 Reimbursement for Hershel, who bought safety glasses for demos

Old outstanding checks: Samuel Rabick (Award) \$100

Total outstanding: \$100

Accounting for the outstanding checks issued in the last months, we have available:

PNC \$ 14877.06

Comment on Vanguard investments: slight gain over the last month

APPENDIX B: 2020 DRAFT budget  
(next month, we'll finalize!)

ACS annual financial report line item	2014-2018 range (actual)	2019			2020	comments
		budget	actual YTD	remaining estimated	budget (LH&DW)	
<b>Revenue</b>						
1. Annual ACS allotment	7000-7800	7000			7000	conservative estimate based on history (\$7024 in 2018)
2. New member commissions	45 - 75	50			50	conservative estimate based on history
3. Donations, contributions	2000-6700	2000			2000	placeholder for Zoetis donation to support Bells poster event
4. Rebate from ACS for Councillor travel expenses	1500-3000	2500			2500	estimate based on history
5. ACS awards or Grants received	250-3000	1000			0	Should we put our 2019 IPG award here for IYPT or keep the accounting separate?
6. Program revenue	0-7600	0			0	no planned revenue-generating programs
7. local section dues	1700-2140	1700			1700	estimate based on history
8. Interest, dividends	500-1500	500			500	estimate based on history
<b>9. Special events and activities</b>						
9a. Gross revenue		9500	20987			NHCL dedication sponsorships and sales and \$2000 ACS reimbursement
9b. Less direct expenses		-9500	-17816			NHCL dedication program costs
9c. Net income (or loss)		0	3171	0	0	Net revenue - added to sum in Total Revenues (item 12)
10. Meals	0	0	0	0	0	estimate based on history
11. Other revenue	1250-2500	2500	2500	0	2500	Project SEED funds from ACS (2 students) (should this be in item 5 instead?)
	2500-3500	3000	3143	0	3500	Project SEED funds from KACS restricted fund (2 students)
<b>12. Total Revenues</b>		<b>20250</b>	<b>8813</b>	<b>0</b>	<b>19750</b>	
<b>Expenses</b>						
13. Subsidies to subsections	100-620	300			300	WMU Chem Grad Student Association chapter support
		300			300	WMU Chem Club chapter support
		300			300	K College Chem Club chapter support
		500			1000	CCEW & NCW supplies
14. Awards, scholarships, grants	4200-6187	5350			6000	Competitive exam and awards program (including food, printing, etc)
	0-150	150			150	Bells event poster awards
	0	0			?	placeholder for student travel grants?
15. Administrative expenses						
15a. Salaries	0					
15b. Professional fees and payments	0-383					
15c. Rent, utilities, maintenance	0					
15d. Total administrative expenses	0-383	100			100	placeholder for web site fees and misc.
16. Printing, publications, postage	0-470	75			75	placeholder estimate based on history
17. Local meetings (including speakers)	3144-6100	3000			3000	Bells posters event (covers venue rental & food/drinks, A/V costs, printing)
						hold row for additional event/speaker
18. Meals	0-3900	0			0	no planned separate meal expenses
19. Travels subsidies to Councillors	2000-4500	3000			3000	estimate based on history
20. Travel subsidy for Leadership Institute	0-1300	1000			1500	for one attendee (typically chair-elect)
	2500-6000	6000	6000		6000	Project SEED stipends (2 students)
	200-500	300			500	propose for WMU or KACS Science Symposium
21. Other expenses (describe and itemize)	100-500	600			500	Great Lakes Regional Board Meeting
	50-100	500			50	KACS Meritorious Service Award
		0	2000			Allocated to KACS Project SEED local fund from excess NHCL revenue
<b>22. Total Expenses</b>		<b>21475</b>	<b>8000</b>	<b>0</b>	<b>22775</b>	
<b>23. Excess (Deficit) (item 12 - item 22)</b>		<b>-1225</b>	<b>813</b>	<b>0</b>	<b>-3025</b>	

**Executive Committee Meeting Minutes  
Kalamazoo Section ACS  
Tuesday, November 19, 2019 6:30pm at  
Kalsec 3713 W. Main, Todd Sales Building**

