

Executive Committee Meeting Minutes

Date: July 9th, 2022

Time: 9:00 AM – 10:17 AM

Location: Zoom

Attendees: Nicole Lapeyrouse, Darlene Slattery, Duy Le, Van Quach, Laura Sessions, DK Weerasinghe, Michel Johnson, Chris Avery, Titel Jurca.

- Minutes from June 11th, 2022 of the ACS Orlando Section executive meeting
 - Darlene: motion to approve. Nicole seconded. Motion approved.
- Updates from Executive Committee's members
 - Councilor (Darlene): no new information from national.
 - General comments: There have comments recently about the exec committee and who is on it and who has a voice. The exec committee are merely caretakers for the section and represent section members. All members have been welcomed to the meeting. Many attend – such as DK and Michel – and their opinions are valued and important.
 - Treasurer (Van): Numbers from Social Event sent via email on 6/26.
 - Darlene shared 3 people did not show to Social Event. Two sent excuses in advance and offered to send a check. Darlene declined but wanted to make sure that this was the section's desire. Discussion is in agreement: don't want to charge members who have emergencies, etc.; no shows are part of the risk of the event.
 - Poem contest – still a few outstanding award checks.
 - Chair (Denisia absent due to travel, Nicole standing in): As Nominating Chair, Nicole has been calling around to recruit Chair candidates for the fall election. Darlene shared that since Nicole was appointed to Chair Elect, she must run again for election.
- ChemLuminary Award
 - Are we planning to participate with a poster? Denisia is happy to help prepare a poster for the section.
 - Who will prepare ChemLuminary Awards finalist online form due by July 15? Duy put in the nomination during the year he was Chair. So, he will prepare the form.
 - Who is going to represent the section? Duy will be attending anyway so that he can present the poster. His travel costs are already covered.
- Communication policy

Duy's suggestion: ***"Any post needs to be approved by X members of executive committee via email before posting"***

*For example, someone wants to post something on website, he/she needs to start a draft (word file with text and photo). It is then circulated via email among us for editing. As soon as we receive approval from X members (something like **look good to me, approved**), the chair needs to inform us the content is good for posting (Duy or someone will post it)"*

- Following initial discussion at last month's exec committee, Duy, Michel, and Laura met to discuss.
- For those who would like posts, it is important to submit finalized text/images to webmaster to save them time.
- Do we want a subcommittee to proofread? Just make sure that the individual writing the post has already had someone to proofread. So, then what goes out to the exec committee is in finalized form for faster approval. Duy, Michel, and Laura are the communication committee. All requests to post should at least include them.
- Who has the final authority to post? We have three places to post: website, Facebook, ACS social space. Each has different goals.
 - Website is focused on section activities. Has a Facebook stream too, so that there is always new content.
 - Facebook is noisier and wider view, more about chemical industry, national, etc.
 - Michel stopped posting on ACS social site 1.5 years ago due to lack of activity there.
 - Michel and Duy have been doing a fantastic job of professional quality content. So current situation is working well. Consensus is to continue as is.
- For direct email to members: content generator should send to exec committee for approval. Make sure to include a date of desired posting so that we can give any feedback/approval in time. A formal vote would limit speed of communications, so is not desirable.
- Michel is always looking for material to post on FB. Please share your news and findings with him.
- SERMACS Update: Chris Avery
 - Email update from Chris Chouinard: I am providing my SERMACS update below:
 - Venue Planning: Per meeting with Sydney Vrana/Brianne Blevins, we are waiting to re-initiate the venue search (with ACS National assistance) until early 2023. All other major details can be found in my previous summary email from 6/27.
 - Advertising/Marketing: Chris Avery working with some volunteers at his company; consolidating ideas from an email chain over the last two weeks; focusing on several ideas related to return to Florida and our science (helpful discussion/ideas from several, especially Michel and Joel Olson). Possible plans to contract a graphic designer once we have a good idea for what we want.
 - Fundraising: Have started to consolidate fundraising materials from past/future SERMACS meetings with Chris Avery and DK. This includes full

prospectus from SERMACS 2022 and sponsorship letters from SERMACS 2019. Aiming to have this completed in the near future so we will be ready to start soliciting sponsors once logo/theme are completed. Major target sponsors include Oakwood Chemical (\$25,000+ donation to SERMACS 2022), Pfizer/ACS/CAS/ACS Publications (all \$10,000+ donation to SERMACS 2022), and other major chemical companies (e.g., Fisher Scientific, Millipore Sigma, etc.). Important questions raised from Michel pertaining to sponsor benefits (and booth space at the Exhibition); will report back on the exhibition after Puerto Rico.

- Sub-Meetings: Planning to organize quick Zoom status update calls with Titel to discuss plan of action for plenary speaker(s)/programming, with Titel/Chris Randles/Brian Mosby to discuss undergrad programming and education, and Chris Avery/Michel/DK to discuss fundraising plans.
- SWR Involvement: Ruth Hathaway (SWR Chair) would like to attend our next SERMACS Planning meeting. Per my discussion with Brent Feske (SERMACS Board), the meeting is ours to plan and he doesn't believe we share any profit with SWR (so no liability on their end); still checking on this though. SERMACS does typically provide a loan to local sections. However, we should make a point to discuss some of the financial considerations for our planning, including getting a Section credit card, etc.
- I had an extremely productive call with Brent Feske and he assures me that we are well ahead of the game in planning (as opposed to some of the other upcoming meetings who are behind). As such, I would like it noted in the July Minutes that I am completely opposed to any discussion of canceling this meeting. However, as I have stated on numerous occasions, I would definitely appreciate some help from some of the other current Orlando Section board members; many, many thanks to the significant contributions already from Darlene, Laura, Van, and Michel, and to those not 'officially' on the board (DK, Chris Avery, Mike Hampton, and Titel Jurca). I will continue to communicate status updates via email, and likely will try to convene another Planning Committee meeting in early August.
- Chris Avery: Has met with Chris C. to see where he can be helpful. Currently working on drafting logos with a volunteer at his company. And will present to larger committee.
- We are far ahead of time on location – should happen in 6-9 months, with help from national.
- Currently, should be working on committee structures, early fundraising (which includes theme and logo – need professional letter). Can update themes and logos in the future too.
- Discussion:
 - Thank you to Chris Avery for volunteering as co-chair!
 - A timeline/work plan would be helpful.

- An online platform to share documents, timeline, etc. would be helpful. Chris C. has already created a Google Drive. Chris Avery will discuss with Chris Chouinard and develop a good platform.
- One open spot that needs to be filled asap is fundraising chair. **Point of action: Exec committee needs to help recruit. Email suggestions to Chris A.** Fundraising should be complete the year before the meeting.
- Current goal is to build the organization for this work from the top-down.

- Elections
 - Nicole is required to run as Chair since she was appointed mid-year. This creates a conflict of interest in serving as Nominating Chair. **Point of action: Suggestion that Denisia appoints Laura as the Nominating Chair.** That way, Duy can run the election without any conflict of interest.

- WCC grant application \$100
 - Deadline extended – November 1st, 2022
 - Required documents: An electronic copy of your invitation/announcement, a screen shot of your Twitter and/or Facebook post, and an electronic copy receipts from the event. Not sure if Denisia has all the information yet.

- No YCC update (Mill not in attendance)

- Next meeting: August 13th, 2022 from 9:00 AM - 10:30 AM