

Richland Section Executive Committee Meeting
Wednesday, 02/10/2021, 6:06 PM, Microsoft Teams Meeting

02/10/2021
Start: 6:06 pm

Attendance: Shirmir Branch, Anna Cavinato, Sandra Fiskum, Padmaja Gunda, Colby Heideman, Steve Krogrud, Deepika Malhotra, Mariefel Olarte, Cristina Padilla-Cintron, Tamas Varga

1. January 2021 meeting minutes – Shirmir introduces the January 2021 executive committee minutes. Sandy posed a question regarding item #5 asking if the ACS Network website would be able to be modified to suit the Local Section's (LS) needs. Steve clarified that the website would not be a possibility. Clarification was also provided regarding #11. Discussion during the January 2021 executive meeting indicated that voting on the LS budget would take place among the attendees of the 19 February 2021 Science Café. The voting will actually be taking place via Google Forms that has already sent to the membership. The deadline for voting via Google Forms will be on the day of the Science Café. The clarification will be recorded here and the January 2021 executive committee meeting minutes will not be amended. Anna Moves to approve the January 2021 executive committee meeting minutes as presented. Cristina seconds the motion. Motion passes unanimously. Shirmir will submit the final draft of the minutes to Matt Monroe for upload to the Richland Local Section (LS) website.
2. February 2021 treasurer's report – Deepika introduces the February 2021 (01 – 31 January 2021) treasurer's report. Starting balance is \$45,048.90 in savings and \$23,399.05 in checking. There is no activity to report. Ending balance is \$45,048.90 in savings and \$23,399.05 in checking. Sandy moves to approve the February 2021 treasurer's report as presented. Steve seconds the motion. Motion passes unanimously.

Old Business

3. LS financial book audit – Deepika reported that the LS 2020 financial book audit has been completed by Phillip Koech. Deepika has also completed the financial portion of the 2020 LS annual report. Mariefel asked where record of the audit will be recorded. Sandy recommended attaching the record (in form of email from Phillip) in this month's executive committee meeting minutes.
4. Signature for bank account transfer – The documents authorizing the change of signature authority for the LS Banner bank has been signed by the relevant officers and returned to the bank.
5. Committee chairs submission to ACS – The committee chair certification form was submitted to Donica Young. Tamas (as Membership Chair) confirmed that he now has access to the LS membership roster.
6. Annual report – Sandy has confirmed that the 2020 LS annual report is nearly completed. Sandy sent out an inquiry to the executive committee asking if the diversity panel event organized by Mariefel would be nominated for a ChemLuminary award, which would need to be indicated in the annual report. Anna clarified that the event does not have the metrics necessary for a ChemLuminary nomination. Mariefel noted that it would be useful for the executive committee to be aware of the

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requirements for a ChemLuminary award would be to ensure that the necessary information is recorded for the LS's planned events. One example would be sharing a Google documents among the executive committee to keep track of the LS's activities.

7. Newsletter – A draft of the newsletter has been submitted to the executive committee for review. Comments should be resolved and the final version should be submitted to Anna for distribution to the membership by Friday, 12 Feb 2021.
8. Website update (METT grant) – Steve worked with his team to identify other LS websites as models for how the Richland LS wants to redesign its website. Steve contacted the St. Louis LS webmaster for guidance and they responded that he hired a professional website developer. Following that correspondence, Steve has researched local website developers. His current contacts include an individual recommended from a local print shop and the person who developed the NORM 2018 website. Based on his correspondence with the St. Louis LS, the cost of moving content from the current website to the new website may exceed the \$3000 budget listed in the proposed LS. Steve also noted that there will also be a smaller, yearly fee to hold the domain. Cristina suggested using an already established website template (e.g. Wordpress or Wix) to help alleviate cost. Anna noted that the ACS is doubling the annual allotment for LS's, divisions, and student chapters for the year 2021. This extra monies could be used to help cover the costs for building the new website. The Richland LS allotment for 2021 is \$7,765. Mariefel and Deepika will confirm if this amount contains the typical allotment or the doubled increase. Steve noted that the 2018 allotment was \$7,800, so the LS should receive \$15,530.
9. Science café/budget approval deadline – The Science Café is scheduled for Friday, 19 February 2021 from 5:30 – 6:30 pm via Zoom. This date will also be the deadline for voting on the LS budget. Shirmir will be the speaker for the Science café. The details for this meeting, including registration, have been distributed to the membership. Cristina suggested verifying that the meeting details are set to mute the attendee as soon as they sign on so as not to distract the speaker. Sandy suggested allotting the first few minutes of the meeting to address questions regarding the budget.
10. Chemistry Olympiad – Padmaja has registered 4 local students for the U.S. National Chemistry Olympiad (USNCO). The students are currently awaiting details from USNCO regarding access codes and materials for participation. Discussion indicated exploring different ways to get information about the USNCO to the local high school students. Mariefel suggested building a database to maintain current contact information for teachers. The Columbia Basin College chemistry club will be having a joint club meeting with the Eastern Oregon University (EOU) chemistry club on 22 February 2021 to discuss collaborating outreach.
11. EOU chemistry club – The EOU chemistry club will be hosting a joint event on 08 March 2021, where Cristina will present on navigating a career in chemistry. Colby will send an invitation to the Washington State University Tri-Cities chemistry club as well.
12. Mid-Columbia Science Fair (MCSF) – Mariefel encouraged members to sign up as a judge in the MCSF. Further discussion will be postponed to the next meeting.

