



Richland Section Board Meeting  
Wednesday, 03/11/2020, 6:03 PM, BSEL 202

03/11/2020  
Start: 6:03 pm

Attendance: Sandy Fiskum, Deepika Malhotra, Mariefel Olarte, Christian Perez Diaz, Steve Krogsrud  
Online: Dave Heldebrant, Janet Bryant, Anna Cavinato, Colby Heideman, Kristin Omberg

1. Approval of February 2020 minutes, Branch – Sandy presents the Feb 2020 executive committee meeting minutes. Dave moves to approve Feb 2020 minutes as presented; Steve seconds. Motion passes unanimously.
2. Approval of February 2020 treasurer report, Malhotra – Deepika presents the March 2020 (01 – 29 Feb 2020) treasure report. Starting balance is \$44,996.37 in savings account and \$15,457.85 in checking account. Two expenses are reported from checking account in the amount of \$465.98 from the checking account (detailed in attached treasurer report). No changes reported for savings account. Ending balance is \$44,996.37 in savings account and \$14,991.87 in checking account. Pending activities include three checks issued, which are detailed in attached treasurer report. Janet moves to approve March 2020 treasurer report as reported; Kristin seconds. Motion passes unanimously.

Old business

3. Leadership institute, Branch – Shirmir sent report for leadership institute to Sandy. Report is attached to the minutes below.
4. Membership chair, Fiskum – Cristina Cintron (PNNL) will be chair. Susan Asmussen (PNNL) will also serve on the committee.
5. Volunteer databank (SPR G1, S2) , Branch/Nims – Topic will be tabled until next meeting due to Shirmir and Megan’s absence. Shirmir and Megan have been communicating with Kristin to set up databank on the Local Section’s (LS) Google Drive.
6. Interim program reports
  - a. Program in a Box (PIB), 25 February, Devarie/Olarte – Nelmi (WSU Tri Cities, WSU) sent report to Sandy for PIB event at WSU. Nelmi also included the questionnaires that the attendees – mostly WSU student – completed after the event. Sandy noted that many of the responses involved learning more about the ACS. Sandy and Christian asked what the path forward will be from the LS. Mariefel has noted that in the past, emails were sent (to those who provided them) with the link to the ACS website. Steve recommended that we create an electronic database of non-ACS members who are interested in ACS activities in order to send them pertinent LS information. Anna has recommended sending scanned copies of the questionnaires to the PIB committee ([multimedia@acs.org](mailto:multimedia@acs.org)). Mariefel will take on this action. Anna and Colby will send report for the PIB event hosted at Eastern Oregon University (EOU). Anna mentioned reaching out the ACS Student Chapter website for tools to connect to local students. Christian is pursuing this action.

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- b. Saturday Science, EOU/Ontario, 7 March, Cavinato –The event was themed “Marvelous Metals” after the 2019 National Chemistry Week theme. There were 8 EOU student volunteers, as well as 8 student volunteers and 2 faculty volunteers from Treasure Valley Community College. Mariefel asked Anna if she had been contacted by CBC for guidance on starting a student chapter. Anna is in the process of completing the report. There were 23 children in attendance.
  - c. Leona Libby STEAM night, Fiskum – Event was hosted on Thursday, 05 March 2020. Sandy is in the process of writing the report for the event.
7. Student travel support, Cavinato/Melby – Support was requested for EOU students to attend the National ACS Meeting, which was cancelled due to coronavirus outbreak. Anna is currently working with the students to get their current travel plans cancelled. Sandy received the request for Columbia Basin College (CBC) students to attend the 2020 Northwest Regional Meeting (NORM). This request has been tabled until the NORM scheduling has been finalized.
  8. Mid-Columbia Science Fair (MCFS), 12 – 14 March, Heldebrant – The event is still planned to occur at the Columbia Center Mall as scheduled. The MCFS committee has released guidelines for interaction (glove, no hand-shaking, etc.). The LS has committed \$400 for the event along with two \$50 awards for chemistry demonstrations. There are ~20 demonstrations for chemistry. Thirteen LS volunteers are anticipated to attend. The volunteers will meet at the Starbucks in the food court at 8 am to receive assignments. Discussion of judging indicates that demonstrations for biochemistry also be included as consideration for the award. This will bring a total demonstrations for award consideration up to ~35. Sandy sent the awards description to Brenda, who will print the awards. Deepika will have two checks ready to issue once the winners are named. Mariefel will present the award at the awards ceremony on Saturday, 14 March 2020.
  9. Earth Day, 22 April, Cavinato, Branch – This year marks the 50<sup>th</sup> anniversary of Earth Day. Shirmir has ordered the Chemists Celebrate of Earth Week (CCEW) booklets both in English and Spanish. Shirmir is also coordinating with Anna to order additional supplies. The Richland Earth Day event will be at the Celebration of Science at the REACH Museum on Saturday, 18 April 2020. The registration form has been submitted.
  10. Facility tour annual event (SPR G2, S1), Programs committee – The committee is in the process of identifying a facility to tour. Mariefel reported that the committee is leaning toward Lamb Weston and is reaching out to their connections to schedule a tour.

