

**MINUTES OF THE MEETING
OF THE BOARD OF MANAGERS (BOARD)
FOR THE CHEMICAL SOCIETY OF WASHINGTON (CSW)
February 2, 2015 (rescheduled from January 26, 2015)**

The meeting was called to order by CSW President Alan Anderson at 7:04pm EDT in Marvel Hall at the headquarters of the American Chemical Society, 1155 16th Street NW, Washington, DC.

The Board members present were: Alan Anderson, Joseph Antonucci, Christopher Avery, Svetla Baykoucheva, Greg Brewer, Ann Brown, David Carrillo, Dennis Chamot, Regina Cody, Kaitlyn Crawford, Alan Ehrlich, Wesley Farrell, Richard Goodman, Joseph Houck, Kathryn Hughes, Richard Jordan, Monika Konaklieva, Katrice Lippa, John Malin, Ajay Mallia, Bhushan Mandava, Kim Morehouse, Jason Schaff, Fatima Sequeira, Jennifer Tanir, William Trenkle, Matthew Windsor, and Stefanie Wittenberg.

The Board members absent were: Philip DeShong, Daron Freedberg, Zory Glaser, Chris Hollinsed, Kelli Sikorski, and Robert Wiacek.

The meeting agenda is on page 1 of the January meeting agenda packet (20150126 Attachment A). The numbering of sections in these minutes corresponds to the order on the January meeting's agenda.

1. Introductions and Opening Remarks

Alan Anderson called the meeting to order at 7:04pm. The meeting had been rescheduled from January 26 to February 2 due to inclement weather. As matters of formality, the CSW gavel was passed from past-president Kate Hughes to current president Alan Anderson. Alan also presented Kate with the president pin from ACS in recognition of her service.

To begin the meeting Alan welcomed all of the new board members and then each of the members of the board present at the meeting gave a short introduction of themselves.

Alan noted that the list of officers, councilors, and managers and list of committee chairs were included in the agenda packet. For councilors, John Malin is the chair. Not shown on the committee chair list are the MARM Delegates: Bhushan Mandava is the delegate and Kim Morehouse is the alternate. We are in need of a WCC committee chair; if anyone is interested in leading this important committee, contact Jennifer Tanir or Alan Anderson.

Alan summarized his goals for year. We will submit the annual report to ACS on time (Kate Hughes and Kim Morehouse will submit it, with contributions by others). Another goal is hiring the CSW administrative assistant, with input from the CSW Executive Committee. The CSW office will be revitalized with new office equipment. Communications will be managed by Jen Tanir (including room reservations at ACS). For succession planning, committee chairs are asked to identify successors for the committee chair by the November meeting, with communicate this with Dennis Chamot (President-Elect). After May, Dennis Chamot will start planning the 2016 dinner meetings. For publicity of events, many board members are involved with promoting their activities. Social media is also an important outlet for communication. We plan to begin having post-event evaluations. Alan also plans to hold a meeting on a Saturday to better coordinate the

responsibilities of board members and to plan the strategy to meet his goals.

ChemLuminary awards are given out by ACS each year to local sections for the events and activities that they hold. As part of the annual report to ACS, we submit applications for the awards and compete with other local sections. In 2014, CSW was in the running for 5 awards and was awarded two. If you run an event, you will need to write up the summary and fill in the form for the annual report (and ChemLuminary award, if appropriate). The awards are given for specific kinds of activities. Committees can collaborate for their programs and this is encouraged. We would like to plan ahead for the programs that CSW will organize in 2015.

2. Approval of Minutes

No edits were made to the minutes from the December 2014 meeting.

MOTION 20150126A: A motion was made to accept the December 2014 minutes; the motion was seconded and passed without objection.

3. Meeting Materials

Jennifer Tanir will send a reminder about 10 days before each board meeting with a call for agenda items and reports. She will send out a draft agenda and request feedback if there are any changes to the agenda items or timing. Reports are due to Jennifer by noon on the Saturday before the meeting and the agenda package of meeting materials will be distributed before the meeting by email. It is preferred that reports are submitted before the meeting, rather than circulated at the meeting, so it can be included more easily into the CSW record. The report should include who is submitting the report, committee member names, and the budget for the committee (if there is a budget associated with it). It is helpful if each committee chair gives an update or explains the issues that they have.

4. Nomination and Election of Executive Committee

Alan Anderson described the role and responsibilities of the Executive Committee. The floor was opened for nominations. Stefanie Wittenberg nominated Chris Avery. Kim Morehouse nominated Zory Glaser (Zory isn't present but indicated in advance of the meeting that he wants to serve). Ajay Mallia nominated Kim Morehouse. Bhushan Mandava nominated Regina Cody. Regina Cody nominated Stefanie Wittenberg. Alan Ehrlich nominated Jason Schaff. Dennis Chamot nominated Richard Goodman. Richard Goodman nominated John Malin. Chris Avery nominated Kaityln Crawford. Ballots were distributed around the room and Alan instructed everyone to vote for up to 4 candidates. The ballots were counted by Kate Hughes and Fatima Sequeira. The results will be provided later in the meeting.

