

Richland Section Executive Committee Meeting
Wednesday, 12/09/2020, 6:03 PM, Microsoft Teams Meeting

12/09/2020
Start: 6:03 pm

Attendance: Sandy Fiskum, Shirmir Branch, Colby Heideman, Cristina Padilla-Cintron, Megan Nims, Steve Krogsrud, Anna Cavinato, Deepika Malhotra, Mariefel Olarte, Kristin Omberg, Padmaja Gunda, Tamas Varga

1. Approval of minutes – Shirmir introduces the October 2020 executive committee meeting minutes. No comments were received. Anna moves to approve the October 2020 executive committee meeting minutes as presented; Mariefel seconds the motion. Motion passes unanimously. The final draft of the minutes will be submitted to Matt Monroe for upload to the Richland Section website.
2. Approval of treasurer’s report – Deepika introduces the November 2020 (budget period 01 – 31 October 2020) and December 2020 (budget period 01 – 30 November 2020) treasurer’s report. Starting balance for November 2020 is \$45,039.11 in savings and \$19,609.05 in checking. No income or expenses were made. One check was issued to Visual Verve Design and Print for October 2020 newsletter. Ending balance for November 2020 was \$45,039.11 in savings and \$19,609.05 in checking. Starting balance for December 2020 was \$45,039.11 in savings and \$19,609.05 in checking. Activities, income, and expenses are detailed in the attached treasurer’s report. Ending balance for December 2020 was \$45,039.11 in savings and \$19,399.05 in checking. Anna moves to approve both reports as received; Colby seconds the motion. Motion passes unanimously.

Old Business

3. Volunteer databank – The link for the volunteer databank survey form will be sent to Anna to go out to the membership later this week. A due date of 10 January 2021 has been requested in order to allow time for recruiting to committee positions. The names of committee chairs are due to ACS by 31 January 2021.
4. Introduce Tamas Varga – Tamas ran for treasurer and has expressed interest in being involved. Sandy recommended he join the Diversity and Inclusion committee. Tamas will meet with Anna offline to discuss where he can help. Some efforts that were named include the collaboration between Eastern Oregon University (EOU) and Washington State University Tri-Cities (WSU) to build WSU’s chemistry club, as well as a recent proposal that was submitted for the ACS Diversity, Inclusion, and Respect Grant. Anna also suggested that Tamas reach out to Colby regarding outreach efforts at EOU.
5. Website – Steve recommended having the LS website transferred to the ACS Network. A copy of the Richland Section Website Plan is attached below. Discussion indicates that the Executive Committee is in favor of this recommendation. Steve plans to reach out to individuals who can help design and maintain the website at the start of next year. He has already reached out to the person who designed the website for NORM 2018 and she is available to help with the design. Steve motions to establish the Richland Section website on the ACS Network. Mariefel asked which individuals would have the authority to update the website. Steve clarified that updating the website is to remain the

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responsibility of the Local Section (LS). Matt Monroe can continue to serve this role. By moving website to the ACS Network, anyone granted permissions can make changes to the website. (The previous website is on a Labworks domain; therefore, only a PNNL employee has the permission to make changes.) Anna suggested forming a committee of individuals who would be granted administrative privileges to make changes to the website. Cristina asked if the website would allow the LS to host webinars using the same format that ACS does. Mariefel suggested posing that question to ACS. For now, the LS has access to ACS's Zoom license and will continue to do so for the near future. Mariefel moves to move Richland Section website to the ACS Network; Cristina seconds the motion. Motion passes unanimously.

6. NCW activities – Colby announced that the EOU chemistry club created a video demonstration recognizing National Chemistry Week (NCW), which was posted to the club's Facebook page. This year's theme was "Sticking with Chemistry." A link to the video is included here: <https://www.facebook.com/958099780883933/videos/383223079472364>. The video was based on a NCW kit that Anna received. There are still several materials left that Anna hopes can be used at future events. Cristina has the same kit and wants to create a Spanish-English version of the EOU video pending COVID impacts.
7. U.S. National Chemistry Olympiad – Padmaja has reached out to the principals of all of the high schools in Tri-Cities via email asking about the upcoming chemistry Olympiad. She received one response from a principal in the Richland School District letting her know that he would forward her email to his school's chemistry and science teachers. She received a response from a biology teacher notifying her that getting a response from the teachers at this time will be highly unlikely due to their increased workload. A request for participation in the Olympiad is due 20 December 2020. Padmaja will notify the Executive Committee if any of the teachers reach out to her after the due date. Kristin noted that she was once contacted by someone wanting to participate in the Olympiad after the due date. Discussion indicated that there is likely a disconnect in communication regarding the deadlines for Olympiad participation. Sandy proposed reaching out to local teachers earlier next year to ensure enough time to register. Kristin suggested that the easiest way was to have one of the local high schools to order materials for the Olympiad because there is a lab component to the event. Sandy noted that in the past, Columbia Basin College (CBC) has hosted the local Olympiads.
8. Annual social – This year's annual social was hosted via Zoom. There were 47 registrants and 33 participants. Discussion indicated that the event was well executed. There was a three-way tie for the trivia: Christopher Hendon, Christina Sorenson, and Matthew Douglas. Sandy asked Steve to include a note in the next newsletter congratulating them on their win. Christopher Hendon's talk was well received. Mariefel appreciated that the awardees were able to attend.

