

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
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#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 12th)
 - Will coordinate an event with Boy Scouts this year
 - Students attended speed networking event at K College (Sept 30th)
 - *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. 21st, 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 12th 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 19th, 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)	
Revenue						
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 Councilor 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
9. Special events and activities						
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	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)
12. Total Revenues		20250	8813	0	19750	
Expenses						
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 Councilors	2000-4500	3000			3000	estimate based on history
20. Travel subsidy for Leadership Institute	0-1300	1000			1500	for one attendee (typically chair-elect)
21. Other expenses (describe and itemize)	2500-6000	6000	6000		6000	Project SEED stipends (2 students)
	200-500	300			500	propose for WMU or KACS Science Symposium
	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
22. Total Expenses		21475	8000	0	22775	
23. Excess (Deficit) (item 12 - item 22)		-1225	813	0	-3025	