5. Annual Report to ACS

Kate Hughes gave an update about the ACS annual report. Kate will contact those who still need to submit reports. The report is due on February 15. Kim Morehouse will submit the final report.

6. CSW Treasurer's Report

Stefanie Wittenberg gave the update as the previous treasurer. She has been closing out the books for 2014, doing taxes, and preparing the report for the ACS annual report. CSW has multiple accounts. Jason Schaff has been preparing the budget for 2015. Stefanie met with Rob Wiacek

(new treasurer) to transfer over the duties. CSW needs to have an audit of the treasurer reports. The audit committee should meet with incoming and outgoing treasurers. Nicole Bolden expressed interest at the end of 2014, and though she is no longer on the board, she can still do the audit. Jen Tanir will contact Nicole about conducting the audit.

7. 2014 and 2015 Budget Updates

Jason Schaff summarized the 2014 budget. There are a few remaining items. The last councilor check was credited and needs to be sent out (it is reflected in the budget as spent). ACS hasn't billed for meeting space for some of the meetings for last year.

MOTION 20150126B: There was a motion from the budget committee that the budget for 2014 as herein presented be declared closed and that any remaining income or expenses creditable to 2014 that should hereafter occur will be charged or credited to the 2015 budget. There is no second needed as a motion from committee. All were in favor and the motion was approved.

Jason showed the 2015 budget as approved during the December 1, 2014 meeting. It was noted that the councilor reimbursement program will change in 2015. The reimbursement will be ~\$1400 per meeting and ACS pays up to 80% of expenses; this change was approved by ACS in December.

8. Project SEED

Ajay Mallia gave the Project SEED update. Ajay will write the report of last year's activities for the annual report. Project SEED submission of mentors was due by January 31. Ajay submitted 22 mentors this year and will know by March 31 how many are approved by ACS. Ajay is on the national committee so he will know more about it from the national committee meeting in March. May 1 is the deadline for students to apply. The activities planned for the students are the same as last year (with some modifications/improvements): challenge trivia, a presentation and writing workshop, and the presentation symposium.

9. Education

Fatima Sequeira took over chairing the committee from Faye Rubinson, who is no longer on the board. Faye presented to teachers about what ACS can offer. There is a need for a database of volunteers. Fatima wants to send out a volunteer form to find out what kinds of events our volunteers are interested in, the age level to work with, when they are available, etc. to build the database. She wants to put this form into the Capital Chemist. We have some local organizations we work with (chromatography discussion group, AIChE, etc) that may be able to help disseminate our call for volunteers. A mentoring program can be part of the form, to identify people who want to be a mentor. A speed mentoring event is being planned for October. For speed mentoring, there is 1 mentor and 4 mentees at a table, and the mentees can ask questions. A list of questions can be provided in advance to the mentor. After a certain period of time, the mentors exchange tables and talk to a new group of mentees. Svetla Baykoucheva offered to contribute some ideas.

10. Publications

Chris Avery announced that the new Capital Chemist website, <http://www.capitalchemist.org/>, was launched. An email blast went out last night. The hope is that all CSW committees will

leverage and use the website to communicate with the CSW membership. Last year there were 750 clicks on CSW website. In 2 weeks, there were 900 clicks on the new Capital Chemist website and 15% of the membership looked at the message. The monthly issue will continue to be generated from content on the site. Content can be easily submitted by the link on the new website (the submission portal). You can submit content through the portal for the website or for the monthly issue. If you want it submitted in monthly issue, submit by 15th of the month before. Rolling submissions are accepted throughout the month.

The board requested that reminders for submitting content for the monthly issue still be sent out. The reminder can help make sure that content comes in. Jessica Rasmussen (editor) is in the process of building a calendar of what types of content are typically posted each month throughout the year.

The PDF version of the Capital Chemist is still produced monthly. A notice will continue to go out about the monthly issue and to notify membership about the dinner meeting. Announcements of events will still go out by social media and other ways. We can send out bullet points about the dinner and other events and direct the reader to the website. The CSW website is still running (<http://csw.sites.acs.org/>), and Chris is talking with Fred Fry (webmaster) about ways to improve it. It is structured a certain way that is different from the new Capital Chemist site, so it isn't simple to integrate the two sites. For both sites, keeping the sites running should not depend solely on Chris and Fred. There was a request to send an email to those who normally submit content for the Capital Chemist monthly issue with the link of how to submit online, so they can easily access it. It is important that the monthly issue of the Capital Chemist is still announced to the membership and that it is easily found on the website. There was a request to have the monthly issue of the Capital Chemist posted on the new website for easier access.