New Business

9. CBC Chem club – The CBC chemistry club was started a year ago. Due to COVID impacts, student participation has declined. The chemistry club is working on setting up a Facebook page to encourage membership participation. Sandy noted that the LS is available to provide resources. Discussion indicates that the LS could provide resources to establish the CBC chemistry club to become a student

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chapter. The LS might also be able to provide support for student members to attend ACS meetings, including the upcoming national virtual meeting. Due to COVID impacts, the chemistry club is not yet ready to become an ACS student chapter. Anna noted that that would not have an impact in receiving support to attend ACS meetings. She also stated that a chemistry club needed a minimum of 6 students to become an ACS student chapter.

10. 2021 budget – Deepika introduces the proposed 2021 budget. Discussion regarding item 4 (rebate for Councilor travel to the ACS meeting) involved reducing the amount because the Spring National meeting will be virtual. Discussion regarding item 14a (travel awards for ACS student members) indicated that in light of unlikely travel to meetings, this item could be used to sponsor student member dues and/or registration for virtual meeting attendance. Item 14b (HS teacher grant) was proposed as a resource to support chemistry education as impacted by the COVID pandemic. Criteria to receive this grant will be discussed in the next Executive Committee meeting. Steve suggested increasing the amount for item 16a (newsletter) to \$1,300 to support four newsletters going out every year. The expense for item 19 (travel subsidies to Councilors) is included. However, the actual amount will depend on whether the Fall ACS meeting is virtual. A justification for item 21b (grant) is included at the bottom of the proposal. This combines the recently received METT grant and a carryover 2019 ACS grant for the Governance Affairs Committee (GAC). Kristin indicated that this will likely be spent on training for GAC. Since there have been no expenses for item 21m (career fair) since 2018, Deepika suggested removing it. Sandy indicated that since the LS has hosted a successful career fair in the past, it would be a good idea to keep it on the radar to host approximately every five years. The final budget results in a deficit, but a justification will be provided to the LS membership describing carryover grants the LS will receive. Steve moves to approve the proposed budget as revised; Anna seconds the motion. Motion passes unanimously. Deepika has taken the action to send the revised proposed budget to Steve for inclusion in the newsletter.
11. January newsletter – The newsletter is set to go out to the LS membership by the end of January 2021. Steve has asked for all content to be included in the newsletter to be sent to him no later than the second week of January 2021. Some content to be included are as follows: farewell letter from the outgoing chair; welcome letter from the incoming chair; annual social recap; NCW summary; Girls in Science article.
12. Annual report – The annual report will need to include the 2021 Chair's goals from Mariefel and the 2021 Chair-Elect's goals from Cristina. Anna will work with Colby to enter the activities that were completed at EOU. The website for the annual report has moved from Forms to Community Connection. Forms is still currently active to view previous reports.
13. ChemLuminary – The 22nd Annual ChemLuminary Awards was held virtually on Wednesday, 09 December 2020 at 4:00 pm Eastern Time. A link to the ceremony video is here: <https://vimeo.com/483705362>. Janet Bryant received the 2020 Award for Volunteer service to the America Chemical Society. The Richland Section was finalist for three awards and received the ChemLuminary for 'Outstanding NCW Event for a Special Audience' which recognized the 2019 Saturday Science event organized by the EOU chemistry club in Ontario, OR.. Sandy has asked Anna to write an announcement for the award to go into the newsletter.



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14. Leadership institute – The upcoming leadership institute will be held virtually at no cost. ACS is also providing the training to two officers from each LS. Cristina will be attending as 2021 Chair-Elect. Deepika will attend as 2021 Treasurer. Sandy will send the registration details to Deepika.

Committee reports

15. Programs – No updates to report.
16. WCC – The Washington state LS WCCs hosted a webinar on Thursday, 03 December 2020 to honor 2020 ACS female national award winners from the state. The panelists were Janet Bryant, Dr. Sue Clark, and Brandi Cossairt. The virtual event was well received by attendees. The Richland LS also had the largest amount of registrants and attendees.
17. Awards – No updates to report.
18. Public relations – Steve noted that a LS meeting needs to be held for the membership to vote on the 2021 budget. Sandy will check the bylaws to ensure that this vote can take place virtually. A date will need to be set before the next newsletter goes out.
19. GAC – Allison Campbell has agreed to conduct a GAC training. Kristin is working to pin down a date and will submit an announcement to Steve for inclusion in the upcoming newsletter if timing permits.
20. Education – No updates to report.
21. Diversity and Inclusion – Updated reported above.

