



ACS
Chemistry for Life®

Kalamazoo Local Section Administration Form 2016

Local Section Administration Form - Governance	
1. How many times did the executive committee conduct governance business during 2016?*	11
2. How many members were there in the executive committee during 2016?*	6
3. How did the executive committee communicate with one another during 2016?*(Check all that apply.)	<input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Teleconference <input type="checkbox"/> ACS Network <input checked="" type="checkbox"/> Other - face-to-face
4. What percentage of your councilors were in official attendance at the Spring and Fall ACS Council meetings?*	100%
5. Did a member of your local section attend the Local Section Leaders Track at the 2016 ACS Leadership Institute?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
6. Did your local section have a succession and/or leadership development plan during 2016?	<input type="radio"/> Yes <input checked="" type="radio"/> No
7. How did your local section identify future leaders and get them into the leadership pipeline during 2016?*(Check all that apply.)	<input checked="" type="checkbox"/> Self-nomination <input checked="" type="checkbox"/> Solicitation or advertising <input type="checkbox"/> Identify active committee members <input type="checkbox"/> Formal leadership training <input type="checkbox"/> Long term plan <input type="checkbox"/> Outreach to new members <input checked="" type="checkbox"/> Arm-twisting <input type="checkbox"/> Other -
8. Did your local section conduct an officer election during 2016? *	<input type="radio"/> Yes <input checked="" type="radio"/> No
9. Did your local section conduct its elections electronically during 2016?*	<input type="radio"/> Yes <input checked="" type="radio"/> No
10. How many members voted in your local section officer election in 2016?*	0
<p>Questions 11-13 provide the opportunity for your section's leadership to communicate successes, challenges, goals, and progress towards meeting those goals. We want to hear from you! Please use the required comment boxes to share your thoughts about your section. In questions 12 and 13, do not feel limited by having spaces indicated for the top three goals. Other goals can be added in the comment box if needed.</p>	

<p>11. 2016 Chair's report: Please provide a narrative of the past year's activity/successes/challenges.*</p>	<p>In response to last year's annual report observation that we were lacking in succession planning, our executive committee worked diligently throughout the year to plan events that would engage our membership and help us to identify new volunteers. Through these events, and the discussions we had during their course, we successfully recruited a new (very enthusiastic) chair, we circulated a member survey at our largest event to garner more feedback on our communications and event planning, and we are using the gathered information to inform our event planning for 2017 and 2018. We are also using this information at begin work on a strategic plan with an emphasis on our succession planning.</p> <p>While working on implementing these longer-term goals, we had an incredibly busy, productive, and professionally stimulating 74th year for our medium-small section. We hosted sixteen (!) events this year, including a Science Café Field Trip, a very informative Crafting Beer Event which attracted a diverse audience of chemists and brewers, an expanded Chemistry Day at the Kalamazoo Valley Museum - our 30th (!!!) annual event, our 35th year of hosting a series of competitive exams and 43rd scholarship awards to our local chemistry education community, and more. We have made an extra effort this year to document these activities on our website to share with the community and our membership, and you will find this information attached with direct links in each of the pertinent activity reports. You will also find that we diligently report to our membership in our newsletters.</p> <p>A few highlights from our year:</p> <ul style="list-style-type: none"> • We hosted our 35th Annual Competitive Exam. • We hosted our 43rd Annual Scholarship program and Awards Ceremony. • We hosted our 30th Annual Chemistry Day at the Kalamazoo Valley Museum, where we added a new forensics event, with an estimated 500 participants. Quite an addition for such a well-loved event! • We co-hosted a successful joint Science Café Field Trip to the Journeyman Distillery with the St. Joe Valley Local Section. • We continue to support our students in our local colleges financially, with mentoring, and providing opportunities for outreach and for professional development opportunities. • We ended our year with our 6th annual Recycle-A-Poster event at Bell's Brewery, where we gathered feedback from our attendees via a member survey (results in the supp. info). This feedback has provided a few new leads for volunteers, validated our communication strategies, and will guide our event planning for 2017 and 2018, and will be fundamental to our strategic planning push in 2017. <p>Looking forward, we will be celebrating our 75th Local Section Anniversary on February 23, 2017, where we will continue to engage our membership and encourage participation and further feedback.</p>
<p>12. 2017 Chair's goals for the Section</p>	
<p>a. Please list your top 3 goals:</p>	<p>Update our local section strategic plan to align with National's updated strategic plan.</p>
	<p>Work with area high school chemistry teachers to help with implementation of new science curriculum.</p>
	<p>Expand our annual array of events to include additional community outreach.</p>
<p>b. What are your concerns and challenges?*</p>	<p>Our local section primary concerns and challenges are, based on what I heard at the Dallas Leadership Training, similar to those of many local sections - how to attract and retain members, and how to stimulate more member active participation in local section activities and events.</p>
<p>13. 2017 Chair-Elect's goals for the Section</p>	
<p>a. Please list your top 3 goals:</p>	<p>position is open</p>
	<p>position is open</p>
	<p>position is open</p>

