

Richland Section Executive Committee Meeting
Wednesday, 02/13/2019, 6:06 PM, Skype Meeting

02/13/2019

Start: 6:05 pm

Attendance: Janet Bryant, Anna Cavinato, Dave Hildebrandt, Sandy Fiskum, Ram Devanathan, Kristin Omberg, Megan Nims, Shirmir Branch, Deepika Malhotra, Mariefel Olarte, Tim Hubler, Steve Krogsrud

1. Meeting minutes, Shirmir – Motion to approve minutes from Dec 2018 and Jan 2019 meetings as corrected via email made by Janet; Dave seconds. Motion carries unanimously.
2. Richland Section Treasurer's Report, Deepika – There is no change in the savings account balance from the previous month and savings balance is \$18,906.84. Wrote a check to Venezia Ristorante for \$189 as part of IPG Enhancing presentation grant and checking balance is \$17,381.48. Two activities have been added to the report pending approval of this year's budget: \$100 reimbursement for Megan Nims regarding Expanding Your Horizons Tri-Cities event, and \$613.54 reimbursement for Sandy for attending Leadership Training. \$425 will be charged directly to the section by ACS for Leadership Training. Janet has clarified that expenses can be issued prior to approval of the full budget. Motion to approve the two expenses in advance of total budget approval has been made by Janet, with the justification that they are expected and reasonable expenses. Steve moves to generalize motion due to expected expenses that need to be made prior to formal approval of budget. Discussion indicates that approval of expenses should remain on a month-to-month basis until total budget has been formally approved by the Section. Motion was amended to include the above-mentioned expenses and a third expense for reimbursement to Steve for payment to graphic designer for the newsletter; Steve seconds motion. Discussion indicates that Steve will send invoice to Deepika for newsletter. Motion carries unanimously.
3. Newsletter, Steve – Steve has received comments for the newsletter by email. Steve will continue to receive comments until Thursday, Feb. 14th at 12:00 pm. Kristin has asked if the issues that occurred with electronic voting via surveymoz during officer elections are expected to happen again with budget voting. Kristin has proposed using survey monkey instead. Sandy has proposed that the voting be distributed as currently indicated in the newsletter, with the justification that Matt Monroe now knows to watch for rejected emails. Anna will send Matt the most current Section roster for distribution of electronic voting.
4. Awards, Janet/Ram – The Section gets to make one official nomination for ACS Fellow (due 01 April 2019). This is a three-week process. Janet has proposed to the Executive Committee to begin the process to select a nominee immediately. The Stanley C. Israel Regional award nomination is due 01 March 2019. Janet is expecting at least 1 nomination for Heritage University for the Israel award. The NORM 2018 nominee for the high school teaching award will be forwarded to NORM 2019 for consideration. The ACS Division of Chemical Education (CHED) requires at least three nominations for award to be issued. The E. Ann Nalley volunteer service and Partners for Progress and Prosperity (P3) award nominations are also open. The region will support P3 award for only one more year due to depletion of funds, which were provided by past ACS president, Marinda Wu. Anna has asked if the Fellow nominee will be solicited from the membership or decided by the Executive Committee. Janet will send Steve a solicitation for Fellow nominees for Steve to include in the newsletter.

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5. EOU student travel support request, Anna – Anna has submitted a letter to the Executive Committee on behalf of Easter Oregon University (EOU) students attending the ACS Spring 2019 National Meeting. Twenty students have requested financial assistance to support travel and attendance to the national meeting. The Section has a line item in the 2019 budget in the amount of \$3000 to support travel for Columbia Basin College (CBC) and EOU students' travel to national and regional meetings. A motion for the Richland Section to support the EOU students' registration for the Spring meeting in the amount \$2500 was made by Janet; Kristin seconds. Motion carries unanimously.
6. STEM night, Sandy – Frannie has reached out to Sandy to participate in Leona Libby Middle School Science Night in West Richland. Program will involve nuclear science. Event is planned for Thursday, 28 February 2019. Setup will begin at 6:00 pm. Event will occur from 6:30 – 8:00 pm. Kristin and Shirmir have volunteered to participate. Shirmir will bring table banner to event.
7. Inter-section event with Idaho/Washington border, Sandy – Sebastian Stoian (Chair-Elect, Washington-Idaho Border Section, University of Idaho, Moscow, ID) expressed interest in hosting an inter-section event between the Richland and Idaho/Washington border Sections. One idea discussed was a biofuel-related tour. Sandy has reached out to Justin Billing regarding an event to be scheduled in the fall. ACS National offers a \$250 grant for inter-section events. Sandy has recommended that Sebastian apply for it to cover transportation of his grad students to Richland. Mariefel has noted that there are additional requirements for foreign nationals joining tours on PNNL campus. Janet has noted to expect at least a one-month lead time after all necessary paperwork has been submitted. Kristin will send list of necessary requirements for foreign national attendance to Sandy, Janet, and Mariefel. An administrator should be reached to begin paperwork for a foreign national participation in a visit. Kristin will connect her administrator to Sandy.
8. Historian role, Kristin – Kristin reached out to Carey Seidel regarding his continuing as the Section Historian. He has responded that the local section will be better served by having someone different in the historian role. Kristin has asked if he had any records that needed to be transferred; she is waiting for a response. The role of the historian is not yet clarified. The chairs historically carried boxes of records to be passed to new chairs, some of which has been lost. Janet noted that she had two boxes of records in her possession. She also has a series of online photo albums for the Section that are still online and will continue to be. Kristin has recommended creating an online repository of records. Janet recommended publishing the annual reports to the Section website. Having a Google drive for a records repository was recommended by Anna. Janet has volunteered to be part of a Historian committee. Kristin has proposed that an online repository be set up, to prevent loss of further records.
9. Darigold tour, Mariefel – Mariefel's contact at Darigold can accommodate a visit. The Section will need to provide a number of attendees and time frame. Sandy recommended having the event in the month of May. The event is not included in the budget. Anticipated expenses include water for attendees.
10. 2018 annual report, Ram/Anna/Janet – Ram and Anna have composed the annual report in FORMS. Anna provided several items to be considered for chemluminary nominations. Janet offered friendly revisions the report. Anna wants to include another chemluminary nomination for the Chemattitudes project. Anna will email the Executive Committee when the report is submitted.

