

**Executive Committee Meeting Minutes**  
**Kalamazoo Section ACS**  
**Monday, November 19, 2018 – 6:30 pm**  
**Skyrise Building, Burdick Drive**

**Start time:** 6:33 pm

**End time:** 8:22 pm

**Members present:** Doug Williams, Luke Chadwick, Lydia E. M. Hines, Stephen Secreast, Kristi Tullis, Hershel Jude, Mike Weslosky, Tomasz Respondek, Jeff Bartz, Bill Schinzer, Angela Willson-Conrad

**Minutes recorded by:** Angela Willson-Conrad

**Secretary (Angela)**

- **October minutes** were approved.
- **Election results** will be submitted to national by December 1<sup>st</sup>. Hershel Jude is our chair-elect for 2019 and Bill Schinzer will begin a two-year term as treasurer.

**Treasurer (Bill)**

- **Account Updates** – Bill visited Bank of America today and was unable to make changes on the account. Andre and Lydia are the two on the account able to make changes. Bill and Andre are going to meet to close the BoA account and move all of the outstanding money to the PNC account. Both investment accounts are up slightly; we have earned about \$500 to date.
- **Monthly Report** – Income since last month includes travel reimbursement from Lydia's trip as the KACS Councilor and reimbursement from the Huron Valley section for speaker costs. Outstanding checks include: to Elke for poster event prizes, payment to Bell's Eccentric Café for poster event, and reimbursement to Elke for deposit she made to Bell's for the poster event – total of approximately \$2700.

**Student Chapters**

- **CGSA (Kristi)** – CGSA's Annual Thanksgiving Feast/Potluck is tomorrow. She gave a receipt to Bill for reimbursement.
- **WMU Chem Club (Megan)** – No report.
- **K College (Sabrina, Audrey)** – No report. K College has finals right now and is off for the rest of the year.

**Budget (All)**

- **Budget Review 2018** – We plan the budget based on revenue and expenses as it appears on the ACS annual report. The revenue is planned to be low based on historic knowledge and the expenses are planned on the high side to avoid surprises. Overall, our budget items came very close to actual. We ended the year with an excess of less than \$350.

- **Budget Proposal 2019** – Total revenue for 2019 is estimated at approximately \$20,000 (ACS allotment, new member commissions, donations, travel reimbursement, local section dues, etc.).
  - **Project SEED** – Proposals are due at the end of January, which means Doug has been looking into funding in support of students. We have one student who is interested in returning for a Summer 2 opportunity, which means a stipend increase of \$500. For revenue, Doug proposed an ACS match fund of \$2750 and depleting the \$3000 “SEED money” currently in the WMU Foundation. For expenses, our total costs would be estimated at \$6500 for two students. If solicitation for SEED funding is successful the KACS treasurer could issue gift-receipts to contributors.
  - **ACS Leadership Institute** – This year we will have two people going (Chair and Chair-Elect), so the expense will be slightly higher - totaling \$2400 instead of the normal \$1000 budgeted.
  - **Lake Center/Science Symposium** – We removed the Lake Center Elementary; they did not ask for a donation in 2018. Lydia recommended re-instating last year’s budgeted donation of \$500 towards a planned WMU science symposium.
  - **NHCL** – Steve proposed a donation of \$1500 from KACS towards the event. Other contributions will equal \$8000.
  - **Deficit for 2019 Budget** – We currently have approximately a \$4500 deficit planned in the 2019 budget. Some of that deficit is from over-planning our expenses, and traditionally some of those budgeted expenses are not spent. There was some discussion at the meeting that we were asked after our last report to spend some of our investment account. We do not know how quickly we could pull funds from the Vanguard accounts, if it was necessary.

#### **Chair (Steve)**

- **NHCL** – 53 tickets have been sold for the event. There are 200 tickets (max capacity for the event). The newsletter that publicizes the event is forthcoming, and there will be additional publicity in February.
- **Awards Update/Discussion** – The following awards from ACS National are available to give: Local Section Outreach Volunteers of the Year, Salutes to Excellence, P3 (Regional Award; Nominated K College Chemistry department + KACS + K College Center for Career and Professional Development, for the Speed Networking Event). We also have a local award called “The KACS Local Section Meritorious Service Award”. The EC had a discussion about the nominations for each of these awards.

**Next meeting:** Monday December 17<sup>th</sup>, 6:30, at Bell’s, 8938 Krum Ave, Family Room C