b. What are your concerns and challenges?*

position is open

Local Section Administration Form - Organization

1. Did your local section have any active committees with two or more members during 2016?*	<input checked="" type="radio"/> Yes <input type="radio"/> No																																																
a. If the response to 1 (above question) is YES, please select the committee and enter the chair's name.	<table border="0"> <tr> <td><input checked="" type="checkbox"/> Awards</td> <td>Lydia E. M. Hines</td> </tr> <tr> <td><input checked="" type="checkbox"/> Budget/Finance</td> <td>Andre Venter</td> </tr> <tr> <td><input type="checkbox"/> Career assistance/Employment</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Chemistry Olympiad</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Community Activities</td> <td>Lydia E. M. Hines</td> </tr> <tr> <td><input type="checkbox"/> Continuing Education</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Educational</td> <td>Michael Walsh</td> </tr> <tr> <td><input type="checkbox"/> EHS</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Environmental</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Government Affairs</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Industry Relations</td> <td>Elke Schoffers</td> </tr> <tr> <td><input type="checkbox"/> Long Range Planning</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Membership/Membership Retention</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Mentoring</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Minority Affairs</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Newsletter/Publications</td> <td>Christine Prais</td> </tr> <tr> <td><input type="checkbox"/> Nominations</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Professional Relations</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Project SEED</td> <td>P. Douglas Williams</td> </tr> <tr> <td><input checked="" type="checkbox"/> Public Relations</td> <td>Lydia E. M. Hines</td> </tr> <tr> <td><input type="checkbox"/> Senior Chemists</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Women Chemists</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Younger Chemists</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Other</td> <td></td> </tr> </table>	<input checked="" type="checkbox"/> Awards	Lydia E. M. Hines	<input checked="" type="checkbox"/> Budget/Finance	Andre Venter	<input type="checkbox"/> Career assistance/Employment		<input type="checkbox"/> Chemistry Olympiad		<input checked="" type="checkbox"/> Community Activities	Lydia E. M. Hines	<input type="checkbox"/> Continuing Education		<input checked="" type="checkbox"/> Educational	Michael Walsh	<input type="checkbox"/> EHS		<input type="checkbox"/> Environmental		<input type="checkbox"/> Government Affairs		<input checked="" type="checkbox"/> Industry Relations	Elke Schoffers	<input type="checkbox"/> Long Range Planning		<input type="checkbox"/> Membership/Membership Retention		<input type="checkbox"/> Mentoring		<input type="checkbox"/> Minority Affairs		<input checked="" type="checkbox"/> Newsletter/Publications	Christine Prais	<input type="checkbox"/> Nominations		<input type="checkbox"/> Professional Relations		<input checked="" type="checkbox"/> Project SEED	P. Douglas Williams	<input checked="" type="checkbox"/> Public Relations	Lydia E. M. Hines	<input type="checkbox"/> Senior Chemists		<input type="checkbox"/> Women Chemists		<input type="checkbox"/> Younger Chemists		<input type="checkbox"/> Other	
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2. How many subsections were active in your local section during 2016?*	0																																																
3. How many subsection meetings were held by your local section during 2016?*	0																																																
4. How many topical groups were active in your local section during 2016?*	1																																																
5. How many topical group meetings were held in your local section during 2016?*	1																																																
6. Did your local section support (financial or otherwise) an existing Technician Affiliate Group (TAG) during 2016?*	<input type="radio"/> Yes <input checked="" type="radio"/> No																																																
7. How many dues-paying affiliate members were in your local section during 2016?*	3																																																
8. What was the approximate number of active volunteers in your local section during 2016?*	40																																																
9. Please estimate the number of new volunteers in your local section during 2016?*	5																																																
10. Please indicate all the ways that your local section recognized volunteers during 2016.* (Check all that apply.)	<table border="0"> <tr> <td><input type="checkbox"/> Certificates</td> </tr> <tr> <td><input checked="" type="checkbox"/> Awards</td> </tr> <tr> <td><input type="checkbox"/> Letter to volunteer supervisor</td> </tr> <tr> <td><input type="checkbox"/> Letter to volunteer</td> </tr> <tr> <td><input checked="" type="checkbox"/> Recognition at an event</td> </tr> <tr> <td><input checked="" type="checkbox"/> Recognition on web</td> </tr> <tr> <td><input checked="" type="checkbox"/> Recognition in newsletter</td> </tr> <tr> <td><input type="checkbox"/> Other -</td> </tr> </table>	<input type="checkbox"/> Certificates	<input checked="" type="checkbox"/> Awards	<input type="checkbox"/> Letter to volunteer supervisor	<input type="checkbox"/> Letter to volunteer	<input checked="" type="checkbox"/> Recognition at an event	<input checked="" type="checkbox"/> Recognition on web	<input checked="" type="checkbox"/> Recognition in newsletter	<input type="checkbox"/> Other -																																								
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Local Section Administration Form - Communications

