



American Chemical Society

Richland Section Board Meeting
Wednesday, 11/14/2018, 6:11 PM at BSEL 202 WSU Tri City Campus

11/14/18

Start: 6:11 pm

Attendance: Kristin Omberg, Sandy Fiskum, Dave Heldebrant (online), Deepika Malhotra, Mariefel Olarte, Shirmir Branch, Anna Cavinato (online), Susan Asmussen, Janet Bryant (online), Megan Nims

1. Minutes of October meeting, Mariefel – There are comments on the draft minutes. Last month's minutes contained the Treasurer's report from October where Sandy reported our financial status. We had an update on several activities: Geezer Fest, NORM and Girls-in-Science. There were also updates on the election and newsletter from Steve as well as WCC activities and the upcoming Governance committee. Janet corrected the language in the minutes pertaining to her on vacation before her retirement. The minutes was modified as follows: "Janet is on leave pending her retirement from PNNL". The corrected version was approved and seconded.

2. National Chemistry Week, Girls-in-Science update and Election, Anna – We have a very successful Girls-In-Science activity, with 103 girls who participated. The Program-in-a-box activity was also very well attended. As part of Girls-in-Science, EOU was able to use two kits from NYSE and they worked very well. Anna said that she can talk about the other ones and she is willing to let some of the kits be borrowed for future use. There will be a chance for them to test another kit/activity as they participate in a large outreach called the First Festival of Trees on Dec. 2. She also noted that she would bring a box of Celebrate Chemistry materials to give to Shirmir.

Regarding the election, since it was still on-going, Anna was not be able to give an update regardingg the outcome. Janet noted that the election would be due the following day but she had not received her ballot. It turned out that other Board Members have not received theirs as well. Anna mentioned that she had received her a long time ago. Janet had checked both her e-mail accounts that may be recorded with ACS but did not find the ballot in either. Anna suggested that we contact Matt Monroe. It was verified that Board Members who did not receive their ballots were in the election list. Anna pointed out that the election is being controlled by the local section so letting Matt know about the issue is appropriate. A question was asked if we can have the election extended. Since a large majority may not have received their ballots, we might need to call a failure of elections. Would be good to know the current voter turnout. Sandy suggested to have a QC and determine how many of the board members got their ballots. Janet emphasized that the current election is a contested election so she said that resolving this issue is important. Mariefel will send an e-mail to Matt and copy the board to inform him of the current situation that not everyone got their ballots.

Regarding Geezer Fest, Anna said that they will bring 8 posters and poster boards. They will also bring additional easels to be on the safe side. Anna will also bring a projector as a back-up, together with all the cords needed to connect to the computer. Anna also asked for some time to acknowledge Ram's participation as a Project SEED mentor with a plaque from ACS. This will be an opportunity to talk about Project SEED as well as in asking for donations. The presentation can be placed after the NORM discussion or after the Geezer Fest honoree. It would be good to show continuity – giving honor to chemists who have long practiced chemistry and then honor chemists who do something for the future. Kristin will include the award into the schedule that Ram sent. Anna said the EOU delegation will try to



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be at the venue between 5:15 – 5:30 pm, with plenty of students to help set-up the room and clear up afterwards. Anna was congratulated for the student's 9th year award.

3. Treasurer's report for October, Sandy – For the Richland section, Sandy noted that we did not have income this time but we did get two notifications for coming income: a. FY19 annual allotment, \$ 7, 768 and b. \$2000 on a Local Section Leadership Development Grant. The allotment will be nominally the same as last year's (~\$7800 last year) and will be received after we finish the report. We also paid the City of Richland, \$350 using debit for extended damage deposit, and Visual Verve for the newsletter, \$240. \$50 spent for the VISA gift card but this amount needed to be updated with the actual cost (already reflected in the attached report). Janet also asked if we prepared something for the CBC poster prize winners. Previous awards seemed to be on the order of one \$50 and two \$25 and will be given as gift cards. Savings at \$18, 899 and checking at \$13, 808.