The Richland LS thanks Sandy for her leadership as 2020 Chair!

Kristin moves to adjourn the December 2020 executive committee meeting; Anna seconds the motion. Motion passes unanimously.

Adjourn at 7:23 pm



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**ACS Richland Section
 Treasurer's Report**

10/1/2020-10/31/2020

Activities

Issued check# 1348 to Visual Verve Design & Print for ACS Oct. 2020
 Newsletter

Starting Balance

Savings	\$45,039.11
Checking	\$19,609.05

Receipts

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

Expenses

To	Amount	Budget Category	Date Paid	Description; check number
Total spent this period		\$0.00		

Ending Balance

Savings	\$45,039.11
Checking	\$19,609.05



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**ACS Richland Section
 Treasurer's Report**
 11/1/2020-11/30/2020

Activities

Starting Balance

Savings	\$45,039.11
Checking	\$19,609.05

Receipts

From	Amount	Budget Category	Date	Directed to:
Returned City of Richland damage deposit for meeting room	\$150.00	17c	2020-11-30	Checking

Total receipts this period \$150.00

Expenses

To	Amount	Budget Category	Date Paid	Description; check number
Visual Verve Design & Print	\$315.00	16a	2020-10-31	ACS Oct. 2020 Newsletter; 1348
Mathew E Monroe	\$45.00	15	2020-11-04	2021 Officers Election Runner program to host electronic balloting; 1349

Total spent this period \$360.00

Ending Balance

Savings	\$45,039.11
Checking	\$19,399.05



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Richland Section Website Plan
Revision 0

Purpose: This plan provides an outline for updating the Richland Section website. It allows all interested parties to review and provide input on the format and desired features of the new website.

Goal: The goal of the website redesign is to create a website which:

- has a contemporary appearance.
- is easy to navigate.
- provides access to commonly used information, such as Section calendar, in as few steps as possible.
- allows for storage of archive information/files.
- is easy to maintain.

Website Host: Three possibilities have been identified for hosting the website: the current labworks system, a commercial host, and the ACS Network. Here are some pros and cons of each:

- Labworks. There is no cost for hosting our website on Labworks. Creating a new website on Labworks from scratch offers lots of options, but also would be expensive. Only PNNL employees can make changes to a website on Labworks.
- Commercial. The cost of hosting a website on a commercial service is variable, depending on options, but \$10/month is typical. Creating a new website from scratch on a commercial service would have the same costs as doing it on Labworks. An advantage is that anyone can be given access to make changes to the website.
- ACS Network. There is no cost for hosting our website on the ACS Network. Website design costs can be reduced by using the ACS provided template as a starting point. The ACS will provide assistance in setting up the website but does not assist in customizing the template. Anyone can be given access to make changes to the website.

Discussion: One of the biggest challenges of having a Section website is keeping it up to date. Since only PNNL employees can make changes on Labworks, that system is less desirable than either a commercial service or the ACS Network. The ACS Network has the advantage over a commercial service in that the ACS provides a template and technical assistance in establishing a site on the network. As part of the ACS Network, members will have access to other ACS content, which may be viewed as either an advantage, or a distraction.



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Desired Website Features: Based on recommendations from Richland Section members and members of the Executive Committee, the following features have been identified as being desirable in the new website. The features were identified primarily by scouring other local section websites for good ideas. Links to examples are given. They are not presented in any particular order.

- Present the Section calendar in a visual format rather than a list of dates. This would look like a calendar of the month. More information on each event could be gained by clicking on it. This is part of the ACS template. See for example <https://communities.acs.org/place-calendar.jspa?container=2270&containerType=14>
- A volunteer sign-up page. <https://alabamaacs.weebly.com/volunteer-request.html>
- A page encouraging members to keep their ACS profile current. <http://www.midlandacs.org/edit-member-profile/>
- Ensure current events are highlighted on homepage.
- Separate pages for committees such as Women Chemists Committee, Diversity.
- Integrate more photos and graphics into all pages.
- Features such as: map of Section area, group photo of Section officers, mission statement, links to ACS grant and awards pages.

Recommendation: Establish a website on the ACS Network for the Richland Section using the ACS local section website template. Continue work on expanding and refining the list of desired website features. Customize the template to the Richland Section needs using the services of a professional website developer. Keep the current website in service until the new website is completed.

