

Executive Committee Meeting Minutes
Kalamazoo Section ACS
Monday, 14 May 2018, 6:30 – 8:00 pm
Central City Tap House, 359 S. Kalamazoo Mall

Members present: Angela Willson-Conrad, Steve Secreast, Lydia Hines, Brian Eklov, Elke Schoffers, Bill Schinzer, Doug Williams, Andre Venter

Start time: 6:32 pm

End time: 7:38 pm

- **Secretary (Angela)**
 - April minutes were approved.
- **Treasurer (Bill in absentia)**
 - **Treasurer Report** – Bill distributed a Treasurer's report and expenses from the Awards Ceremony. We went slightly over budget (\$300) on the Awards Ceremony. There was some confusion about a balance from the Leadership Institute from 2017 that will need to be paid to ACS.
 - **Account Update** – Bill intends to close the Bank of America account in May or June, which was approved by the EC. It appears our direct deposits from ACS have forwarded correctly to the PNC account, which means there should be no further activity on the BoA account. The EC approved the moving of the signatory on our Vanguard account from John Miller to Bill Schinzer.
 - **NHCL Accounts** – For the NHCL event in May 2019, Steve would like to use our ACS account for incoming donations and payments. We will also need a PayPal account to accept donations and ticket money. We would like to get this set up with the treasurer@kalamazooacs.org email account and not a personal account, so we will have access and then we can use it again easily in the future.
- **Communications (Chris)**
 - **Newsletter** – We are unsure of the timing for the next newsletter, but we are hoping for a June/July date. Please send any items you have for the newsletter to: ACSkzoo@gmail.com
 - **Website** – Mark should be finishing grad school soon, so we need to start thinking about how/who will maintain our site in the future. Brian mentioned including the history of events that we have done for a long time and make it clear that these are the events that our club will continue to do.
- **Project SEED (Doug)**
 - **Student Update** – We have a meeting scheduled next week with our student, Daniel Calco, and his advisor, Dwight Williams. The budget is set and Doug will work out a payment schedule with Bill. Daniel's start date has not been determined yet.
 - **Kalsec** – Brian, Doug, and Lydia met with Gerry (Geraldine) Vent from the ACS Development Office and members from Kalsec to discuss the possibility of having donations/participation/mentors from Kalsec in the future.

- **Fund** – Doug is looking into getting access to the funds in the WMU foundation. There was a brief discussion about keeping funds in our own account in the future that would be specifically set-aside for SEED.
- **Councilor (Lydia)**
 - **Joint Meeting with Huron Valley** – Lisa Balbes' presentation "Careers in Chemistry" is set for Thursday, October 4th. Lydia is working on a location, possibly at K College. There are a number of members from the Huron Valley section who are excited about attending the event in person and would like to go to Bell's as well. The presentation will also be set up so that it can be virtually broadcast to the Huron Valley and other Michigan sections (which have been invited) to watch remotely.
 - **Other updates** – Lydia brought her requests for advance funds for the August ACS meeting (Boston); the Chemistry Day at the Museum will be held on Saturday, October 13, noon to 4 pm; the theme is "Chemistry is Out of this World",
- **Education Committee (James)**
 - **Competitive exam / Awards Ceremony update** – The event was very well attended. We are grateful for educators like Brad Portis from Gull Lake, who was one of the winners of our teacher award, for his continued support of our program. The other winner was Doreen Odziana from Paw Paw. It seems like the student nominations for teachers have been more helpful than asking for principal recommendations. Lydia delivered certificates to 50-year members and students who could not attend the ceremony. Thank you to Elke for her help at the event.
- **Student Chapters**
 - **K College (Sabrina)** – No report
 - **WMU Chem Club (Megan/Greg)** – No report
 - **WMU Chem Grad Students Assoc. (Kristi)** – No report – The club had their annual picnic on May 10th at Oshtemo Park.
- **Chair (Steve)**
 - **Speed Networking** - The event is scheduled at K College for Wed, Sept 26th.
 - **El Sol** – We attended El Sol on April 20th with the WMU Chem Club. The kids were very excited to receive the ACS magazine, Celebrating Chemistry, in Spanish.
 - **Earth Day** - Our club was at the event downtown at Bronson Park. We were lucky to be right in the center of the park, which meant a lot of foot traffic.
 - **Kalamazoo Marathon** – We also had a lot of fun at the marathon at mile 15 with 14 volunteers from our section in attendance.
- **Old Business**
 - **2018 Bell's Poster Session** – Elke proposed November 13th for the event and everyone agreed that the ACS schedule was wide open. Elke is open to any speaker ideas for the event.
- **Wrap Up**
 - Our **next EC meeting** will be **Monday, June 11th at 6:30 pm**. We will plan to meet at **Bell's Beer Garden**.

Executive Committee SPECIAL MEETING Notes
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- **KACS Check Request Form** – Bill, KACS treasurer, passed around a check-request form that he would like to implement in our local section for all funds that are disbursed. It is important to remember that the EC (Executive Committee) is made up of seven members (Chair, Past Chair, Chair Elect, Councilor, Alternate Councilor, Secretary, Treasurer). There is no one single person who is able to approve expenses - In cases where we cannot get an in-person quorum to vote on a requested reimbursement, we have sometimes taken votes via email. Everyone was very supportive of implementing a form. The hope is that this will make the compilation of section expenses at the end of the year, for the Annual Report, easier.
- **Minimum Requirements for Reimbursement** – Brian proposed the EC reaffirm its standing policy that receipts must be submitted for someone to receive a reimbursement check. This would include a copy or photo of the receipt with written explanation of the expense (email is acceptable). The EC reaffirmed this as our official policy.
- Brian proposed that in the case that there is no receipt available, then the person looking for reimbursement will have to supply a written letter (email is acceptable) and provide proof that the expense was incurred (a credit card statement or cancelled check would suffice). The EC approved this as our official policy moving forward.
- In addition, if an expense is budgeted, there is no need for EC approval for the reimbursement and the treasurer is free to write the check. Only non-budgeted expenses need to be approved by the EC.