

Executive Committee
Kalamazoo Section, ACS
MEETING MINUTES
2 June 2005

Meeting called to order at 5:00 PM at Pfizer B126 1-A.

Present: Kent Alleman (KA), Don Schreiber, (DS), Ben Maxey (BM), Monica Whitmire (MW), Mike Kiella (MK), Shawn Hawk, (SH), Joan Esson (JE), Lydia Hines (LH)

1. **Agendas Distributed.**
2. **Approval of Minutes from Previous Meeting.** The correct spelling for the previous minutes should be Hsi. MK moves to accept, LH seconds. Vote: All in favor.
3. **Treasurer's Report.** SH reported there is \$18,449.08 in the KACS investment pool, which means the account lost ~\$100 due to market fluctuations. There is \$10,683.36 in the Standard Federal Account. Taking into account debits of outstanding and upcoming expenses, SH calculates the balance to be -\$638.95; however, incoming monies include those from SEED, travel reimbursements, and 2nd half of yearly dues. JE moves to accept, MW seconds. Vote: all in favor.
4. **EC Action Items**
 - a. **Old Business**
 - i. *Awards Banquet.* Cynthia Beer, an author for the Pfizer newsletter, put together a short article about the event that include pictures of the high school award winner, and children of Pfizer employees. DS sent an article to BM about the banquet for the newsletter.
 - ii. *SEED Status.* DS reports that the SEED banquet and open house will be Monday August 8th. There are 4 students in the program this year, although he is having problems getting in touch with one of them, but 3 are confirmed.
 - iii. *Reading in the Park.* PI and LH went to the event, and had lost of fun reading to the kids. There will be an article in the next newsletter about the event.
 - b. **New Business**
 - i. *CANSPAM Legislation.* New directives were issued about how communications within non-profit groups should be addressed. Emails, if transactional, are required to have: accurate header information, accurate from line, accurate subject line. This would apply generally to members, such as when sending out the newsletter. If the emails are also commercial, they must have: an identification that the message is an advertisement or solicitation, the ability for a recipient to opt out of later emails, and the sender's valid postal address. This would be applicable to non-members or emails to members about offerings of products. For dual purpose emails (transactional and commercial), use whichever format applies to the majority of the content.
 - ii. *LSAC Innovative Project Grant – Science Fair.* The Science Fair proposal was granted. MW reports that KRESA will contact schools to advertise an

evening session that deals with how to run science fairs, find topics, etc., and to find out what schools would like in terms of extent of involvement. Science experiment kits will be put together for the schools that they could check out from Pfizer. MW would like to send out solicitation for volunteers through ACS, which would go to training and be assigned to particular schools. Part of the funds will be used to buy 500 pencils for \$550 that have a design that includes the KACS name. The money should come in mid-July for the program.

iii. *Around the Table.*

1. LH reports that the Great Lakes Regional Steering Committee is looking for a local section to host a meeting. Current meetings are set for 2006 in Milwaukee, 2007 and 2011 in Chicago; the other years are open. BM suggests getting in touch with the central region to see about planning, and emphasizes that planning will likely involve monthly meetings for about 2 years before hosting the event. It will require a small, committed group to plan it, and BM suggests putting call for volunteers to plan it into the next newsletter.
 2. KA will look into the possibility of Bill Carroll coming for NCW.
 3. MK reported that Db McLoughlin contacted him about tour speakers for the following year and that he will follow up about speakers. He also reported that he helped at the Allegan schools career day with a session on analytical chemistry that ran 10 times to 250 people.
 4. JE reports that the K College SAACS activities went very well with ~30 6th graders attending forensics day at K, and ~100 people attending the Dow-B-Que.
 5. SH will send thank you to Mark VanArendonk for money for the banquet and to Bob McDonald from Pfizer for award money.
 6. BM would like to know who is up for re-election this coming year to put it into the newsletter. JE will look into the records she has and respond back.
5. MK moves to adjourn, KA seconds. Vote: all in favor. Meeting adjourned at 6:23 pm by unanimous vote. Next meeting August 4th at 5:00 at Pfizer B126 1-A.