New Business

11. Fellows nominations, Bryant – Janet has clarified that each LS is able to nominate one person per every one councilor the LS has. Each ACS Division is allowed to nominate two people per every one councilor the Division has. The Awards Committee is working with Ram Devanathan and Dave Heldebrant on their nominations. Janet is recommending that LS formally nominate Ram for his nomination for the LS nomination. Janet will also work with the Energy and Fuels Division to prepare Dave’s formal nomination. Janet moves that the LS formally Ram as the Richland Section

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nomination for the ACS Fellow; Anna seconds the motion. Discussion indicates that Sandy will write the nomination letter for Ram. Janet will work with her to meet this action. Motion carries unanimously.

12. WCC Happy Hour, Nims/Branch – Happy Hour is scheduled for Thursday, 19 March 2020 at Longship Cellars starting at 6 pm. Shirmir and Sandy discussed not cancelling the event in light of the coronavirus outbreak since the number of attendees will be less than 200 people as recommended by state authorities.
13. Event form, Fiskum
14. Science Olympiad, Fiskum – Sandy has been contacted by a teacher in Sammamish, WA with an inquiry as to whether the LS will be hosting a science Olympiad. Kristin has confirmed that the event would need to be organized and registered on January 15<sup>th</sup> before the event and that it needs to be coordinated with a facility containing a lab. Janet and Kristin have requested the teacher's information to put them in contact with the correct people for organizing an event.

Committee Reports

15. Public Relations – Steve reports that next newsletter should come out later in the spring once event dates have been confirmed. Steve met with Matt Monroe (website manager) and Taylor Tonto to organize ideas for redesign of the website.
16. Programs Committee – The venue has been booked for the Annual Social (Friday, 13 Nov 2020). Kristin will work on acquiring the insurance that allows alcohol at the event. Deepika will work with Kristin for this action. Padmanja Gunda (CBC) is willing to host the upcoming fall PIB at CBC. This would fall in line with earlier discussion to alternate the PIB event between WSU and CBC.
17. Governance Affairs Committee – Kristin will begin preparing suggested dates to present at the April 2020 executive committee meeting.
18. Bylaws – The draft has been approved. Janet is preparing the final package to submit to ACS Constitution & Bylaws Committee. Sandy and Janet will be submitting the final package.
19. Education – EOU will be hosting several CCEW events throughout La Grande, OR. One on 04 April 2020, in which SMILE children will be visiting the EOU campus. Another event will take place on Saturday, 16 April 2020. Another event will be hosted at Island City, OR.