4. GeezerFest Update, Dave and Sandy – Clarified that it is officially called the Annual Social, euphemistically called as GeezerFest. Dave said that all the licenses were in order and paid for, caterers were already reserved and we were already booked. Everything was lined up and only thing needed was setting up this coming Friday. There was a clarification whether the caterer will be serving the wine and it was confirmed that they will. The caterer will also bring glasses. Kristin listed the program: 5:30 would be for set-up, 6:00-6:20 would be meet and greet and poster session; 6:20-6:30 would be remembrance of Karen Grant and Joseph Soldat, 6:30 onward would be humble bragging about NORM, followed by the Senior Chemist Panel. The emcee would likely be the moderator for the panel. Sandy suggested that Kristin prepare some canned questions, just in case no one asked questions. Following this will be the award for Ram for Project SEED to be followed by John LaFemina's talk on the importance of authenticity and mentoring. Sandy noted that by law, the caterer's need to quit serving wine an hour before the event. There will be a wine break before John LaFemina's talk. Last call for drink would be given after Ram's award or even before the beginning of the Senior Chemist's Panel. Mariefel mentioned that we are also preparing for audio (mic, speaker) just in case these will be needed. We also have enough easels. We are expecting 11 posters: 3 from CBC and 8 from EOU. We also have the certificates for the honorees. Mr. Soldat's son, Kelvin and daughter-in-law, Meg will be coming.

5. NORM Finances and Closing Books, Janet and Sandy – The only income we are waiting for will be coming from the City of Richland and will be coming in December. The ACS meeting planner was busy doing the Fall regional meeting but after that, they will cycle back to us to close the accounting books. Sandy also mentioned that the NOR Board had not negotiated the check yet. Janet had followed up but did not receive feedback. Sandy was also able to order the IRS forms (1099 and 1096) that we need to report the income and the payment we gave to Sheryl Betterton for the website. There will be one more final bill to close out the web. Janet will make sure she did that in December so we can close out 2018. We also wrote out a check to Maoyu Wang for \$462.42 as travel expense for the younger chemist attendee for NORM. We have about \$29000 in our checking account. We also need to pay 20% of the final income to the NOR Board. Lastly, Janet will wear her NOR Board chair hat at GeezerFest to hand out certificates for folks who were not at the Awards Banquet. Over all, we did great at NORM.

6. 2018 Annual Report, Kristin – Ram gave a reminder about the Annual Report Form, which will need to be accomplished in the next month or so. These are due on Feb. 15th. Ram is on the hook as Past Chair for this. There was a clarification whether this was for the NORM or for the Local Section. The point of discussion is for the Local Section Report.



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The NORM report still needed to be closed but that could not happen without the final NORM report from the headquarters. Janet thanked the folks for submitting their NORM reports.

7. PR makeover report, Kristin – Discussion was bumped to the next meeting.
8. By-laws Committee Update, Janet – Janet and Ram will work together in using the format by the Constitution and By-laws Committee, which is a national committee overseeing the by-laws management. This committee had streamlined the process. Janet and Ram will present a report after going through the template by early next year.
9. IPG update – Vanda was not available to give an update on the IPG. Janet noted that closing it is important so we can have future funding.
10. Strategic Workshop, Kristin – We were given a grant to conduct a Strategic Workshop. We also sent out inquiry to the general membership, through the newsletter, for interest in participation from the members but did not get a feedback. However, the organizers would like to start scoping this calendar year, through an hour-long telecon. We have been in contact with Cassandra Evans, who was assigned to help us scope it with an SPR expert. Janet is happy to participate, and Kristin will extend it to Ram as well as the nominees. We will include the whole Board.
11. Government Affairs Committee – Since we had a quorum, Janet noted that the proposal was very well presented and she made a motion that the Board approve to have a Government Affairs Committee in the Richland Section. This motion was passed. The incoming president, Bonnie Charpentier, will be continuing the work that were done previously, including Allison's advocacy efforts. Kristin will be in touch with her to learn more about her plans.

Kristin also mentioned her other positions at ACS at Janet's request. Kristin serves at the Budget and Finance committee and is the past-chair of said committee. Budget and Finance oversees the topline budget. It will be interesting because the current ACS CFO will be retiring next year. She also serves as a Board of Trustee in the Member Insurance Programs, which is part of the ACS Board of Directors. She is also the chair of the new insurance plans and is learning a lot about insurance.