1. How many local section meetings were held during 2016?*	3
2. On average, how many members attended a local section meeting during 2016?*	40
3. How did Councilors report to your local section members about national ACS matters during 2016? (Check all that apply.)	<input checked="" type="checkbox"/> At a section meeting <input checked="" type="checkbox"/> At an executive committee meeting <input checked="" type="checkbox"/> In the newsletter <input checked="" type="checkbox"/> On the local section web site <input type="checkbox"/> Other -
4. Did your local section have a representative on your Regional Meeting Board or Steering Committee during 2016?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
5. How does the sections leadership communicate information to its members (including social media channels)?*	Through Section Newsletter, Facebook, e-mail
5a How Often do these communications occur:	
5a1 Number of newsletters published:*	8
5a2 Number of meeting notices:*	5
6. What social media does your local section use? (If selected, please provide the link.)	<input checked="" type="checkbox"/> Facebook https://www.facebook.com/ACSKalamazoo/ <input type="checkbox"/> Twitter <input type="checkbox"/> LinkedIn <input type="checkbox"/> Other
7. Did your local section have a website during 2016?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
7a. If the answer to 7 (above question) is YES, what was the URL for your local section's website?	https://www.kalamazooacs.org
8. Did your local section post its Annual Report on your website during 2016?*	<input checked="" type="radio"/> Yes <input type="radio"/> No

