

Minutes
Division of Analytical Chemistry Executive Committee Meeting
Boston Convention and Exposition Center (BCEC), Room 101
Tuesday, August 24, 2010
4:00 PM - 7:00 PM

Attendance: Dorothy Phillips, Al Ribes, Anna Cavinato, Jennifer Griffiths, Royce Murray, David Koppenaal, Sue Lunte, Isiah Warner, Michele Buchanan, Bonner Denton, Pam Mabrouk, Rick Kelly (ASDL), Cindy Larive, Xudong Yao, Kimberly Agnew-Heard, Miquela Sena. Roland Hirsch joined at 6:00pm.

1. Call to Order – Isiah called the meeting to order at 4:00 pm
2. Approval of Minutes – PittCon 2010 EC minutes and subsequent conference call minutes: Isiah moved to approve. Al seconded. Minutes were unanimously approved.
3. Welcome new officers – Cindy Larive was introduced as the new Chair Elect.
4. Officer Reports
 - 4.1 **Program Chair:** ACS Boston 2010 Program overview (Sue Lunte) - strong program, Murray symposia will help keep attendance strong at the end of the week. Brinkmann symposium was strong even though Udo was not able to attend. Ted Kuwanas 80th birthday is approaching and we may want to organize something in his honor. Possibly a symposium with electrochemistry or education as theme.
 - 4.2 **Chair:** Strategic Planning, reimbursement guidelines (Dorothy Phillips) – conference calls are effective and should be continued. Strategic planning meeting in February. SAM contract was renewed for 5 years. Dorothy suggested Miquela's name be added to the letter head. We had a booth at Pittcon. Change in committee leadership. Graduate fellowship committee has new chairs: Paul Edmiston and Emily Niemeyer. Dinner meeting at Dorothy's house on August 20 for brainstorming on financial sustainability. Ideas for new committees that need to be approved at this meeting: Finance (treasurer, administrative secretary, chair, fundraising committee chair); Program (program chair, chair elect, sub chair elect, thematic program representative). Isiah commented on the progress of the Officer Manual. Anna and Roland were working on that but the project has stalled. Dorothy would like for all EC members to be on a standing committee. Another item for approval is the Reimbursement Form. Business Office Manager needs to be added to reimbursement guidelines. There will be a 5 week deadline for reimbursement requests. Isiah asked about meals at EC meeting which no longer happen. A suggestion was made to have meals at per diem rate. Dorothy asked all to use company funds as well, if possible. Reimbursement for four nights should be sufficient for all except for the Chair, Program Chair and Chair Elect who will be reimbursed up to seven days. All reimbursement requests get submitted to the business office. Guidelines will be revised and sent out. Conflict of attendance for EC meeting and councilor meeting. Al brought up expenses for Pittcon. That should be on guideline sheet. Councilors don't need to come to Pittcon but need to be at the ACS spring and fall meetings. Other officers – all three meetings depending on need to attend. Two EC meetings per year at Pittcon and Fall meetings. It was proposed to rename the EC meeting to "Executive Committee Members and Committee Chairs Meeting". Should members of the division be invited? Should this meeting be now referred to at the annual meeting of the

division and send and invite to division members? Chairs would be included around the room for anybody wishing to attend. Al suggested that part of the meeting be closed and then after a period of time, the meeting could be opened to members. It was suggested that the annual meeting be made part of one of the symposia followed by a reception in lieu of the division dinner. Michelle moved that a committee be formed to determine the new format for the meeting. Bonner seconded. This task will be assigned to the Program Committee. Royce proposed that a set of rules be established for this. Motion carried. Dave asked if this should be implemented in 2011. All agreed it should. CD or DVD could be sent to members prior to the meeting. Dorothy asked about signers for checks and making the process of signing checks more efficient. Online banking was suggested. The nominating committee needs more members. Nominations are now being sent to the business office. Isiah suggested that the past-past chair also be a member. Strategic planning update: not reviewed fully but dates will be established to try and achieve these goals.

