

Executive Committee Meeting Minutes
Kalamazoo Section ACS
Wednesday, December 14, 2016, 6:30 PM
Blue Dolphin

Members Present: Andre Venter (AV), Angela Willson-Conrad (AW), Doug Williams (DW), Sarut Jianrattanasawat (SJ), Jake Kirkendall (JK), Brian Eklov (BE), Jeff Bartz (JB), Lydia Hines (LH), Mike Walsh (MW), Elke Schoffers (ES)

1. Secretary's Report (AW)

- a. The November minutes were approved

2. Treasurer's Report (AV)

- a. **Treasurer's Report** – The expenses for Bell's cleared. We also received a check from Zoetis for the poster event and \$45 from the Western Michigan Section for their half of the cost for hosting our JGLCRM2015.com website domain for another year.
- b. **Investment Fund / Checking Account update** – Our investments are down slightly, by 0.62%, over the past month. The Checking Account was updated to reflect what we can actually spend from investments and does not include our reserved funds.
- c. **2017 Final Budget** – We did not budget for **Project SEED** in 2017 because we have not spent the funds in the past two years. After DW proposed adding SEED to our budget we made the decision to add funding for two Summer I students. Each would receive \$2500 and national would match this amount; this amount also could be offset by WMU Foundation funds if the students were at WMU. There was no disagreement on adding this to the budget. We also discussed the **budget for our 75th anniversary** celebration (discussed further below). Finally, we have **no news on whether Zoetis will continue to support the poster event in 2017**. We are going to budget for it like usual. Ultimately the budget was approved with these discussed changes.

3. Communications Chair (CP)

- a. **Facebook page report** – We are up about 10 likes from last month with 371 total likes at this moment.
- b. **Website report (Mark Wolf)** – He is working on updating the website.
- c. **Newsletter Report** – CP proposed to postpone the newsletter to give her time to work on it over the weekend. She would like newsletter articles by 10am on Sunday. Assignments have been given for this, so there should be no issues with completing the necessary articles.

4. WMU and K College Chemistry Student Organizations

- a. **Kalamazoo College (AT, SG, JB)** – KCollege is currently out of session, so there is no report.
- b. **WMU Chem Club (Jake Kirk)** –
 - i. **Lab Coats** - Originally Chem Club was thinking about asking for funds for lab coats. They have instead decided to reserve club funds for holding events and not for lab coats. We discussed possibly giving lab coats to Chem Club students who are KACS members. They are currently discussing lab coats instead of t-shirts as part of their club dues. They have 21 members that paid dues to their college club, but not all are ACS members. Any offer of lab coats

that is extended to WMU we would also extend to K College. After all of this discussion we landed on possibly sponsoring coats or giving patches – this would be good because we could also have the patches at our 75th anniversary party. BE offered to look into patches.

- ii. **Club update:** This year the club is up in members. A month ago the club did a visit to Kalsec and had a great experience. They have demos coming up Friday at a local elementary school. The club has gotten in contact with Dr. Venter and some art teachers to pair up science and art students (STEAM) to scientifically analyze various locally made products like beer, chocolate, coffee, and tea and use those to do art projects. There will be a public event in April. There was a brief discussion about the possibility of writing an IPG or mini grant (that is due the end of January) for this event.

- c. **WMU CGSA (SJ for WA)** – The Thanksgiving Potluck was well attended by the grad students and their families (approximately 60 attended). GSA funded the event.

5. Old Business

- a. **Update on Status of the KACS 75th Anniversary celebration at Air Zoo on 2/23/17 (LH/BE/JK)**

- i. **Budget (also fundraising - below)** – We have about \$4000 in our current 2017 budget for the event. This is based on our best estimate of the event although we acknowledge that it may cost a bit more than our estimate, but it does not sound like we need to make a big change at this point.
- ii. **Layout – Buffet? Sit-down? Caterer Interaction (JK, SJ)** – SJ is predicting that a meal will cost approximately \$20 per person for 100 people. This does not include paying for a bartender. We have not discussed if there will be a charge for the event and if it will be cash bar or not. Overall it seems like the buffet option costs a little bit more. SJ proposed using Radisson because we know they have a good reputation for these kinds of events. SJ will follow through with Radisson and AV Catering to get a plan for food.
- iii. **Display - History and Activities over the years/commemorative cake (LH, BE)** – LH is working on collecting items for this. We will have KACS memorabilia at the event.
- iv. **Publicity and Fundraising (ES)** – We agreed upon \$10/person for 12 years old and above. We discussed using PayPal through our website to take credit card payments and checks to Andre at WMU. We will need a deadline for ticket sales. Have the price go up after a certain day?

- b. **Status of Invitation to D. Lowe for KACS event (JK)** – No report.

- c. **Status of search for Chair-elect for 2017; also Treasurer (Summer 2017) and Chair (all)** – AV will be gone starting in July of 2017 for 12 months. Blair Szymczyna (who is up for tenure at WMU) may be able to step up for treasurer if he gets tenure. We will need a backup plan if this lead does not pan out. We have had one possibility for Chair-elect from our Bell's event. He would do it, but he isn't enthusiastic. Another person is enthusiastic but was not a member and has sent his membership in to ACS. LH is meeting with him in the next week and will keep us updated. At this point we do not have someone to send to the Leadership conference in January.

- d. **Report on Bell's Recycle-a-Poster event (ES)** – We received a check from Zoetis for the 2016 event and there has been no decision on the 2017 event. The request has been submitted for 2017. This year's event cost approximately \$2400 for local speakers. Having a speaker who has to travel adds to the cost.

6. New Business

- a. **Survey results from survey distributed at Bell's Event (BE)** – Discussion tabled until next meeting.
- b. **Next PR Email** – December Newsletter will be sent out this coming week, hopefully. Articles to be received by Chris Pruis by 10 a.m. Sunday, 12/18. The expected articles and respective authors are in the November Minutes. DW will add a call for Project SEED students. We may need an e-blast about the Air Zoo event.
- c. **We will discuss the January newsletter at our next meeting – bring your ideas!**
- d. The next EC meeting will be **Tuesday, January 10th at 6:30pm at Hunan Gardens on W. Main.**