Local Section Administration Form - Nomination

1. Our Section would like to self-nominate for the Local Section Outstanding Performance Award.*	<input checked="" type="radio"/> Yes <input type="radio"/> No
2. Please provide a summary self-nomination statement of 500-word or less. The summary statement should highlight local section's 2016 activities to support your nomination.	<p>Our 74th year has been one of renewal and increased participation. You will notice a dramatic increase in the number of volunteer event coordinators this year, that we are actively engaging our membership through the events we have chosen to host, and that we have provided a very full event schedule for the resources and budget of a medium-small section. We are working diligently to ensure this momentum carries into 2017 and 2018.</p> <p>We hosted sixteen events this year, five of which were new. Most notable is the incredible longevity of some of these events. We hosted our 43rd Scholarship and Awards Gathering, or 35th Competitive Exam for local high school students. Our largest line-item in our yearly budget goes to providing these awards to the outstanding chemistry students and teachers that continue to make this a community where science education is encouraged and pursued.</p> <p>We also hosted our 30th Chemistry Day at the Kalamazoo Valley Museum. This year, we added a new forensics activity that was very well received by an estimated 500 attendees (of the 700 who attended the event). This is by far our largest outreach event, with nearly 80 volunteers who provided a wide array of over twenty activities.</p> <p>We also hosted our 12th annual CCED events, this year at the Kalamazoo Nature Center and at Celery Flats City Park in Portage, MI. These events draw large local crowds, and our activities were well received both by the children and the adults in attendance.</p> <p>We also hosted our sixth-annual ChemLuminary recognized industry-partner program in conjunction with Zoetis. This is our other large event, with over 100 attendees. We took the opportunity to collect survey</p>

	<p>results that show we are not over-communicating with membership (a concern of our EC) and that our membership would like us to continue with professional development, outreach, and networking gatherings.</p> <p>To that end, we had a new industry-partnered event this year in conjunction with ThermoFisher - The Science Behind Crafting Beer. This well attended event was also new for us this year, and garnered a large audience of local chemists, home brewers, and master craftsmen to learn more about the intersection of brewing and analytical chemistry.</p> <p>We held or sponsored a number of smaller networking events, outreach opportunities, and informative sessions during 2016 which are detailed in our annual report. We have made a large effort this year to communicate this information to our membership in our newsletters, which, we learned through our survey results, are very well received.</p> <p>Finally, for our local section governance, our EC made a concerted effort to locate a volunteer with the energy and vision to continue to lead our section while we plan for our future and set a plan in place for succession that will secure another active and productive seventy-five years for the KACS. I am thrilled that Steve has stepped-up to lead the section, and I now that it is in good hands.</p>
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Local Section Administration Form - Supporting Materials

File Name	File Size	Brief Description
kacs-newsletter-2016-02-14.pdf	3.06 MB	KACS February 2016 Newsletter
kacs-newsletter-2016-03-30.pdf	0.77 MB	KACS March 2016 Newsletter
kacs-newsletter-2016-05-03.pdf	2.62 MB	KACS May 2016 Newsletter
kacs-newsletter-2016-06-01.pdf	0.39 MB	KACS June 2016 Newsletter
kacs-newsletter-2016-09-12.pdf	0.31 MB	KACS September 2016 Newsletter
kacs-newsletter-2016-10-01-2.pdf	0.32 MB	KACS October 2016 Newsletter
kacs-newsletter-2016-11-15.pdf	0.62 MB	KACS November 2016 Newsletter
kacs-newsletter-2016-12-20.pdf	0.57 MB	KACS December 2016 Newsletter

Local Section Administration Form - Approval

Comments

As our Section's only councilor and with over 30 years in that capacity, I have worked with a large number of chairs - Our 2016 chair, Brian Eklov, was an inspiring and extremely dedicated Section chair; he offered his time and energy liberally to ascertain that our members' interests were served, and to introduce a variety in programming to engage a cross-section of our members. Additionally, he was a willing learner in areas in which he was unfamiliar with ACS process, and expended effort in hands-on participation in our Section's large number of activities, as can be seen in this report. He put his "heart and soul" into raising the profile of our section and make it shine, and he continues to lead and provide mentorship to his successor.

Lydia E. M. Hines

☒ Approved & Submit for Review

Lydia Hines

02/14/2017

This form has been submitted for your approval. Please review each tab for completeness and accuracy, make any necessary edits, and save all changes before approving this form. After the form is approved, it will be submitted for review. The approved form will be placed in read only mode and no additional edits will be allowed. Your approval will submit this form as part of your official annual report to ACS.