Other reports

20. Dave will coordinate with AIChE counterpart to organize the upcoming ACS/AIChE picnic.

Upcoming Activities/Calendar



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21. MCSF, 12 – 14 March 2020
22. WCC Women's History Month Happy Hour, Longship Cellars, 19 March 2020
- ~~23. ACS National Meeting, 22 – 26 March 2020 CANCELLED~~
24. CCEW: Celebration of Science, REACH Museum, 18 April 2020
25. CCEW: EOU activity
26. ACS/AIChE picnic
27. ~~Chemistry Festival, Paseo Farmer Market, 27 June 2020~~ this is now a PNNL only event
28. NORM 2020, 28 June – 01 July 2020, Western Washington University, Bellingham, WA
29. Girls in Science
30. National Chemistry Week
31. Fall PIB
32. Annual Social, Richland Community Center, 13 Nov 2020

Steve moves to adjourn meeting; Dave seconds motion. Motion carries unanimously.  
Adjourn at 7:00 pm

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**ACS Richland Section  
Treasurer's Report**

2/1/2020-2/29/2020

**Activities**

Issued check #1315 to American Chemical Society for SPR: \$1250.00

Issued check #1341 to MCSF Association for Science Fair: \$350.00

Issued check #1342 to Shirmir Branch for Leadership Training: \$488.00

**Starting Balance**

Savings	\$44,996.37
Checking	\$15,457.85

**Receipts**

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

To	Amount	Budget Category	Date Paid	Description; check number
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COSTCO WHSE #04 KENNEWICK WA	\$15.98	17d	2020-02-18	Science Cafe; Card# *7639 POS DEB 1912 02/18/20 829469
Visual Verve Design & Print	\$450.00	16a	2020-02-14	ACS Newsletter; 1314

Total spent this period	\$465.98			
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**Ending Balance**

Savings	\$44,996.37
Checking	\$14,991.87



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2020 ACS Leadership Institute Report

Dates: 24 – 26 Jan 2020

Location: Atlanta, GA

Attendee(s): Shirmir Branch

Summary:

The leadership institute consisted of networking and engaging with other Local Sections within the ACS as well as other committees and representatives from the regional and national leadership. The institute also featured a Resource Fair, which featured many of the Society's digital and organizational services in place for enabling the success of the local sections. I participated in the Local Section Leader's Track where I had the opportunity to attend many sessions geared toward volunteer engagement and developing digital communication. Below are summaries of the workshops I attended.

Friday (Day 1)

- Workshop: Communicating with your members
  - This session provided tools and strategies for communicating and engaging with the membership at all levels (student, early career, retired, etc.). Strategies included planning events geared toward different groups and using different platforms to reach out to the memberships (email, social media, newsletter, etc.). This session also highlighted the importance of remaining within compliance with the ACS branding guidelines. This session also provided tips for maintaining a digital presence, including ACS approved domains for websites and mass email portals
- Workshop: Using social media for your local section
  - This session walked attendees through setting up and maintaining a Facebook page for their local section. This session also discussed how to assign administrators and different ways to use the page to communicate with the membership. One interesting thing I found was that the Facebook Live feature could be used to stream and archive section meetings and events.
- Workshop: Planning successful activities
  - This session highlighted strategies for running successful events within the local section. Strategies related to forming the idea for the event, targeting the correct audience, assigning and implementing tasks, and summarizing the event into a formal report.

Saturday (Day 2)

- Workshop: Engaging and motivating volunteers.
  - In this session the attendees worked in teams to detail the implementation of an event. The goal of this workshop was to recognize the tasks needed to complete the event and how to appropriately distribute those tasks among volunteers.
- Workshop: Collaborating across boundaries
  - This workshop taught how to recognize common interests between the local section and other groups and organization and to work together toward a common goal. Attendees



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learned strategies to reaching out to other groups appropriate sharing of tasks, accepting liabilities, and conflict resolutions.

Sunday (Day 3)

- Wrap up and Town Hall
  - On the final day of the conference, the attendees participated in a Q&A session about local section leadership and ACS governance. Attendees were also given the opportunities to share their thoughts about the Institute.