



American Chemical Society

Richland Section Board Meeting
Wednesday November 9, 2016 at TCIC 221 WSU Tri City Campus

Present: Jann Frye, Ram Devanathan, Sandy Fiskum, Steve Krogsrud
On Skype: Janet Bryant, Dave Heldebrant, Anna Cavinato,

Call to order at ___6:05 pm___

1. Review October Minutes-(Jann)-Amended minutes were approved.
2. Treasurer's report (Sandy)- We received \$50 from NORM 2018 as reimbursement for cost of registration fee to WA Sec of State. Other costs were detailed on the attached treasurer's report. Total spent \$1479.24, and balance is \$18,869.53 in saving, \$12,
3. Leadership Institute- ChemLuminary poster (Ram)- We have been invited to present our poster in Dallas. Chair elect will make sure the poster is up and staffed as needed during the Institute.
4. \$1500 LS Virtual Event grant (Ram)- Frannie with Janet's help applied for a grant for virtual event equipment. The grant was awarded by ACS.
5. Plea for a new Olympiad coordinator (Ram)- Cary Seidel is no longer going to do this function, so we are in need of a new volunteer. Someone with access to a lab or college would be ideal.
6. NORM and ACS update; notes from planning meeting (Anna)-We attended the training that ran from Nov. 4 to Nov. 6. We are doing very well in our planning. One training discussion they provided was about MAPS, the online scheduling for abstracts, which is free. The other thing they discussed was the App that provides the program and the abstracts. This costs \$5000. The NORM board decided to recommend to use our own app, or alternate, since the cost of the national's app is too expensive for meetings the size of NORM. We are free to set registration fee, within ACS guidelines based on national meeting fees, but ACS assesses \$4.00 from each registration. They also discussed ideas for program, social events, and handouts. They have a list of vendors we can contact, but had no real ideas for fundraising. Bernie Carlsen will be Expo Chair, and has done the expositions at 3 other NORMs. We still need a fund raising chair. Ram emailed the following notes from the training meeting:

Notes from Regional meeting training November 5-6 2016

Cost of MAPS App - \$ 5,000

We can sell adds to recuperate part of the costs– some ACS career development groups may be interested in advertising



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There are different levels – splash page would be main entrance page, top and bottom of the page. Some ads are static, others can rotate. One can also schedule when certain adds are displayed.

Contact person: J.galyon@acs.org - business analyst for the MAPS app

Ideas for social events/advertisement:

WWC

YCC

ACS governance event - could be an ice cream social – no cost to us - this is paid by ACS

We can start advertising NORM 2018 in San Francisco – Brianne will contact to request promo items for the national meeting

Ideas for pre advertisement – save the date magnets with logo; flyers, promotional materials from Tr-Cities Chamber of Commerce

ACS provides contacts for universities and department chairs within the region

Exhibit/ sponsor chair - roles

Determines the style of the exhibit area

Develops exhibitor/sponsor prospectus and determine price structure

Solicits potential exhibitors

Tracks and confirms exhibitors

Maintains communication with exhibitors

Oversees the exhibit are during the meeting

Income sources

Registration revenue

Exhibit booth sales

Ticketed events

Grants/loans

Contributions – need to send a letter of acknowledgment to the sponsor

Sponsorships/advertisement

Check template as example of form for exhibitor application and contract (the example that was presented was from MWRM 2015)

Look at SERMACS 2018 web site – they have a map of the exhibit so that vendors can pick their own spot

Expenses

Symposium

Food and beverages

Complimentary registrations

Awards (if the award is higher than \$600, we need to give a 1099 for the recipient to report as income)

Audio visual

Exhibit set up

Security

Poster boards

Give aways (think about the bag and find a sponsor)

Program book printing



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The ACS provides signage

Award Chair – Janet Bryant

- **E. Ann Nalley Region Award for Volunteer Service to ACS**
- **CHED Region Award for Excellence in high school Teaching**
- **Diversity**
- **Partners for progress and Prosperity**

Exposition – Bernie Carlson (bcarlsen@reed.edu)

Ideas for programming (non-technical)

Pre-college day

Resume

WWC/ YCC

Career-related programming

Awards at regional level

Honor 50 and 60 year members vendor workshops

Exhibits and poster session

Chemistry demo

Offsite events

Winery tour

5K walk or race (ACS provides a waiver)

Registration

ACS handles pre-registration as well as onsite registration. ACS retains \$4/registration

7. ACS Meeting Planners suggested we plan on 1-2 attendees per abstract received. Janet will be obtaining the certificate of insurance that we need from ACS Legal, and has some tax information that applies to both the board and the section. The big issues are fund raising, and getting our website fully developed. (Janet) Attended the parallel track for Region Board Chairs and learned much about branding, legal issues, differences between Regional Meetings and Boards.
8. Chemistry Merit Badge on November 5 and 12 (Steve)- Things went well on the first weekend, 21 kids including 2 girls. Will finish up next weekend.
9. Wine chemistry tour update (Dave) - No update since harvest is not finished yet. He will talk to his contacts next week.



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10. Proposal to hold last board meeting on December 20 (Ram)- Ram will be on travel for the next 4 weeks. He proposes we hold our next board meeting on Dec. 20, the same day as our last Science café of the year. We approved moving the meeting to Dec. 20. Steve will work with Anna to send a note of the board meeting change to the membership.

11. Science Cafe by Dr. Albert Kruger on Dec 20, Richland Public Library (Ram) - Ram plans to bring refreshments.

12. Invitations for Holiday Party on Dec 10 (Ram)- Tickets available on line, link in last newsletter.

13. Round table- Expanding your Horizons will be held Mar. 25, 2017, at CBC. We need a chair. Anna reported that there will be a NCW event in Enterprise, OR on Nov. 12. Janet needs a speaker release form for the video of our awards program. Ram will help with this. Sandy is writing checks for paying the travel for Anna and Ram who attended the ACS Regional Meeting Planning Conference in Washington, DC.



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November 9, 2016

Activities

Starting Balance

Savings	\$18,869.53
Checking	\$13,460.95

Receipts

From	Amount	Budget Category	Date	Directed to:
NORM 2018	\$50.00	11c	10/21/2016	Checking/loan for registration fee with Sec. of State; debit

Total receipts this period	\$50.00
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Expenses

To (date billed)	Amount	Budget Category	Date Paid	Description; check number
Yokes (10/14/16)	\$202.65	14d	10/14/2016	7 \$25 Visa gift cards for 50/60-year members and speaker at ACS Annual Social (each includes a \$3.95 service fee); debit card
Visual Verve (10/20/16)	\$225.00	16a	10/21/2016	October newsletter layout print/online versions; 1100
Alice Xu (10/19/16)	\$29.35	16a	10/26/2016	October newsletter mailing; 1101
Fransen Acosta (10/28/16)	\$25.00	14d	10/28/2016	CBC student poster winner; 1102
Janet Bryant (10/28/16)	\$78.33	14e	10/28/2016	Award plaque/engraving for R Hermens; 1103
Janet Bryant (10/28/16)	\$30.00	21c	10/28/2016	ACS tablecloth for misc uses; 1103
Henry's Restaurant and Catering (10/28/16)	\$833.65	17c	10/29/2016	Annual Social food; 1104
Ram Devanathan	\$55.26	17c	10/29/2016	Annual social drinks; 1105
Total spent this period	\$1,479.24			

Ending Balance

Savings	\$18,869.53
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