

Executive Committee
Kalamazoo Section, ACS
Meeting Minutes
09 February 2006

Meeting called to order at 5:06 pm at Lydia Hines' house.

Present: Monica Whitmire (MW), Mike Kiella (MK), Dean Cooke (DC), Shawn Hawk (SH), Lydia Hines (LH), Don Schreiber (DS), Sheryl Loux (SL), and Amy St. Charles (AS)

1. **Agenda Distributed.**
2. **Approval of Minutes from Previous Meeting.** Minutes approved as submitted.
Vote: All in favor.
3. **Treasurer's Report.**
 - a. The balance is still the same as last month.
 - b. SH received a letter from National: it looks as though no money was accrued in the last quarter.
 - c. SH asked if anybody needed an advance for upcoming expenditures – no one needed any at this time.
 - d. MH asked if the 10% advance requested of National had been deposited yet. SH replied that it will not come until the Annual Report has been submitted, and as of this time, he has not received anything from National saying that it is coming.
 - e. Motion to accept budget was passed. Vote: All in favor.
4. **Action Items' Review.** AS will make the necessary updates and distribute
5. **Report from the Councilors.**
 - a. LH asked if anyone knew what this year's question was going to be at the annual meeting. DC replied that it will be in regards to membership (what to do with student affiliates, people who don't have degrees in chemistry but still wish to join the ACS, etc).
 - b. LH will not be able to attend the meeting this year. DS will go in her place.
6. **EC Action Items:**
 - a. **Old Business**
 - i. *Update on the annual report.* Normally the Annual Report is looked at by the EC as a whole. The Annual Report is due by February 15th. MK will look it over by the end of the evening. MW has completed the Community section. SH still needs to update the financial section of the report. All members of the EC should have submissions and/or reviews completed so that DC and LC have a couple of days to look it over before submitting it to National.
 - ii. *Updates on the Budget.*
 - 1) SH reported that the reason why the section was able to cover the SEED budget last year was because there were many surpluses

other places in the budget. DS stated that there was an increase in the SEED budget due to stipend increases. This should not be a problem in the upcoming year.

- 2) DS reported that there will be 2 Summer 1 SEED students and 3 Summer 2 SEED students this year. DS has looked over the SEED fund and thinks that the budget will be able to support this. The real budget for the section is ~\$2437.00. The EC agreed to a budget of \$2500 for the SEED project in 2006.
 - 3) SH reported that he had spoken with Bob McDonough from Pfizer Corporate Affairs. Bob/Pfizer has promised \$5000 with the understanding that part of the money will be used in Project SEED.
 - 4) It was decided that DS will not ask Pfizer for any more donations at this time, and instead, will look elsewhere. DS will send Bob/Pfizer a thank you letter for the donation. An action item will be added to the table to send Pfizer another than-you letter later in the year which will also ask for donations for 2007.
- iii. *Proposal for the 2006 Budget.* SH has submitted a proposal for the 2006 budget. The EC discussed the following:
- 1) MW reported that James Benko (from the Holland ACS section) would be willing to do a spring speaker presentation for the section, free of cost. It was suggested that this be done in late April or early May so that the information could be disseminated in the next newsletter.
 - 2) The EC discussed funding for the Competitive Exam (including the history surrounding the exam). A budget was decided upon and the chair of the committee will be notified.
 - 3) For future reference: it was noted that supplies needed for Chemistry Day at the Museum are to be purchased by the museum. A reminder will be sent out when the event is closer so that all involved are aware of this.
 - 4) A motion was made to accept the 2006 Proposed budget submitted by SH with minor changes made as discussed by the EC. The motion was passed.
- iv. *Planning for Summer ACS Sectional Meeting.* Postponed until next meeting.
- v. *Report on LSLC in Baltimore.* Postponed until next meeting.

b. New Business

- i. *Around the Table.*
 - 1) SH has asked that a new treasurer be elected to replace him now that he is living and working in Ann Arbor. MK stated that he will start the process.
 - 2) DS reported May 22 is the date of the award banquet for the Award for Outstanding ACS Service.

- 3) SL reported that the Girl Scout Chemistry Badge day is set for March 25. The newsletter will contain a call for volunteers.
 - 4) SL will give DS the information regarding nominations for awards so that the information can be posted on the section web page.
 - 5) DS reported that the date of the Science Symposium will be May 2nd.
 - 6) LH received information regarding the section's web page. DS will pass it on to the section webmaster.
 - 7) LH reported that the theme of this year's Earth Day is "Dig It." LH is looking for a volunteer to be the new Earth Day Chair. Please contact her if interested in the position.
 - 8) LH reported that the Great Lakes Region is always looking for co-hosts for the Regional Meeting. May want to keep in mind as a future possibility.
- ii. *Meeting Locations:* Until May of 2006, EC meetings will continue to be held at Lydia Hines' house. The time of the meeting will be changed from 5:00pm to 6:00pm.

Meeting adjourned at 7:34pm by unanimous vote. Next meeting March 2nd at *6:00 pm* at Lydia Hine's house, 5569 Parkview Ave.