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Proposed 2021 LS budget for Approval

	2018 Final	2019 Final	2020 Final	2021 Proposed
REVENUES				
(1) Annual ACS Allotment (plus dues)	\$7,805	\$7,768	\$7,625	\$7,665
(2) New member commissions	\$0	\$15	\$15	\$0
(3) Donations, contributions	\$0	\$0	\$0	\$0
3a) Bequests and/or trusts	\$0	\$0	\$0	\$0
(4) Rebate from ACS for Councilor travel expenses	\$2,457	\$2,436	\$0	\$1,250
(5) ACS Awards or Grants received (e.g., METT, IPG, ACS Inter-Chapter Relations Grant)	\$1,600	\$2,750	\$4,000	\$0
(6) Program revenue (short courses, lecture series etc.)	\$0	\$0	\$0	\$0
(7) Local section dues, affiliate dues	\$1,529	\$1,186	\$1,298	\$1,200
(8) Interest, dividends	\$15	\$126	\$53	\$60
(9) Special events and activities	\$0	\$132	\$0	\$0
(10) Meals (include total meals in revenue)	\$0	\$0	\$0	\$0
(11) Other revenue (describe and itemize)				
a) AICHE contribution to summer picnic	\$0	\$0	\$0	\$0
b) Early bird discount for leadership training	\$250	\$250	\$0	\$0
c) NORM 2018	-	\$28,964	\$0	\$0
d) 2019 Strategic Planning Retreat (I.SAC grant)	\$2,000	\$0	\$0	\$0
(12) TOTAL REVENUES	\$15,656	\$43,627	\$12,991	\$10,175
EXPENSES				
(13) Subsidies to subsections, topical groups, or affiliate groups	\$0	\$0	\$0	\$0
(14) Awards, scholarships, grants, etc.				
a) Travel awards/Registration for ACS student members	\$2,500	\$3,500	\$1,000	\$3,500
b) HS Teacher Grants	\$0	\$0	\$0	\$500
c) Outstanding Teacher Award	\$0	\$0	\$0	\$100
d) General Awards	\$168	\$0	\$220	\$300
e) Supplemental awards	\$0	\$200	\$0	\$200
(15) Administrative expenses (not including postage, printing, and shipping)	\$0	\$64	\$45	\$100
(16) Printing, publications, newsletters, meeting announcements, postage				
a) Newsletter	\$649	\$604	\$855	\$1,300
b) Public relations	\$0	\$0	\$0	\$300
c) Web update	\$0	\$0	\$0	\$1,000
d) Miscellaneous	\$10	\$358	\$0	\$50
(17) Local Meetings (include speakers' expenses)				
a) Speakers	\$0	\$0	\$0	\$300
b) ACS Picnic	\$224	\$294	\$0	\$300
c) ACS Annual social	\$1,251	\$1,873	\$0	\$1,800
d) Science Gates	\$0	\$365	\$16	\$400
(18) Meals	\$40	\$92	\$0	\$200
(19) Travel subsidies to Councilors	\$3,071	\$3,045	\$0	\$1,750
(20) Travel subsidy and fee for Local Section Leadership Conference	\$1,072	\$1,213	\$1,086	\$0
(21) Other expenses (describe and itemize)				
a) K-12 outreach	\$0	\$500	\$0	\$500
b) Grant (METT, IPG, other ACS grants)*	\$0	\$589	\$0	\$4,750
c) NCW	\$412	\$375	\$0	\$500
d) Olympiad	\$0	\$0	\$0	\$100
e) Science Fair and award	\$425	\$425	\$450	\$500
f) Girls in Science	\$500	\$500	\$0	\$600
g) Bridging the gap migrant (communication equipment)	\$0	\$0	\$0	\$300
h) Diversity Affairs Committee	\$0	\$0	\$0	\$500
i) Boy Scouts Nuclear Science Merit Badge	\$0	\$0	\$0	\$75
j) Earth Day	\$147	\$189	\$0	\$200
k) Project SEED	\$2,500	\$0	\$0	\$900
l) Joint society meeting	\$0	\$0	\$0	\$100
m) Career fair	\$0	\$0	\$0	\$0
n) Women Chemists Committee	\$217	\$600	\$0	\$600
o) Expanding Your Horizons	\$250	\$332	\$0	\$600
p) Government Affairs Committee	\$0	\$0	\$0	\$0
q) 2019 Strategic Planning Retreat	\$0	\$1,133	\$1,250	\$0
r) In kind support for Washington State Chemistry Club**	\$0	\$0	\$0	\$500
(22) TOTAL EXPENSES	\$13,437	\$16,250	\$4,922	\$22,825
(23) EXCESS (DEFICIT)	\$2,219	\$27,376	\$8,069	-\$12,650

*21b includes \$2000 METT grant (2020) and \$2750 ACS GAC grant from 2019 (dependent on travel and other things)

**21r IS contribution to \$750 ACS WSU inter chapter relation grant (this was approved in 2020 but not spent)