

November 2020 Executive Committee Meeting Minutes

Executive Committee Meeting Minutes

Kalamazoo Section ACS

Tuesday, November 17, 2020, 6:30 PM

Location: Zoom Conference Call

Due to the COVID-19 Pandemic the November 2020 Executive Committee meeting of the Kalamazoo Section of the ACS was conducted via ZOOM:

Zoom Meeting:

1. Secretary's Report (JR)
 - a. Review and approval of October 2020 minutes (**Attached at end**) -**Approved**
2. KACS 2020 Election Update (JR) - **We had 67 total responses. We had 313 total e-mails on the election roster list**
3. Review 2021 Budget and discuss changes that need to be made. (**Appendix 1, Separate Excel File**) –
2021 budget approved.
3. Treasurer's Report (BS)
 - a. Treasurer's Report (**Appendix 2**)
4. Communications Chair (MW)
 - a. Newsletter Report
 - a. Status of Newsletter – **No December Newsletter, Resume in January.**
 - b. Website report – update on webservice transition **Hershel and Ed will work with Mike and Allison**
5. Student Organizations
 - a. WMU Chem Club (Kelly Teske, Adviser; Andrew Simpkins, President; Jerome Davis) – **Virtual classroom meeting presenting to elementary students in a couple of weeks. Trying to decide what can be done virtually in 2021.**
 - b. WMU CGSA (Emile Van Meter, President) - **None**
 - c. Kalamazoo College (Blake Tresca, adviser; Andrew Walsh, Grace McKnight) – **Filmed a nylon 66 demo for students. Finishing quarter for year and will plan short demos that can be sent to student body and elementary schools for virtual events.**
6. Project SEED (DW) – **ACS had a webinar on writing personal statements geared toward high school students.**
7. Old Business

- a. METT Grant (ET) – We should hear something by the end of November. [\$2000 technology grant for website migration.]
 - b. Update from meeting with the Detroit ACS section (**Appendix 3**, ET, LEMH) See note in appendix.
- 8. Upcoming Events
 - a. Speed Networking (LC) – Next technical prep discussion meeting is December 2nd. Virtual Speed Networking event is scheduled for Jan 26, 2021.
- 9. New Business
 - a. Strategic Planning Proposal (ET) – It was submitted November 13th. Meeting is to be in person so will likely not happen until 2nd half of 2021. Can do the meeting over a weekend. Detroit section is scheduled to have a strategic planning meeting in 2021.
 - b. ChemLuminary Finalist Medium Small Size, Award Ceremony December 9 @ 4pm EST (**Appendix 4**, LEMH) – Because it is virtual it will be different than previous year. To participate Log in at www.acs.org and use ACS identification information.
- 10. General Discussion – Lydia was appreciative of virtual HMF_{ree} award recognition program. She informed that the Annual Report format will change from FORMS to “Community Connection”. 2020 final report needs to be in by Feb 15, 2021. Highlight Chemistry Day at Museum Event and Latitude event.
- 11. Next Newsletter (MW) No Newsletter in December. Expect a newsletter in January with articles about Project Seed (DW), New Chair Letter (Ed Thomas), Chair Elect Letter (Ben Maxey), summary of ChemLuminary Award program (LEMH) and a summary of Speed Networking event (for February)(LC?).
- 12. Next EC Meeting: December 15, 2020, 6:30 pm via Zoom

Meeting Ended at 7:55 pm

Appendix 1: 2020 Budget/2021 Proposed (approved) Budget

ACS annual financial report line item	2014-2018 range (actual)	2020			2021 budget (proposed)	comments
		budget	actual YTD	remaining estimated		
Revenue						
1. Annual ACS allotment	7000-7800	7000	6615	365	6600	
2. New member commissions	45 - 75	50	45	5	50	
3. Donations, contributions (general)	2000-6700	0	300	-300	0	Matching gift from Kaisec for SEED donation
3a. Bequests and/or trusts (list separately from line 3)	0-3000	500	0	500	0	Project SEED?
4. Rebate from ACS for Councilor travel expenses	0-2000	2000	0	2000	2000	From Zoetis for Bell's Event?
5. ACS awards or Grants received	1500-3000	2500	0	2500	2500	
6. Program revenue	0-2500	3900	250	3650	3900	From ACS for Ed's early enrollment for LI
7. Local section dues, affiliate dues	0	0	0	0	0	
8. Interest, dividends	0-7600	0	0	0	0	
9. Special events and activities (for fundraising)	1700-2140	1700	1776	-76	1700	Two deposits from ACS, 1199.50 and 576.50
9a. Gross revenue	500-1500	500		500	500	
9b. Less direct expenses other than fundraising expenses				0	0	
9c. Net income (or loss) from special events and activities		0		0	0	Net revenue - added to Total Revenues (line 12)
10. Meals	0	0	0	0	0	estimate based on history
11. Other revenue		0		0		
12. Total Revenues		18150	8986	9164	17250	
Expenses						
13. Subsidies to subsections	100-620	300	0	300	300	
		300	0	300	300	
		300	0	300	300	
		1000	110	890.45	1000	CCEW & NCW supplies (self-inflating balloons for NCW)
	4200-6187	5000	1173.36	3826.64	5000	Competitive exam and awards program (including food, printing, etc)?
	0-150	150	0	150	150	
14. Awards, scholarships, grants	0	2000	0	2000	2000	
	0	50	0	50	50	
15. Administrative expenses						
15a. Salaries	0	0	0	0	0	
15b. Professional fees and payments	0-383	2500	0	2500	3500	website migration project.
15c. Rent, utilities, maintenance	0	500	0	500	500	web/hosting/maintenance
15d. Total administrative expenses	0-383	3000	0	3000	4000	sum of lines 15a-15c. Added to Total Expenses (line 22)
16. Printing, publications, postage	0-470	75	0	75	75	placeholder estimate based on history
17. Local meetings (including speakers)	3144-6100	3000	0	3000	3000	Bells posters event (covers venue rental & food/drinks, A/V costs, printing)
18. Meals	0-3900	0	1157.16	-1157.16	0	IYPT Latitude Event
19. Travel subsidies to Councilors	2000-4500	3000	600	2400	3000	For LH travel (NB, no travel in 2020, advance will stand for 2021)
20. Travel subsidy for Leadership Institute	0-1300	1700	1483.73	216.27	1700	For Ed Thomas and Lydia Hines travel costs to LI
	2500-6000	6400	0	6400	6400	Project SEED stipends (2 students)
21. Other expenses (describe and itemize)	200-500	500	0	500	500	Propose for WMU or KACS Science Symposium
	100-500	500	0	500	500	Great Lakes Regional Board Meeting
22. Total Expenses		27275	4524	22751	28275	
23. Excess (Deficit) (item 12 - item 22)		-9125	4462	-13587	-11025	