**Present:** Kelly Teske (KT), Luke Chadwick (LC), William Schinzer (WS), Hershel Jude (HJ) Doug Williams (DW), Lydia Hines (LH), Megan Callaghan (MC), Blake Tresca (BT), Sarah Nixon (SN) and Amelia Grey (AG) K College chem students, Edward Thomas (ET) – KACS chair-elect 2020

#Meeting start time: 6:30 pm

#Secretary (KT)

- 56 votes cast in the fall election : Edward Thomas Chair-elect 2020, James Redwine Secretary in 2020; their terms start January 1.
- Ed Thomas will be registering for the Leadership Institute January 23-26, 2020
- October Minutes approved, with addendum regarding DW proposal for Education responsibilities which may be done online or with help from a KVCC member. (SEE [APPENDIX B](#) below)

#Treasurer (WS)

- Budget report – ([APPENDIX A](#))  
It was noted that there are two funds which are “dedicated”: one for Project SEED and the other the IPG grant received from LSAC/ACS for the IYPT events

#Communications (MW)

- DW/MW Website Proposal
  - Will use wordpress to make website and will own domain
  - Steve Bertman currently obtains analytics of the old site. Would like to have transferred
  - Link Facebook page
  - Recommended using BlueHost

#Competitive Exam/Education Program

- ??Taken at KVCC and entirely electronic for the second exams. First exam still given to the HS's. [Recap]
- Kimberly Lewis at KVCC offers opportunity to use KVCC facility for online testing or testing center site for final exam
- LH recommended that the tests not be given in 2020 but that we take the year to reassess and place a more fully-thought-out plan in place for the longer term.
- DW to work on getting input in regard to finding out the feasibility of offering the first exam online at the various area high schools (LH to assist)
- HJ to draft a letter to send to members regarding the exam program in an attempt to solicit members' help with this program



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#### # IYPT Pocket-size Periodic Tables

- 45 packets are in hand; will be given out to local high schools; WS offered to hand-deliver to Portage area HS

#### #Student Organizations - 10 minutes

- WMU Chem Club (Megan Callaghan, President)
  - Megan is graduating and new president is Andrew Simpkins
  - Bell's tour last Saturday (Nov 16<sup>th</sup>)
  - Tie dye event
  - Portage Northern will come to WMU and do demos with club
  - Dr. Sarah Oehm (faculty specialist WMU) gave talk to club on Monday Nov. 18<sup>th</sup>.
- WMU CGSA (Emile Van Meter, President)
  - No report
- K-College (Blake Tresca, adviser; Sarah Nixon [ACS president], Amelia Grey [media])
  - Participated in (NCW) Chemistry Day at the museum in October
  - Chemistry themed escape room event

#### #Councilor update (LEMH)

- No report until closer to Spring meeting (Council meeting)
- Report on **Bell's event**
  - Well attended despite the weather; speaker excellent in content and breadth; Kelly will provide Mike Weslosky an article for the next newsletter

#### #Project SEED update (DW)

- ACS-sponsored Townhall meeting held just before our EC meeting
- Project SEED Committee is increasing stipends for students in first and second year.
- \$3800 for SEED 2; \$3200 SEED 1
- Going to online platform for student applications - no more paper copies
- Mentors, coordinator, and students will have separate accounts
- Proposals will open in late-to-mid January
- Yanari Raines (Kelly's Project SEED student in Summer 2019) - presented work at WMRUGS (Van Andel) and at Bell's Poster event

#### #Old Business

- NONE

#### #New Business –

- Finalize 2020 Budget: DEC Meeting!  
[https://docs.google.com/spreadsheets/d/1mHRcvgeERQdfX9Ue7urHPqY-PygJtm\\_vSI0RteGQwRs/edit#gid=1546249526](https://docs.google.com/spreadsheets/d/1mHRcvgeERQdfX9Ue7urHPqY-PygJtm_vSI0RteGQwRs/edit#gid=1546249526)

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#End time: 8:10 pm

#### #Wrap Up –

- next EC meeting
  - date: TUESDAY December 17 6:30 PM; venue: Kalsec/Todd Sales Building

## APPENDIX A:

Treasurer's Report for the KACS Executive Committee meeting on November 19, 2019

Current accounts summary:

PNC                      \$14977.06      Note that there is an outstanding check still, for \$100.