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13. Diversity, Inclusion, and Respect Grant – Cristina and Anna will have their first meeting with the Stevens Middle School principal on Thursday 11 February 2021 regarding the “Explore COVID-19 | Explorando COVID-19” event. The event is expected to include around 350 students. Following the initial meeting, Cristina will reach out to volunteers to coordinate event planning.
14. Annual social – Discussion will be postponed until next meeting.

New business

15. Northwest Region (NOR) Board representative – It was mentioned that the Richland LS does not currently have a NOR Board representative. Mariefel has asked Ram Devanathan (currently serving as NOR Board treasurer) to serve as the LS representative. Ram is willing and has asked the executive committee to vote on the matter. Due to lack of quorum, the vote will be made via email.
16. NORM 2021 award nominations – The available award nominations available are: the Stanley C. Israel Regional Award for Advancing Diversity in the Chemical Sciences; the ACS Division of Chemical Education Glenn and Jane Crosby Northwest Region Award for Excellence in High School Teaching; and the ACS E. Ann Nalley Northwest Regional Award for Volunteer Service to the American Chemical Society. The deadline is 01 March 2021. Discussion indicates that the LS will not likely be submitting any nominations. Anna noted that she is willing to help write a nomination if someone is named before the deadline. Sandy mentioned that the deadline for the ACS Fellows nominations is approaching. Sandy suggested submitting a nomination packet for Dave Heldebrant. Anna will follow up with Janet Bryant to gather Dave’s information from Janet Bryant.

Other business

17. K-12 directory/contacts – Given that several events planned for this year target K-12 students, Mariefel suggested building a directory containing contact information for local teachers to better get information to local students.

Committee reports

18. Programs – Cristina has asked that if anyone has suggestions for activities to please contact her for assistance with organizing.
19. Membership – Tamas is working on drafting a welcome letter for new members. He suggested that in addition to welcoming new members to the LS, a welcome letter also be sent the entire membership at the beginning of the year. Discussion that this is similar to the welcome letter from the LS chair every year. Anna suggested
20. Nominations – Updates reported above.
21. Awards – Updated reported above.



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22. Public Relations – Updates reported above.
23. Education – Several EOU students will be attending the virtual ACS Spring National Meeting. The LS has provided financial support for students to attend in the past. Colby will work on drafting a request for support to send to the executive committee. Sandy suggested that CBC and WSU submit requests for support as well if student from those schools will be attending.
24. Diversity and Inclusion – Updates reported above.
25. Governance Affairs – No updates to report.
26. Women Chemists (WCC) – The regional WCCs are currenting planning the WCC symposium for NORM 2021. The next meeting will take place after the March 2021 executive committee meeting. An update will be provided in the April 2021 executive committee meeting.

Steve moves to adjourn the February 2021 executive committee meeting. Anna seconds the motion.
Motion passes unanimously.

Adjourn at 7:14 pm



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Branch, Shirmir D

From: Koech, Phillip K
Sent: 10 February, 2021 09:19
To: Olarte, Mariefel V
Cc: Anna Cavinato; Heldebrant, David J; Malhotra, Deepika; Fiskum, Sandra K; Branch, Shirmir D; Padilla-Cintron, Cristina
Subject: Audit of the 2020 Local section books
Attachments: 2020 Treasurer records review.pdf

Mariefel,

I have performed an audit of the 2020 Richland local section financial records and found that they are true, accurate, and complete.

Find attached complete report.

Best regards

Phillip

Phillip Koech
Senior Chemist
Pacific Northwest National Lab
Energy Processes & Materials Division
509-372-6891
phillip.koech@pnnl.gov



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Phillip K. Koech

117 Bremmer St.

Richland, WA 99352

509-460-9046

Phil.koech@gmail.com

February 9th, 2021

Mariefel Olarte, Chair

Richland Section

American Chemical Society

Dear Mariefel Olarte:

Deepika Malhotra 2020 Richland local Section Treasurer asked me to perform an independent review of the treasury records for calendar year 2020 to demonstrate that the records are true, accurate, and complete. This review is now complete.

Procedure

The starting materials for the review were as follows:

1. An electronic copy of the Section Treasurer's financial spreadsheet documenting each item of income and expense that occurred throughout 2020 and assigning each item to a budget line item. This spreadsheet includes a "Balance Sheet" that summarizes these transactions and reconciles the beginning and ending balances for 2020.
2. The Section Treasurer's paper records for 2020. These include:
 - a) Bank statements, which include images of cancelled checks, and
 - b) Receipts and other evidence to document that expenditures and revenue of the section were appropriate to the business of the Section.

I have verified that the records for the 2020 year-end balances as shown in Table 1, 2020 Local Section Financial Report is consistent with the bank records and the Treasurer's balance sheet.

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2020 Local Section Financial Report

Table 1. End of Year 2020	
2019	
2020 Ending Balances	
2020	\$ 69,447.95

I also reviewed all transactions that occurred during the year in the Section's accounts with supporting documentation, including cancelled checks, bills, receipts, and deposit vouchers, to ensure that they were legitimate expenses of the Section.

All expenses paid were consistent with the local section approved budget and mostly supported by receipts, e-mail approvals or correspondence.

The Treasurer continues to execute the duties of her office timely and professionally. All the records required for the review (except for the electronic spreadsheet file) were contained and neatly organized in a single, tabbed, three-ring binder.

It was a pleasure to perform this examination of the Richland Section's financial records. I hope this information is helpful to the section, but I want to emphasize that it does not constitute a professional financial audit. I have neither the formal training nor certification of a public accountant.

Sincerely,



Phillip K. Koech

- Cc: Anna Cavinato
- Mariefel Olarte
- Dave Heldebrant
- Deepika Malhotra
- Sandy Fiskum



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Shirmir Branch

Cristina Padilla-Cintron