- 4.3 **Chair Elect:** ANYL Reception and Dinner in Boston (Dave Koppenaal) – The dinner was successful; it was nearly sold out and was within budget. Programming for 2011: Six or seven symposia are being planned for Pittcon 2011. There will also be 6-8 contributed session and a poster session. Most planning is complete. The ACS Spring meeting will have 3-4 symposia. Dave has been contacted about co-sponsoring of sessions. DAC will have a session at FACSS as well and one of the division awards will be presented there. Dave would like to have a social function there. Isiah asked about the sustainability of FACSS. Dave and Bonner commented that the meeting is coming back around. Bonner talked about funds that are being distributed and can be used by the affiliates for functions at FACSS. Al asked about having the division booth at FACSS. Bonner agreed that it might not be cost effective if no one is going to staff it. Isiah suggested have someone at a local section staff the booth. It would be location dependent. Al suggested that this be contingent. Roland proposed that \$10K be made available to chair-elect to be used for co-sponsorship of activities.
- 4.4 **Past Chair:** (Isiah Warner) – Isiah reported that elections were held a little later than normal because slate had not been finalized. The final slate was excellent.
- 4.5 **Incoming Past Chair:** Awards (Dorothy) – discussed earlier
- 4.6 **Secretary:** 2010 Election Results (Anna Cavinato) – Elections were held again by electronic balloting. 13.4% members voted – 1,180 total voters out of 8,794 members voted for one or more candidates. There were 8 abstentions. The voter turn out is usually around 12-13% Isiah asked about ways to get more people to vote. Anna explained that the emails are so tracked so that we can see who opens the email. If it is not opened, the individual receives a postcard by postal mail about the election. Kimberly suggested that the elections be emphasized at an annual meeting if implemented. Bylaw revisions were approved. Anna will now bring that process to closure by sending the newly approved bylaws to the ACS bylaws and constitution department. Anna congratulated the newly elected officers. As of June 30, there are 8,769 members. Membership is down slightly. 1110 (12%) are student members. Anna asked for a 5 year trend of all division membership to get a better feel of what is happening in other divisions. Isiah suggested having a booth at Pacificchem because of the large international attendance. It could be a good opportunity to recruit members.

- 4.7 **Treasurer:** 2010 Budget (Al Ribes) – the division is operating a \$239K budget which is down. This is because a decrease in revenues. Saving has been good over the last few years. Expenses have been cut in social events and there is 34% cut in guest registrations. Al commended the program chair for getting the symposium chairs to raise money. So far net income is \$87K. Liabilities are currently at \$77K. Current assets are about \$360K. Al believes we might finish the year in the black. Last year we were in the red. Al reviewed the current budget and proposed the 2011 budget. Al also talked about the fact that the investment fund has to be transferred from ACS to a new investment channel. Al asked if the Division plans to continue supporting regional meetings for analytical programming. It was suggested to lower Roland's request to be \$5K instead of \$10K. Dave asked why \$5k is being put into regional meetings. He feels it will limit promotion of the national meetings. Dorothy explained that some people can only get to regional meetings. She suggested maybe limiting support to \$500 and Al suggested that regional meeting support be at the discretion of the program chair. Cindy suggested that materials be distributed at these meetings. Roland asked what the net worth of the division is. It was determined that the current net worth is \$160K. Bonner moved to accept the 2011 budget as proposed. Discussion: Dave is concerned that there is not enough money to properly promote the analytical programming. Roland moved to move \$5K from social events. No one seconded. Roland moved to add \$5K to guest registrations. Bonner seconded the amendment. Cindy asked Rick about ASDL. That budget line is now reduced to \$5680 and \$5K will be added to guest registrations. *Dorothy called for a vote. Motion carried.*
- 4.8 **Councilors:** Report from Spring 2010 ACS Council Meeting – no verbal report. Dorothy asked everyone to read her written report.

5. Subdivision of Chromatography and Separation Science

- 5.1 Chairs Report: Brian Bidlingmeyer – no report.