Vanguard investments      \$10903.39 in the VIPSX account  
   \$17275.89 in the VWINX account  
   \$28179.28 total account balance as of today

Income since Oct 15: None

Outgo since Oct 15: None

Old outstanding checks:      Samuel Rabick (Award) \$100

Total outstanding:      \$100

Accounting for the outstanding checks issued in the last months, we have available:

PNC      \$ 14877.06

Comment on Vanguard investments: slight gain over the last month

## APPENDIX B: Proposal for an Electronic KACS Competitive Scholarship Exam

To: KACS Executive Committee  
From: Doug Williams and Kim Lewis  
Date: 15 October 2019

Our objective is to develop a secure digital test program for the KACS competitive scholarship exam that requires less labor to deliver and improves accessibility. The desired outcome is greater participation of chemists, teachers and students in the exam program.

### Overview of proposal

*Final exam.* Prof. Kimberly Lewis (KVCC – Chemistry) has offered to coordinate use of the computer-equipped testing centers at KVCC for the KACS final competitive exam. These test centers have secure, test-dedicated computers with time-limit capability and video monitors in place to deter cheating. Test centers hours when classes are in session are shown below. Students must begin their test within the listed times. Test centers remain open for one hour after the posted closing time. Tests would be made available for a period of 3-6 weeks according to KACS directions. [NOTE: More information necessary here to understand access to video and role of test center attendants to monitor or challenge potential cheaters.]

#### Texas Township Campus

Room 2210 | 269.488.4460

	Open	Close
Sunday	Closed	
Monday	8:30am	8:00pm
Tuesday	8:30am	8:00pm
Wednesday	8:30am	8:00pm
Thursday	8:30am	8:00pm
Friday	8:30am	3:30pm
Saturday	9:00am	1:00pm

#### Arcadia Commons Campus

Room 211 | 269.373.7836

	Open	Close
Sunday	Closed	
Monday	8:30am	6:00pm
Tuesday	8:30am	6:00pm
Wednesday	8:30am	6:00pm
Thursday	8:30am	6:00pm
Friday	8:30am	3:30pm
Saturday	Closed	

The primary advantage of using the test center is to provide students with more opportunities to take the exam. Secondly, this will eliminate the extra effort necessary for the test coordinator(s) to schedule, deliver and score a written auditorium exam for dozens of students.

*Preliminary exam.* Historically, KACS sends a preliminary, qualifying exam to all high schools in our local section. This step “recruits” teachers and students into the test program and qualifies a manageable number of candidates for the final auditorium exam. If we agree to move to a more flexible, electronic final exam, we would no longer need to limit the number of finalists in this way.

- Discussion question: Should we eliminate the preliminary exam?

- For background: How many students have (1) taken the preliminary exam, (2) qualified for the final and (3) taken the final in recent years?

We have considered some options for giving a remote preliminary exam through the internet. Some security can be added by using a dedicated (“lock down”) browser tool such as Respondus, which may be available to us through KVCC license. Additional KVCC remote testing tools may be available but will require discussion with KVCC staff for access to high school students.

- For background: How many high schools are ready or not ready to administer an online test for an entire class of chemistry students?

### **Roles/Expectations**

#### *Expectations of KACS*

- KACS test director will set dates for exams
- KACS test director will prepare content for exams (prelim and final), assess/organize results and draft (send?) announcements (invitation, results, etc.) to high schools
- KACS will provide scholarship funds

#### *KVCC offers to*

- Provide platform or support electronic delivery and scoring of exams. This includes compiling exam content into platform and coordinating access for students, teachers and KACS test director to the test systems.
- Discussion question: Would KACS consider inviting high school students from Battle Creek or Grand Rapids areas to take the exam?

### **Next Step**

If KACS would like to pursue partnership with KVCC for use of their testing services, we are asked to send a letter of request to Peter Linden (Provost) and Deborah Coates (Dean of Instruction). Ms. Coates has already expressed her verbal support for this proposal.