--- END OF REPORT ---



Kalamazoo Local Section Financial Form 2016

Local Section Financial Form - Revenues and Expenses

Revenues	Amount(USD)
1. Annual ACS Allotment	7231.97
2. New member commissions	75
3. Donations, contributions	2000
3a. Bequests and/or trusts (list amount separately from line 3)	0
4. Rebate from ACS for Councilor travel expenses	2955.87
5. ACS Awards or Grants received (e.g. IPG)	250
6. Program revenue (includes newsletters, short courses, lecture series, national or regional meetings, etc.)	7595.57
7. Local section dues, affiliate dues	1794
8. Interest, dividends	1483.16
9. Special events and activities (describe and itemize in document uploaded to Supporting Materials Tab; the purpose of these is to raise funds other than contributions to finance exempt activities. Include events such as dinner dances, raffles, bingo games, etc.)	
9a. Gross revenue (not including \$2000 of contributions reported on line 3)	0
9b. Less direct expenses other than fundraising expenses	0
9c. Net income (or loss) from special events and activities (line 9a less line 9b)	0
10. Meals (include total meals revenue)	0
11. Other revenue (describe and itemize)	45
\$45. ACS West MI local section contributed 50% to JGLRM web hosting.	
12. Total Revenues (Add lines 1 through 8 and 9c through 11)	23,430.57
Expenses	
13. Subsidies to subsections, topical groups or affiliate groups	617.61
14. Awards, scholarships, grants, etc.	4624
15. Administrative expenses (not including postage, printing, and shipping)	
15a. Salaries, other compensation	0
15b. Professional fees and payments to independent contractors	15.99
15c. Occupancy, rent, utilities, and maintenance	22.29
15d. Total administrative expenses (add lines 15a through 15c)	38.28
16. Printing, publications, newsletters, meeting announcements, postage, and shipping	0
17. Local meetings (include speakers expenses)	6045.01
18. Meals (include total meal expenses)	0
19. Travel subsidies to Councilors	3677.45
20. Travel subsidy and fee for Local Section Track at the ACS Leadership Institute	1296.97
21. Other expenses (describe and itemize)	550
\$250 to Support the Climate Change session at the ACS Spring meeting, chaired by one of our members Dr. Elke Schoffers. \$300 Donation to Portage Lake Center for their "I Heart STEM" event.	
22. Total Expenses (add lines 13, 14 and 15d through 21)	16,849.32
23. EXCESS (DEFICIT)(Line 12 less line 22)	6,581.25

Local Section Financial Form - Balance Sheet

Description

Amount(USD)

24. Investments (estimated current market value of stocks and bonds)	24,062.44
25. Restricted Funds - Of the amount cited in line {1}, indicate how much is restricted by external donor stipulation for uses such as awards, funds, building funds etc. List individual accounts, if possible.	
25a. Name of the Fund :	
25b. Name of the Fund :	
25c. Name of the Fund :	
25d. Name of the Fund :	
Total Restricted Funds (add lines 25a, 25b, 25c, 25d)	0.00
26. CDs, Money Markets	0
27. Cash on hand (passbook savings and checkbook)	9,137.94
28. Other assets (describe and itemize)	0
29. Total Assets (add lines 24, 26, 27, and 28)	33,200.38
30. Average interest earned on assets (%)	0
31. Liabilities, if any	90
32. Net assets, 12/31/2016 (line 29 less line 31)	33,110.38
33. Last year's Net assets, 12/31/2015 (line 32, 2015 report)	26,420.26
34. EXCESS (DEFICIT) (line 32 less line 33)	6,690.12
35. EXCESS (DEFICIT) (from line 23 in Revenues and Expenses tab)	6,581.25
36. Explain the difference between lines 34 and 35	In the 2015 report the current investment tab 23 was filled with the investment value on the day the form was filled. This year it is filled with the value on 12/31/16.

Local Section Financial Form - Tax Information

Description

Public Support Test or Reason for Non-Private Foundation Status

Local sections must normally receive more than 33 1/3% of its support donations from the general

public and not more than 33 1/3% of its support from investment income.