6. Committee Reports

- 6.1 **Awards Canvassing:** David Koppenaal – nothing to report. Dave will send out an email to the membership and would like to highlight the awards on the website.
- 6.2 **Education:** Patricia Mabrouk – Pam reported that this year three students won the Kohtoff award. All three chose to attend the ACS spring meeting. Nobody applied for the fall meeting. Sue suggested student talks to help attract more student participation. Some ideas were suggested to promote visibility. She also reported on the grad student reception. She said there was great attendance. Pam said the Analytical Division table was mobbed. She suggested a redesign of the current membership brochure and she also suggested a separate brochure for graduates with more about job and career mentoring. Currently nothing is tailored to international students. Students asked whether the Division had a presence in Facebook. Sue suggested to have a graduate student ad hoc member to the executive committee. Dorothy asked Pam to help work on developing new literature.
- 6.3 **Financial Planning, Long Range Program Planning, and Nominating:** Isiah Warner – nothing to add. Dorothy asked to have another strategic planning meeting.
- 6.4 **Fundraising:** need to appoint chair

- 6.5 **Graduate Fellowship:** Richard Dallinger – a written report was provided. Isiah suggested doing something for the sponsors that have supported this program for many years. He suggested a symposium honoring past awardees and recognizing the sponsors. Dorothy suggested a banner including all sponsor logos. A few minutes could be spent recognizing those companies at the beginning of the session. Rich has resigned as chair. The new chairs are Paul Edmiston and Emily Niemeyer. Al suggested recognizing Rich for his service. Miquela will have a plaque made.
- 6.6 **Industrial Liaison:** Thom Rossi – no report
- 6.7 **Membership:** Al Ribes – membership has been decreasing. Suggestion for new chair.
- 6.8 **Newsletter:** Xudong Yao – fall newsletter is coming out soon. He has all reports except subdivision report. Just waiting to complete minor changes. Should be issued in September.
- 6.9 **Regional Meetings:** need to replace Nadja Czech - will be combined with program committee
- 6.10 **Pfizer Grant Travel Award:** Paul Edmiston – These awards are no longer available.
- 6.11 **Publicity:** Dimitri Pappas – no report. Roland suggested sending information about award symposia to C&E News.
- 6.12 **Undergraduate Awards:** Douglas Beussman – no report.
- 6.13 **ASDL:** Rick Kelly – The past year has been busy and successful. The site is currently being reorganized to improve flow and design. The collection is growing including curriculum materials to be used as learning modules. David Harvey's 2nd edition of Analytical Chemistry is now available online free of charge. Rick reviewed the statistics of website visits. ASDL is also working with ALA on awards. The budget request for 2011 will be smaller than in the past.
- 6.14 **Web:** Xudong Yao and Roland Hirsch – Roland has been working on improving the website. The major next step will be to develop the members-only web section. The agreement form to host the website with ACS has been sent to officers for signature. Roland would like to see a much larger web committee. A suggestion has been made to find someone to manage a Facebook page and that person should be made a part of the web committee. Dorothy commented that the agreement form needs to be signed as soon as possible.

7. Organization representatives Reports

- 7.1 FACSS Delegates - Bonner Denton and Charles Wilkins – FACSS was discussed earlier. Anna said Charles emailed her about the \$3K for support of FACSS in 2011. He's asking the EC to approve the funds being used in that fashion. ***Roland moved to support this request. Isiah seconded. Motion was approved unanimously.***

8. Old Business

- 8.1 **ANYL Officer Manual:** Roland Hirsch and Anna Cavinato – Roland and Anna have completed several parts but need help for the description of the Chair, Program Chair and Chair Elect duties. Isiah will work with them to complete it.
- 8.2 **ANYL presence at PittCon** – Isiah wanted to know if the Division should continue to have a strong presence at PittCon. Dorothy summed up for everyone that it should be continued and even strengthened. Royce Murray expressed concern that we are losing money but Isiah felt that PittCon is a good source of revenue. Isiah suggested that the ACS

spring meeting should be supported by local speakers. Sue said that this could work depending on location of the meeting.

9. New Business

- 9.1 Items for E. C. approval from Officers reports
- 9.2 Program Committee as Standing Committee – *Anna moved to make the program committee a standing committee. Bonner seconded. Motion was approved unanimously.*
 - 9.2.1 Finance Committee as Standing Committee – *Anna moved. Pam seconded. Motion carried.*
 - 9.2.2 Reimbursement guidelines and deadline - will be revised and sent to EC by email.
- 9.3 Link to Separation Science website- Roland Hirsch and Dorothy Phillips- covered in discussion about members-only section of website.

Pam asked about nominations for awards. Dorothy said yes we need nominations. Isiah said particularly for the service award. Officers are not eligible.

Roland moved to adjourn the meeting. Meeting adjourned at 7:00pm.

Minutes respectfully submitted,

Anna G. Cavinato
Secretary, Division of Analytical Chemistry