**Executive Committee Meeting Minutes  
Kalamazoo Section ACS  
Tuesday, December 17, 2019 6:30pm at  
Kalsec 3713 W. Main, Todd Sales Building**

**Present:** Kelly Teske (KT), Doug Williams, (DW), Stephen Seceast (SS), Bill Schinzer (WS), Luke Chadwick (LC), Lydia Hines (LEMH), Andrew Simpkins (AS), Jerome Mike Weslosky (MW) Guest: Allison McKenna

#meeting start time: 6:32 pm

#Secretary (KT)

- Approved minutes from November meeting

#Review website migration proposal with Allison McKenna

- Allison McKenna of allielune design was present at the beginning of our meeting and addressed questions about her website proposal.
  - Word Press would be best
  - Blue host for stats on website being visited
  - Can set-up PayPal for donations
  - Can add archived material
  - Newsletter as PDF
  - Hosting service is \$10/month- great functionality and service

**2020 Budget!!! (Appendix B)**

- Updated budget approved for 2020!

#Treasurer (WS)

- Month's report – see ([APPENDIX A](#))
- <https://nonprofit.yourcause.com/> (need to establish KACS account to receive grant from Pfizer/Runge) – some question re \$ to Great Lakes Region treasury?
  - Luke Chadwick created account using [chair@kalamazooacs.org](mailto:chair@kalamazooacs.org)

#Communications (MW)

- DW/MW: Approve website transfer proposal?
  - Approved! Already budgeted for this
  - EC board approved Mike to interact directly with Allison McKenna for this.
  - Do we consider applying for METT grant to help fund this? Make attempt in 2020. (<https://www.acs.org/content/acs/en/funding-and-awards/grants/acsccommunity/local-section-mett.html>)
- December newsletter
  - Kelly will give Mike an article on Bell's event
  - Mike has several articles already and will finalize Newslett for distribution before end of 2019!

#### #Education Program (DW/LEMH)

- Review draft letter and survey for high school teachers – to be sent with wallet Periodic Table cards (in January)
- Edward Thomas (in absentia) sent word that Dave Houtman (WMU) indicated to him that he would be willing to help with Education Program (?)

#### #Student Organizations - 10 minutes

- WMU Chem Club (Andrew Simpkins [President] and Jerome Davis [V. President])
  - Intro in the first week
  - Organizing professors to give talks on undergraduate research
  - Valentine's day event
  - Stryker Medical presentation
  - Attempt to have a joint K College and WMU event
  - Industry tour- need to decide where
  - Danger Demo- as well as demos to area lower-el schools
- WMU CGSA (Emile Van Meter [President])
  - Not present/no updates
- KZOO (Blake Tresca [advisor], Sarah Nixon [President], Amelia Gray [Media])
  - Not present/no updates

#### #Councilor update (LEMH)

- No updates

#### #Project SEED update (DW)

- No updates

#### #Old Business

- None

#### #New Business –

- Earth Day 2020
  - Approved \$250 (in budget) for sponsorship (same "Brown Level" as previous years)
  - Will be asking for volunteers for booth at Bank Street Farmers Market (alternate 2020 venue because Bronson Park will be unavailable due to construction – WMU ChemClub?)

#### #Wrap Up –

- next EC meeting
  - Date: January 21<sup>st</sup>, 2020 (3<sup>rd</sup> Tuesday of the month)
  - Venue: Kalsec/Todd Sales Building      Time: 6:30 pm

#meeting end time: 8:05 pm

## APPENDIX A:

Treasurer's Report for the KACS Executive Committee meeting on December 17, 2019

Current accounts summary:

PNC                      \$12,133.35     Note that there are outstanding checks listed below

Vanguard investments        \$10,952.76 in the VIPSX account  
                                      \$17,458.67 in the VWINX account  
                                      \$28,411.43 total account balance as of today

Comment on Vanguard investments: slight gain over the last month

Income since Nov 19: 50.12     DW forwarded donation for SEED program

Outgo since Nov 19: 329.93 to Doug Williams for IYPT, SEED business cards  
                                      150.00 to Kelly Teske for Bell's event gift cards  
                                      2413.90 to Tomasz Respondek for Bell's event costs  
                                      1225.00 to ACS for 2019 Leadership Institute (LI) invoice  
                                      375.08 to Hershel Jude for IYPT pint glasses  
                                      100.00 to Samuel Rabick to replace lost check for chem exam award

Old outstanding check: Samuel Rabick (Award) \$100 canceled, he lost it. Issued new check.