11. Outreach

Kim Morehouse provided the update. CSW volunteers will be needed for Chemathon to judge the poster contest (note: the date on the announcement should be 2015, not 2014). For Chemists Celebrate Earth Day, the main CSW activity will again be Rockville Science Day and a request for volunteers will be coming out soon. The Society for Laboratory Automation and Screening will hold its meeting in Washington DC on February 7-11, and several CSW members are volunteering to act as mentors to meet with students. Anyone who wants to come to exhibit hall can come at no charge.

12. Retired Chemists Group

Regina Cody summarized that the group hasn't had a board meeting yet this year and that a lunch meeting is being planned for later in the spring.

13. Programs & Arrangements

Stefanie Wittenberg provided the committee update. The next dinner meeting will be on Thursday, February 19 at ACS with the speaker on sustainability from the National Gallery of Art (provided by Richard Goodman). It is important to have board members participate in the meetings as it shows the importance of the meetings and is a way to communicate with the members. A brunch meeting was held on Saturday, January 10 at Old Ebbitt Grill, with John Malin speaking about the history of CSW. There were a number of board members and new CSW

members in attendance. In March the plan is to have the student achievement awards and a career development presentation by Dave Harwell from ACS. April is typically the Hillebrand award dinner. It is important to bring a friend and new faces to the dinner meetings. Stefanie thanked Kate and Jason for being part of the committee. If anyone interested in joining the committee, let Stefanie know.

It was noted that many students are on spring break in March so the student awards dinner should be scheduled accordingly, as this has been a problem in the past. There was a complaint that the cost of the dinner is high. We have tried to vary it but haven't increased participation. It was proposed to try new approaches, like bringing 1-2 students or friends or mentors, etc. and try to have a lower cost. The attendance number needs to be known about 2 days before the event.

14. Younger Chemists

Ajay Mallia gave the report. YCC has collaborated within and outside CSW. For 2015 the committee plans to organize more workshops and events. An aim is to bring in new members to CSW and ACS. The YCC committee plans to have more structure with students as president, vice president, and secretary. Ajay summarized the upcoming events. For the You be the Chemist (YBTC) challenge on February 28, Deana Raber received a \$500 sponsorship from an outside company and Joseph Houck will be the moderator of the activity. They are still in need of 2-3 judges; contact Ajay if interested. On January 22, the committee had a meeting. They plan to promote activities to the YCC members of CSW through targeted emails (through Jen Tanir). Joseph Houck is coordinating the Maryland Day activity. The Demonstration Challenge will no longer be about safety, and is being planned for October.

15. Environmental/Sustainability

Richard Goodman has organized for a speaker from the National Gallery of Art to speak at the February dinner meeting. She is a chemist and will talk about sustainability. The Anacostia Environmental Youth Summit, for grades 7-8, is being planned again. Last year the committee and volunteers did all the planning and preparation of demos, but the event was cancelled due to poor weather and river conditions. Richard is planning to have a committee meeting and to have research symposium day in the fall. Jen is talking with Fatima about ways to collaborate on the sustainability mini-grant.

16. Awards

Kim Morehouse updated that there were no nominations for awards last year and that some board members are meeting soon to discuss this issue. We have put forward Nevart Tahmazian at Montgomery College for the Local Section Volunteer of the Year award; she does a lot of outreach for children, including Rockville Science Day. There is a call for nominations for MARM awards. For the chemical education award, we usually nominate our Schubert awardee. If anyone has suggestions for nominations to these awards (college teaching, advancing diversity), contact Kim. The deadline is April 3. Kate had been collecting contact information of department chairs, and we need names of contact hubs within the local colleges, government agencies, and companies. CSW award deadlines are in October.

17. Councilors

John Malin noted that all 9 councilors are planning to go to the Denver meeting in March. John

will check with alternates about who will be there, in case an alternate is needed. Jen Tanir will keep in touch with John about alternates if we need one at the last minute.

18. Public Relations

John Malin described public relations as ways of reaching out to the public including outreach, activities, going to schools, and the website. We need to recognize that public relations are not just the committee doing PR but all of us are doing it and there are many opportunities. John can refer reporters to board members based on their areas of expertise. Media opportunities often come with little advanced notice.

19. Member Activities

Kaitlyn Crawford explained that a goal of member activities is to help new members learn about CSW. She wants to send new members an email message to help integrate them into CSW. There is a new member email that Kate has been sending to new members and it can be updated.

20. Other Business

The results of the voting for the Executive Committee were tallied. The board members voted onto the executive committee include: Chris Avery, Stefanie Wittenberg, Jason Schaff, and Kim Morehouse. The ballots will be kept for the CSW record.

21. Adjourn

Hearing no further discussion, the meeting was adjourned at 8:55pm.