12. Updates from Attendees and Committee Chairs – Megan reiterated the planned WCC activities that Shirmir mentioned previously, including the two-part series on Hanford history. Megan had been talking with Anna King, an NPR employee here in the Tri-Cities. Ms. King has a program called the Daughters of Hanford and she offered to help moderate the panel discussion that the Daughters of Hanford will do. The event will be around March, in time for Women's History Month. Shirmir also reached out to other groups like SPARK to partner and sponsor the event with us.

Susan mentioned that EYH is scheduled on February 9th. The room was already confirmed and booked. The event will be hosted at CBC. They are looking for female volunteers to run presentations or help with running the event. The event will occur from 8am to 12nn, then we will have lunch and a keynote speaker. We were promised 100 attendees. The event is to be hands-on and interactive and instructions to be repeated 3x. Shirmir mentioned that Anna will bring a box of booklets that can be used. Susan pointed out that these may go awry since the activities are more hands-on. We can include the booklets as part of the giveaway materials. Shirmir confirmed that MESA was doing the PR for their schools and that we



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would be responsible for the others. Susan mentioned that they have been already asking for people to sign-up to make sure that they have the line-up ready by Feb. 9th. MESA is paying for the buses that will bring the participants to the venue from their schools.

Shirmir gave an update regarding the first part of the planned WCC activity. The first talk will be Hanford History Talk and will be led by Cal Delegard and Michele Gerber. They will do a variation of the talk they did at NORM. WCC already met with representatives from the REACH Museum and they concluded that the event should be very doable at the REACH. The event is planned in February, to be followed by the Daughters of Hanford in March. Megan clarified that the “daughters” in the Daughters of Hanford is a reference to nuclear fission products. Sandy asked if we need to pay the REACH. Susan described two options: a. we can work with them and then the Museum will require payment, i.e. attendees will have to pay admission or b. we can sponsor the event and then the event will be free to attendees. The Museum rate is very reasonable at \$75/hour. We will have access to a classroom that can accommodate 80 people. The room has a projector, screen, microphone and podium. The back of the wall opens to a big atrium where we can put in the food so people can attend the talk and get refreshments. The museum does not have restrictions on catering so we can bring the food that we want. Sandy suggested that WCC reach out to AIChE to see if they will be willing to partner with us, help with the cost of the event. Kristin also mentioned she received an e-mail from a representative from AIChE so we can also reach out to AIChE through that contact. The plan is to have this event on a Friday evening. Janet mentioned that the reception given by Allison during NORM costed about \$5000, without the alcoholic beverage that was provided by the local section. This was with dinner and full catering for a 100 people. WCC is looking for more like a Costco plate, such as vegetables, no catering and no alcohol – more family-friendly.

Janet mentioned that she will bring the extra NORM bags to the GeezerFest.

Sandy mentioned that we need to work on the FY19 budget. She asked for participants. Janet reminded that committees who require funding for next year to give that information to Sandy as soon as possible so she can have a zero-draft budget.

Meeting adjourned:
7:09 pm

**ACS Richland Section
Treasurer's Report**

November 14, 2018

Activities

Annual allotment announced for FY19: \$7,768.

Starting Balance

Savings	\$18,899.73
Checking	\$13,808.53

Receipts

From	Amount	Budget Category	Date	Directed to:
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Total receipts this period	\$0.00
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Expenses

To (date billed)	Amount	Budget Category	Date Paid	Description; check number
Visual Verve Design and Print (10/16/18)	\$240.00	16a	10/16/2018	Fall newsletter layout; 1273
City of Richland (11/8/17)	\$350.00	17c	11/8/2018	Community Center for Annual Social, \$75 processing fee and additional \$275 damage deposit; debit
Yokes/Visa	\$54.95	14d	11/10/2018	50 year member award; debit

Total spent this period	\$644.95
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Ending Balance

Savings	\$18,899.73
Checking	\$13,163.58