NOTE: A section that fails the test for 2 consecutive years loses its public charity status and becomes a private foundation.

37. Public Support Ratio	93.67
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Gifts, Grants, Contributions, Membership Dues and Exempt Function Revenues

Gifts, Grants, Contributions, Membership Dues, Exempt Function Revenues, Interest, Unrelated Business Income, Tax Revenues, Value of Services and Facilities, Other Sources

Note- Exclude any unrelated business income	PASS
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38. Gross Investment Income Ratio	6.33
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Gross income from interest and dividends

Gifts, Grants, Contributions, Membership Dues, Exempt Function Revenues, Interest, Unrelated Business Income, Tax Revenues, Value of Services and Facilities, Other Sources

* Exclude any unrelated business income	PASS
-----------------------------------------	------

39. Which Form 990 did your local section file with the IRS for the Tax Year 2015?	<input checked="" type="radio"/> Form 990-N(Electronic Postcard) <input type="radio"/> Form 990-EZ <input type="radio"/> Form 990
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40. What is your local section's Employment Identification Number (EIN)? EIN is an all-number 10 character format. For example, 12-3456789	38-6090760
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41. Does your organization want to continue to be included under the umbrella of the American Chemical Society's Group Exemption Letter?	<input checked="" type="radio"/> Yes <input type="radio"/> No
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After the submission of its Annual Report, each technical division must request its annual allotment per the ACS Bylaws.

42. The local section requests their annual allotment.	<input checked="" type="radio"/> Yes <input type="radio"/> No
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Local Section Financial Form - Supporting Materials

43. Did your section prepare a Budget for 2016?	<input checked="" type="radio"/> Yes <input type="radio"/> No
44. Did your section prepare a Budget for 2017?	<input checked="" type="radio"/> Yes <input type="radio"/> No

File Name	File Size	Brief Description
KACS 2017 Budget AV3.xlsx	0.01 MB	Excel file with budget for 2016 and 2017

Local Section Financial Form - Approval

Comments

Celebration of our Section's 75th Anniversary in 2017 is cause for the increased budgeted amount in line 17!

☒ Approved & Submit for Review

Lydia Hines

02/13/2017

This form has been submitted for your approval. Please review each tab for completeness and accuracy, make any necessary edits, and save all changes before approving this form. After the form is approved, it will be submitted for review. The approved form will be placed in read only mode and no additional edits will be allowed. Your approval will submit this form as part of your official annual report to ACS.

--- END OF REPORT ---

Beth Lorsbach: Beth Lorsbach
4/30/17

Review of Kalamazoo Local Section 2016 Annual Report

- Great communication with members through newsletters (8 in 2016)
- Excellent councilor attendance at national meetings
- Good executive committee meetings and section meetings throughout the year
- Great job of succession planning! You took the feedback from last year's annual report review to heart and acted. Kudos to your executive committee who worked to plan events to attract new members. I am excited to see all the outcomes you implemented based on the survey you conducted.
- Events were broad with diverse topics to reach community and section members. I enjoyed learning about your craft beer event as well as your long-standing events: 30th chemistry day, 43rd Annual Scholarship program and Awards Ceremony and the 35th Annual Competitive Exam.
- You didn't have an election in 2016. What was the reason for this? You refocused your efforts in 2016 to attract new members, including an enthusiastic chair. I encourage your new chair to have a 2017 goal of identifying a chair-elect, at a minimum, to ensure the section's great progress.

Thank you for your comprehensive and excellent reports Kalamazoo Section! Your chair mentioned that one of the 2017 goals is to work with local high schools to help develop and implement a new science curriculum. You might tap the resources of AACT to help with this goal. Thank you for your self-nomination for the Local Section Outstanding Performance Chemluminary award. These nominations win or lose, are great for recognizing your section members' hard work. I encourage you to attend the Chemluminary awards Tuesday evening during the national meeting in Washington DC.