

## Executive Committee Meeting

**Date:** 08/28/2021

**Time:** 10:00-11:30 am

**Location:** *To be held digitally using Zoom Meeting*

<https://ucf.zoom.us/j/965081916?pwd=bm1Qamx6ckNWVmVyTTFYbzM0TzZtdz09>

**Attendees:** Duy Le, Denisia Popolan-Vaida, Darlene Slattery, Van Quach, Laura Sessions, Michel Johnson, Pavithra Pathirathna, DK Weerasinghe

### Agenda:

- Approve July 2021 Minutes
  - Darlene made a motion, and Denisia seconded. All were in favor of approving the minutes.
  
- Update from Councilor (Darlene)
  - She will submit a full report within the coming weeks.
  - National elections will open on September 27th.
  - ACS will send out contact information about their virtual meet & greet event (candidates for the presidency) during the week of September 20th.
  - New categories of memberships will begin in January.
  - **Premium package:** The current membership we have, and the dues will go down to \$160. The fee may go down even further, but it is still under discussion.
  - **Standard Package:** A fewer benefits available for that, but it's only \$80. It is assumed that this is going to be a reasonably popular package among industrial members.
  - **Basic package:** This was earlier referred to as the community membership package, and it is free. The goal is to connect ACS with those who interact with ACS but are not interested in purchasing a membership (e.g., People who attend ACS webinars). If someone joins ACS, they automatically get this package; if someone needs to change their membership, they have to wait until their renewal date. The local sections will eventually identify the community members with this package, and it's up to the local section to decide whether the section wants to interact with them.
  
- Update from Treasurer (Van)
  - Van mentioned that we received our local section's due \$560.

- Update from President (Duy)
  - Met the outreach coordinator at the ACS meeting (in-person) and discussed how we conduct in-person events while most others perform virtual events.
- Update from Michel
  - Michel received an offer from JPM, a provider of data analytics software, to provide a presentation to the Orlando Local Section. Michel will contact the company representative to obtain more details on the offer.
- National Chemistry Week - Event at OSC (Denisia)
  - Dr. Dare's lab at OSC was reserved for performing hands-on activities. In addition to that, a floor area was offered to perform any other activities of interest. OSC also agreed to advertise the event.
  - Denisia will bring the poster/flyer to the next meeting for approval/suggestions.
  - Two faculty, the Orlando Student Chapter, and the Graduate Association in the Chemistry Department, have expressed their interest in volunteering. Denisia plans to have two shifts of students during the event. She also mentioned that the Chemistry department is also willing to advertise the event.
  - Denisia will attend a meeting organized by the national ACS with the chairs of this event on August 31st. She also mentioned that we would get some free items such as magazines in English and Spanish (two boxes from each language).
  - She plans to get some customized t-shirts for the volunteers (\$12-15 /t-shirt) and have a NASA scientist give a talk during the event.
  - Laura suggested having magnets to distribute during the event.
  - Darlene suggested that we check with Chris about the t-shirts that were bought previously, and she will hand over the magnets she has.
  - Duy mentioned that we have \$350 allocated for this event. Still, if Denisia needs additional funding, he suggested having a proposal so that the committee can approve it and make a motion to issue that amount.
  - Denisia will finalize all activities, run by OSC, make a budget, and share it with the committee.
  - Duy mentioned that Denisia should be able to get their free items to distribute and materials to run some activities since she was listed as the coordinator of the events. Duy is also going to send Joel's email to Denisia.
  - Laura suggested having volunteers from multiple universities.
  - Pavi offered to volunteer at the event, and Denisia will keep her in the loop.

- Upcoming election
  - Duy nominated Denisia as the nomination committee chair, where she will collect nominations and forward them to us by the deadline.
  - Darlene suggested starting with current officers to recruit officers. She mentioned that the secretary and treasurer could run for the re-elections, and Chris also said he would be willing to run the chair-elect again.
  - Duy mentioned that there's another person from FIT interested in getting into the executive committee.
  - Darlene also said that only one person from the executive committee could be on this nomination committee. Duy is going to contact two people from FIT and UCF to be on the nomination committee.
  - Duy will send out the call for nominations during the second week of September. The deadline for nomination is October 15th, and the voting starts on October 25th and ends on October 31st.
  
- Alternative way to do the election?
  - Duy suggested that we find an alternative method to run the election since Laura cannot run it this time using Qualtrics as it will prevent her from running for any of the positions we have.
  - Two ways that Duy came up are to use either Google Forms or Electionbuddy.com. Since Google Form is not secure and he preferred using Electionbuddy.com. It costs \$89/per election and \$19 if less than 350 ballots. He also mentioned that this method is similar to what we had; they send emails with unique ID/ballot to each one, or they can also send out paper ballots.
  - Laura mentioned that there were no paper ballots over the last two years. She also suggested that it is better to wait and see how many nominees we will get and decide how to move.
  
- Call for annual award nomination
  - Duy made a motion to add the following description to the Annual Award description.

"The following description and criteria were approved by the 2021 Executive Committee of the Orlando Local Section and are valid from 2021 until amendments or changes are made by the Executive Committee of the Orlando Local Section."
  - Darlene seconded the motion, and all were in favor.

- Duy sent out the drafts of the call and received some comments from Laura. He suggested everyone go through it and get back to him with edits/comments so that he will send out the final version during the first week of September.
  - Darlene suggested extending the deadline to accept nominations, and it was set to November 05th.
  - Michel suggested rewording the first point under the "Nomination Package Include" section to "A letter of nomination stating why this person/**company**\* deserves the award." Duy will add a footnote to mentioning " \* *Point of contact for the nominated company must be included in the letter.* "
  - Laura suggested setting December 04th as the date for the Annual Banquet. Duy made a motion, Darlene seconded it, and all were in favor.
- Miscellany
    - Despite multiple attempts, Michel was unsuccessful in getting a response from a local company to discuss how our Local Section could assist them to success and to obtain information that would assist us writing a post on our Facebook page. Since the company is a customer to the UCF incubator, Michel suggested using that channel as another path to reach them. Michel will follow up with Chris and Titel to discuss a path to get companies affiliated with the UCF incubator to present at the upcoming SERMACS meeting.
    - Darlene mentioned that she sent out the welcome letter to the new membership in the previous list, and she will continue the same with the updated list she got recently.
- Meeting Adjourned at 11.10 AM.
  - Next meeting: 10.00AM-11.30AM on **09/18/2021**