

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 Secreast (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

#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 21st, 2020 (3rd 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
9. Special events and activities (for fundraising)						
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						
12. Total Revenues		19250	25241	0	18150	
Expenses						
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	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
15. Administrative expenses						
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)
18. Meals	0-3900	0	0	0	0	hold row for additional event/speaker
19. Travels subsidies to Councillors	2000-4500	3000	2957.08		3000	no planned separate meal expenses
20. Travel subsidy for Leadership Institute	0-1300	1000	1717.86	0	1700	estimate based on history
21. Other expenses (describe and itemize)	2500-6000	6000	6000	0	6400	for one attendee (typically chair-elect)
	200-500	300	0	0	500	Project SEED stipends (2 students)
	100-500	600	0		500	propose for WMU or KACS Science Symposium
22. Total Expenses		21475	18578	3650	27275	Great Lakes Regional Board Meeting
23. Excess (Deficit) (item 12 - item 22)		-2225	6663	-3650	-9125	