

**Executive Committee Meeting Minutes**  
**Kalamazoo Section ACS**  
**Wednesday, November 15, 2017, 6:30 – 8:00 pm**  
**Skyrise Luxury Apartments Club Room, 525 Burdick St.**

**Members present:** Lydia Hines (LH), Steve Secreast (SS), Bill Schinzer (BS), Kristi Tullis (KT), Sabrina Leddy (SL), Brian Eklov (BE), Elke Schoffers (ES)

Minutes generated by Steve Secreast and Lydia Hines

**Start time:** 6:30pm

**End time:** 8:00pm

- Draft October meeting minutes were approved.
- 2018 Budget Planning – For reference and guidance, we reviewed the ACS financial report form format and previous reports 2013-2016, also reviewed known available 2017 revenue/expense data. Using the financial form as a template, we constructed our 2018 budget proposal, based on input from subject matter experts and event coordinators. Outcome is the 2018 budget proposal included in these minutes as Appendix A. The EC is cognizant of the fact that the budget proposal estimates an almost \$2000 deficit for the year. However, this proposal follows ACS recommendations that we spend some of our KACS investment funds (targeting getting our long-term investment amount down to about \$10000). Also, the estimated expenses for 2018 are expected maxima, and it is unlikely that all planned events/activities will spend their estimated maximum amount. The EC will vote to approve this budget proposal at our December meeting.
- Specific 2018 budget items discussed:
  - LH reported on a request from WMU for financial support for a science symposium being planned for 2018, similar to what the KACS Education Committee used to host for HS teachers and their students in years past. The EC approved including a \$500 donation to the 2018 budget for this event.
  - ES asked about timing for reserving the Bells Backroom for our 2018 Poster Event. The EC approved going ahead and submitting our reservation deposit in January to help assure obtaining our desired mid-November event date.
- Additional 2017 budget item discussed:
  - At LH's request the EC approved \$300 for support of the 2<sup>nd</sup> Lake Center Elementary STEM program scheduled for November 30, 2017. The WMU Chem Club is participating and KACS is donating copies of Celebrating Chemistry for each student participant.

- Other items discussed:
  - The KACS 2018 local section election results are being tallied. Results must be filed with ACS by 1 December 2017.
  - Chris is currently working on a newsletter for issue in November, using submitted content covering Chem Day at the Museum, the Speed Networking Event and our Student Chapter Reception. We can then issue one more newsletter before the end of the year covering the Bells Poster Event, Local Section election results and any other final content for the year. Chris needs all content for the December newsletter by 15 December.
  - LH presented a request from the Great Lakes Region Board that KACS plan to co-host the 2027 Joint Great Lakes / Central Region Meeting with the Huron Valley Local Section.
- The final **EC meeting of 2017 was set for Tuesday, December 5<sup>th</sup> at 6:30pm**, tentatively at the Skyrise Apartment building.

## Appendix A: KACS 2018 Budget Proposal

ACS annual financial report line item	2018 Budget Proposal		
	estimated (\$)	comments	2013-2016 range
<b>Revenue</b>			
1. Annual ACS allotment	7024	ACS already provided \$ figure to Bill	7200-7800
2. New member commissions	50	conservative estimate based on history	45 - 75
3. Donations, contributions	2000	Zoetis verbal commitment to support Bells poster event	2000-3000
4. Rebate from ACS for Councillor travel expenses	2500	estimate based on history	1500-2500
5. ACS awards or Grants received	1000	assumes KACS will pursue 1-2 ACS mini-grants in 2018	250-8800
6. Program revenue	0	no planned revenue-generating programs	
7. Local section dues	1700	estimate based on history	1700-2000
8. Interest, dividends	500	estimate based on history	500-1500
9. Special events and activities			
9a. Gross revenue	0		
9b. Less direct expenses	0		
9c. Net income (or loss)	0	no planned revenue/expense-generating special events	
10. Meals	0	estimate based on history	0
11. Other revenue	2500	Project SEED matching funds from ACS	1250-2500
	1250	Project SEED local funding	2500-3500
<b>12. Total Revenues</b>	<b>18524</b>		
<b>Expenses</b>			
13. Subsidies to subsections	900	student chapter support split between CGSA, WMU CC, K Col CC	
	500	to cover CCEW & NCW supplies	
14. Awards, scholarships, grants	5350	Ed Committee exam and awards program (including food, printing, etc)	4500-5300
	150	Bells event poster awards	0-150
15. Administrative expenses			
15a. Salaries			
15b. Professional fees and payments			
15c. Rent, utilities, maintenance			
15d. Total administrative expenses	100	placeholder for web site fees and misc.	0-200
16. Printing, publications, postage	75	placeholder estimate based on history	0-470
17. Local meetings (including speakers)	3000	Bells posters event (covers venue rental & food/drinks, A/V costs, printing)	2000-3000
18. Meals	0	no planned separate meal expenses	0-3900
19. Travels subsidies to Councillors	3000	estimate based on history	2000-3700
20. Travel subsidy for Leadership Institute	1000	estimate based on history	700-1300
21. Other expenses (describe and itemize)	5000	Project SEED expenses (\$1250 local SEED in KACS 2017 account applied)	0-5000
	300	Lake Center Elementary donation	
	600	ACS climate change symposia donation	
	500	WMU science symposium donation	
<b>22. Total Expenses</b>	<b>20475</b>		
<b>23. Excess (Deficit) (item 12 - item 22)</b>	<b>-1951</b>		