Total outstanding:     \$1700.08

Accounting for the outstanding checks issued in the last months, we have available:

PNC                      \$ 10,433.27

## APPENDIX B:

ACS annual financial report line item	2014-2018 range (actual)	2019			2020	comments
		budget	actual YTD	remaining estimated	budget (proposed)	
2. New member commissions	45 - 75	50	15		50	conservative estimate based on history
3. Donations, contributions (general)	2000-6700	0	383		0	unspecified gifts
3a. Bequests and/or trusts (list separately from line 3)	0-3000	3000	5143	0	500	for Project SEED program (\$3143 WMU, \$2000 Apjohn+Kalsec)
	0-2000	2000	2000		2000	for Bells poster event (Zoetis)
4. Rebate from ACS for Councillor travel expenses	1500-3000	2500	2566		2500	estimate based on history
5. ACS awards or Grants received	0-2500	2500	3500	0	3900	for Project SEED (two students in 2020 @ \$1950/student)
	0-3500	0	3500	0	0	\$3500 for IPG (IYPT proposal)
6. Program revenue	0-7600	0	0		0	no planned revenue-generating programs
7. Local section dues, affiliate dues	1700-2140	1700	1888		1700	estimate based on history
8. Interest, dividends	500-1500	500	500		500	estimate based on history
<b>9. Special events and activities (for fundraising)</b>						
9a. Gross revenue		9500	16612		0	NHCL dedication sponsorships and sales and \$2000 ACS reimbursement
9b. Less direct expenses other than fundraising expenses		-9500	-17816		0	NHCL dedication program costs
9c. Net income (or loss) from special events and activities		0	-1204	0	0	Net revenue - added to Total Revenues (line 12)
10. Meals	0	0	0		0	estimate based on history
11. Other revenue						
<b>12. Total Revenues</b>		<b>19250</b>	<b>25241</b>	<b>0</b>	<b>18150</b>	
<b>Expenses</b>						
13. Subsidies to subsections	100-620	300	0		300	WMU Chem Grad Student Association chapter support
		300	0		300	WMU Chem Club chapter support
		300	0		300	K College Chem Club chapter support
		500	272		1000	CCEW & NCW supplies including KACS safety glasses
14. Awards, scholarships, grants	4200-6187	5350	4817.22		5000	Competitive exam and awards program (including food, printing, etc)?
		0-150	150	150	150	Bells event poster awards
		0	0	0	2000	student travel grants. (Pending proposal from DW/LH)
		0	500	0	50	KACS Meritorious Service Award
<b>15. Administrative expenses</b>						
15a. Salaries	0	0	0	0		
15b. Professional fees and payments	0-383	0	0		2500	website migration project. Maybe this should be in other expenses (21).
15c. Rent, utilities, maintenance	0	100	0		500	web/hosting/maintenance
15d. Total administrative expenses	0-383	100	0	0	3000	sum of lines 15a-15c. Added to Total Expenses (line 22)
16. Printing, publications, postage	0-470	75	0		75	placeholder estimate based on history
17. Local meetings (including speakers)	3144-6100	3000	2663.9	3500	3000	Bells posters event (covers venue rental & food/drinks, A/V costs, printing)
		0	0	0	0	hold row for additional event/speaker
18. Meals	0-3900	0	0	0	0	no planned separate meal expenses
19. Travels subsidies to Councillors	2000-4500	3000	2957.08		3000	estimate based on history
20. Travel subsidy for Leadership Institute	0-1300	1000	1717.86	0	1700	for one attendee (typically chair-elect)
21. Other expenses (describe and itemize)	2500-6000	6000	6000	0	6400	Project SEED stipends (2 students)
		200-500	300	0	500	propose for WMU or KACS Science Symposium
		100-500	600	0	500	Great Lakes Regional Board Meeting
<b>22. Total Expenses</b>		<b>21475</b>	<b>18578</b>	<b>3650</b>	<b>27275</b>	
<b>23. Excess (Deficit) (item 12 - item 22)</b>		<b>-2225</b>	<b>6663</b>	<b>-3650</b>	<b>-9125</b>	