

Executive Committee Meeting Minutes
Kalamazoo Section ACS
Tuesday, January 10, 2017, 6:30 pm
Hunan Gardens, W. Main

Members Present: Steve Secreast (SS), Angela Willson-Conrad (AW), Lydia Hines (LH), Sarut Jianrattanasawat (SJ), Mike Walsh (MW), Audrey Thomas (AT), Jeff Bartz (JB), Doug Williams (DW), Tom Mulhern (TM), James Kiddle (JK), Brian Eklov (BE)

Start time: 6:38pm

End time: 8:18pm

1. Secretary's Report (AW)

- a. The December 2016 minutes were approved

2. Treasurer's Report (AV)

- a. **Treasurer's Report** – No report - AV absent due to illness. Report will come via email when it is ready. AV is aware of all upcoming deadlines for annual report
- b. **Investment Fund / Checking Account update** –

3. Communications Chair (CP)

- a. **Facebook page report** – 371 likes, which is no change from the last meeting. Event announcement has been updated to it.
- b. **Website report** (Mark Wolf) – Mark has updated the website recently to include the 75th anniversary event and the newsletter. 2016 Minutes still need to be updated.
- c. **Newsletter Report** – Newsletter went out and was received with much acclaim.

4. WMU and K College Chemistry Student Organizations

- a. **Kalamazoo College (AT, SG, JB)** – At the last Executive Committee meeting we discussed lab coats for WMU, and K College wants to make sure they would be included in any sort of purchase that we made for WMU. WMU is paying for their lab coats through club dues, but this may present a problem at K College because of their strict policies about club dues. We asked them to explore the possibility of asking for some money for their students like a t-shirt sale and bring us a budget, if they would like to ask for any funds from the KACS. The club also wants to do glow sticks, which requires a chemical called TCPO; SJ mentioned that Orgo 2 at WMU does a reaction that creates a compound that is used in glow sticks. AT will look into options at collaborating with the WMU Chem Club. They will be attending Battle of the Chem Clubs at Michigan State University at the end of the month. They requested gas money to get to the event.
- b. **WMU Chem Club (Jake Kirk)** – No in-person report, but J Kirk did send an e-mail update of activities to BE. BE will send an email to both AT and JKirk at the end of the meeting. WMU will also be attending Battle of the Chem Clubs at the end of the month and they requested \$50 for gas money to get to the event. We approved gas money for both clubs.
- c. **WMU CGSA (WA)** – No report.

5. Old Business

- a. **Update on Status of KACS' 75th Anniv. Celebration at Air Zoo 2/23/17 (LH/BE/JK)**
- i. **Budget (also fund-raising?) (SJ, JK)** – We have decided to go with AV Catering for our food because they seemed the most reasonably priced for what we get. Dinner buffet will be \$16/person. We are ordering baked red skin potatoes, brussels sprouts, champagne chicken, and linguini in pesto sauce with roasted walnut and sun dried tomatoes (Vegetarian option). They don't do desserts, so we are going to have to talk to them about the possibility of bringing in our own. There will be an additional fee to upgrade to "beers we like" at the cash bar. Approximately \$8/person for china and \$5 per table for linen. The cost for at least 100 people totals about \$4000.
 - ii. **Layout (SJ, JK)** – The dinner will be buffet with 8 top rounds (?) with blue table clothes and a yellow accent. SJ is going to look into flowers for the center of the table and the possibility/cost of us bringing in our own. There will be 4 rides open – the simulator, 4D movie, view over Kalamazoo, and two children's rides in rotation.
 - iii. **Display (LH, BE)** – LH is working on a history display on tables or easels for the event. She hopes to recognize any 50-year members and former officers at the event, in addition to the presentation from John Boase.
 - iv. **Publicity and Fund raising (ES)** – We have not heard from ES. SS has ordered pint commemorative glasses which will be here in plenty of time. He has also put together a PowerPoint with chemistry questions that looks great! We are hoping to get a promotional poster together for the event.
 - v. **Presentation (LH)** – LH reached out to John Boase, our presenter, about his needs for the program, but he has not yet responded.
- b. **Status of Invitation to D. Lowe for KACS event (JK)** – No new information. JK will make one more attempt at making contact to extend an invitation.
- c. **Status of search for "Chair-elect" for 2017; and Chair (all)** – We have a chair! Now we need to start thinking about chair-elect for 2017 to take the reigns in 2018. Keep your thinking caps on. We will also need a treasurer in the fall when AV goes on sabbatical.
- d. **Project SEED 2017 status update (DW/MW)** – We have until the end of the January to submit our proposal for two students. Either K College or WMU can submit a proposal with projects for students. We will submit these proposals to get funding before we look into getting students for the approved projects. There are some funds left in the WMU foundation set aside for this purpose. DW and MW will inform the Executive Committee on any further action.

6. New Business

- a. **Introduction of 2017 chair of KACS (LH/BE)** – We took a moment to introduce our new Chair, Steve Secreast, whose term began on January 1; BE is now past-chair! We also introduced ourselves around the table.
- b. **Survey distributed at Bell's Event (BE)** – We had 110 attendees at the Bell's poster event. 54 were ACS members. We had 37 responses to a survey distributed at that event; 26 who responded were members. 23 of those who responded were also Local-section dues-paying members. The next five questions were about how members receive news from us: A vast majority get their news from the e-mail, second was the

newsletter, and the website was a distant third. We were surprised that our Facebook was very low. We may need to come up with newer ways to reach out to membership, especially the next generation (which is very non-existent in Kalamazoo). The majority of respondents said that we were sending the right amount of communication to our local members. This is a separate issue from frequency of communication from National ACS. AT brought up a speed-dating type career-exploration opportunity that is similar to a Midland event which connects young students with actual chemists.

- c. **Annual Report progress – due February 15 (BE/LH/all)** – The Annual Report will be turned in on time with all appropriate signatures.
- d. **Announce Great Lakes Region website (LH)** – LH is Great Lakes Region chair this year and they are developing a website, which is live at this moment at the following link (www.greatlakesregionacs.sites.acs.org)
- e. **Next PR Email** – We will need an email for the 75th anniversary event. Availability of the Pay-Pal option for payment is being explored actively. We also need to talk to Mark Wolf about this so that it can be linked through the website. We will need multiple emails (weekly) coordinated around the newsletter. Deadline for RSVP for the Anniversary event is Feb 7th. There are about 4 weeks between now and the deadline for getting our head count in. Plan for PR: Email this week, newsletter, second email, final email.
- f. Send items for the January Newsletter to: ACSkzoo@gmail.com send by **January 13th** for publication by email on **January 20th**.

Content

Invitation regarding the 75th KACS anniversary include PayPal sign-up (LH)
Some historical vignettes (SS)

- g. The next EC meeting will be **Wednesday, February 1st at 6:30pm at Hunan Gardens on W. Main**

7. Around the Table:

- Steve has some questions and ideas for next year and he will contact us individually.
- JK announced the dates for the competitive exam. The initial exam will be taken on March 15th in the local school districts; the final exam will be taken at WMU on April 22nd; the Award Ceremony will be held on May 8th in the Chem Building at WMU.