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11. Committee updates –

- a. EOU chemistry club activities, Anna – Saturday Science event was interrupted due to inclement weather. EOU plans to reschedule for Saturday, 9 March 2019. Program-in-a-box event will take place Tuesday, 26 February 2019.
 - b. ACS leadership institute, Sandy – Sandy sent a summary report highlighting her activities to the Executive Committee via email. Topics discussed included branding, website, social media (Facebook account), Section email. Steve recommended creating an email for the Section. Janet recommends setting up a committee or task force to create a path forward for increasing social media presence. Sandy recommended reaching out to other sections to assess what they have done. Anna has noted that the National level is working on composing a tool kit for local sections to use to build their social media presence.
 - c. Speaker Bureau – Discussions will continue at next month’s meeting due to time constraints.
 - d. WCC activities, Megan – Expanding Your Horizons event scheduled for Saturday, 9 February 2019, was interrupted due to inclement weather. EYH planning committee will meet to discuss rescheduling event. WCC is planning two events for a Women’s History Month. The first being a Hanford History Event on Friday, 01 March 2019 at the REACH Museum. Event will feature lectures from Cal Delegard and Michele Gerber. The second will feature Anna King and the Daughters of Hanford project on Thursday, 21 March 2019 at 5:00 pm at the WSU Tri-Cities East auditorium. Anna will give a presentation on the project which will be followed by a question and answer panel from several Daughters. Frannie Smith has agreed to be on the panel. WCC is working with SPARK from PNNL to increase publicity. Megan has reached out to AIChE and Women in Nuclear to partner for the event. Sandy has recommended reaching out to ANS.
 - e. Celebration of Science, Mariefel – Mariefel has reached out to Three Rivers Science to request a booth set up. Celebration of Science is scheduled for Saturday, 20 April 2019, 11:00 am – 2:00 pm at Howard Amon Park. The theme for this year’s Earth Week is “Take Note: The Chemistry of Paper.” Mariefel will work with Anna to purchase items to give away at booth. Anna needs order request at least 1 month before event. The budget includes a line item in the amount of \$200 for Earth Day events (line 21j).
 - f. Calendar – An online calendar is recommended for visibility to the Section.
 - g. Program-in-a-box, Mariefel – Mariefel is working with WSU to organize a PIB event. Mariefel has ordered the box. Photos taken at the event are to be included
12. Innovative Project Grant event, Vanda/Kristin – Vanda’s IPG event, “PCSD Postdoc Mixer” was held on Wednesday, 23 January 2019, at CSF lobby at PNNL. The final report was submitted, which allowed another proposal to be submitted for creation of a Local Section Government Affairs Committee.



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13. Strategic Planning Retreat, Kristin – Next discussion with Cassandra Evans on Monday, 18 February 2019 at 9:00 am Pacific time. Kristin, Shirmir, Janet, Ram, Sandy, Deepika, Megan, Wayne Jones, and Kathleen Schulz are expected to call in.
14. ACS NORM website, Janet – Janet is working to close the NORM 2018 website by the end of the February in order to complete expenses for NORM 2018. Sandy needs address to NOR board treasurer.

Meeting adjourned:
7:20 pm



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ACS Richland Section
Treasurer's Report

February 13, 2019

Activities

Pending Expanding Your Horizons Tri-Cities for Megan Nims: \$100

Pending Travel expenses for Leadership Training for Sandra Fiskum: \$ 1038.54 (613.54: reimbursed to Sandy + 425.0: will be directly charged to local section by ACS)

Signed document at Banner Bank and initiated the transfer of checking account control to Deepika

Starting Balance

Savings	\$18,906.84
Checking	\$17,570.48

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
IPG Enhancing presentation grant	\$189.00	21b	2019-01-28	Vanezia Ristorante, 1279

Total spent this period	\$189.00
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Ending Balance

Savings	\$18,906.84
Checking	\$17,381.48