

***Minutes, CINF Executive Committee Meeting
Moscone Convention Center, Room 206-10 East
Saturday, March 20, 2010***

Carmen Nitsche called the meeting to order at 1:08 PM.

Members of the Executive Committee present were:

Greg Banik, Chair-Elect
Rajarshi Guha, Program Committee Chair
Chuck Huber, Alternate Councilor, Education Committee Chair
Svetlana Korolev, Past-Chair, Nomination Committee Chair
Meghan Lafferty, Treasurer, Finance Committee Chair
Bonnie Lawlor, Councilor
Carmen Nitsche, Chair
Leah Solla, Secretary
Andrea Twiss-Brooks, Councilor

Committee Chairs and Functionaries present were:

Grace Baysinger, CIC-CINF Working Group
Graham Douglas, Fundraising Committee Chair
Phil McHale, Awards Committee Chair
Patricia Meindl, Careers Committee Chair
Susanne Redalje, Procedures & Bylaws Committee Chair
Bill Town, Publications Committee Chair

I. Approval of Fall 2009 Executive Committee Minutes (Leah Solla)

Chuck Huber moved to approve the minutes as written. Susanne Redalje seconded the motion, and the motion carried. The minutes were approved as written with one clarification.

ACTION ITEM: Leah will check on who certifies election results

II. Upcoming Election (Svetlana Korolev/Leah Solla)

There are two elected positions open for 2011: chair elect and treasurer. Two candidates for each position have been identified. (The names of the candidates were not announced at the meeting because some were present. All relevant parties, i.e. the nominating committee members, division chair, secretary, were informed about the candidates prior to the meeting). Biographies of candidates are due to the secretary by May 1 and will be posted on the website. Sue Cardinal is the teller. Susanne Redalje reported a problem with ballots for affiliate members, they are entitled to vote for all positions except councilors but she did not receive a ballot for the 2010 election. She did successfully receive a test ballot during the pilot testing for the new electronic election.

ACTION ITEM: make sure to include affiliates in ballots sent

The executive committee decided not to send out reminder postcard, just a general email announcement that the election is coming and for members to update contact information. The secretary will send out this email to following lists: CHMINF, cinf yahoo, ACS CINF Network. The nominating committee includes Svetlana Korolev (Past Chair), Andrea Twiss-Brooks, Susanne Redjalie and Bonnie Lawlor.

III. Innovation Grants

A. CINF-CIC (Grace Baysinger)

Grace gave an overview and update of the CINF-CIC collaborative repository for digital deposition of training materials. It uses DSpace architecture, Drupal for the user interface, there are several metadata points for discovery. FIZ-Chemie is responsible for hardware and software. Accounts include: admin, editorial board, advisory board, and author levels. Usage does not require accounts. The default copyright is to the author, or authors can indicate institution. Links to Creative Commons licenses are available if authors want to specify. Workflow summary: deposit, briefly review, make available. How much review is still under discussion. The project is also considering expanding to accept links and cache to prevent dead links. It is not possible to withdraw materials if outdated, but it maybe shadow them. The basic infrastructure for the system is in place and the CINF Educ Comm asked to contribute materials to seed the repository. Next step is a broader band of requests for deposit, go public, and promote the link, including email soon to CHMINF. It is pretty easy to find things in the system, users can tag and public forum. It is open to information providers, not just academics and perhaps commercial vendors.

B. CIB redesign (Bill Town)

The CINF Communications and Publications Committee submitted a proposal for \$5k to redesign the CIB.

[Note: granted right after the National Meeting.]

C. Best Presentation Award (Rajarshi Guha)

The Best Presentation Award is always on Sunday, to enable time for review, selection of the winner, acquire the plaque and present it at the Tuesday luncheon. The Green Chemistry Symposium organized by Roger Schenck is selected for the SanFrancisco Meeting with a panel of 4 judges. The Data-Intensive Drug Design Symposium organized by John Van Drie is selected for the Fall meeting in Boston. There is enough money for one more award at then next Spring meeting in Anaheim. Regarding publicity- there was some for the Green Chemistry Symposium, but there could be more, especially right before the meeting. The award is not driving the programming any more than before the award symposiums are identified. Although the actual papers may not be impacted, we can push attendance by advertising the sessions.

IV. Committee Reports

A. Awards Committee (Phil McHale)

The 2010 Herman Skolnik Award winner is Tony Hopfinger, Phil will follow up with him about the arrangement of the award symposium scheduled for the Fall 2010 national meeting

in Boston. Calls are out for the 2011 Herman Skolnik Award, the deadline is June 1, the applicant pool so far is strong.

Yuening Zhang received the 2010 Lucille Wert Scholarship, selected from a pool of 7 nominees. Yuening Zhang is enrolled in the MLS program in the School of Library & Information Science at Indiana University, Bloomington.

The Val Metanomski Meritorious Service Award will be given to Svetla Baykoucheva for her contributions to the CIB, the award is typically presented at the CINF lunch at the Fall meeting, but this year will be awarded during the Sunday Welcoming Reception. The name of the Life-Time Service Award was changed to CINF Lifetime Award.

Symyx provided funds for two Scholarships for Scientific Excellence. to be awarded at the Spring meeting, for which we received 13 applications. The jury from the CINF award committee and Symyx has reviewed abstracts, which will be ratified by the poster presentations at the CINF welcoming reception on Sunday. The awards will be presented at the CINF luncheon on Tuesday. FIZ-Chemie will be making three \$1000 scholarships available for the Fall meeting. The deadline for submitting abstracts is March 28th. There was a suggestion to roll over the non-winning applications at the discretion of the committee to the pool for the Boston meeting awards.

The best presentation award winner will be selected from the Green Chemistry: Multidisciplinary Use of Chemical Information symposium on Sunday afternoon. The jury members are Roger Schenck, Phil McHale, Grace Baysinger, and Leah Solla. Roger is presenting in the symposium but will recues his paper. The award plaque and check will be presented at the CINF luncheon on Tuesday

There was an action item from the last meeting to review the criteria of all awards, all were found fine. The awards committee continues to work with the CIB editors to publicize the awards and winners. The awards committee is looking for additional members through the general CINF call for participation.

B. Careers Committee (*Patricia Meindl*)

CINF received an innovation grant to prepare career vignettes of professionals in alternative chemical degreed careers. 6 interviews were conducted in SLC on Sunday of speakers in the Careers in Chemical Information session Another 4-5 interviews and planned for this meeting, working with the CHAL session on Nontraditional Careers in Chemistry and the CINF Future of Scholarly Communication session. Pat is also planning for interviews within her local department.

The vignettes are being edited to roughly 5 mins. There is also a plan to put the content on CD to send to career centers at institutions, and re-work for U-Tube posting. They will be linked to the CINF website and ACS Careers is also interested

The CINF careers blog is still up, Pat would like more posting participation. Careers committee member and former chair Lisa Balbes has her own blog linked from the CINF

blog. Phil was interviewed for a book on careers in biotechnology that can be reviewed for the blog. An ACS symposium series volume on the IP symposium IP to IP: Intellectual Property for Information Professionals in DC will be coming out soon, this book can also be reviewed. Other committee members Lisa and Bob Buntrock have both given several talks in this year on chemical information related careers. The awards committee is looking for additional members through the general CINF call for participation.

ACTION ITEM: Pat will distribute to the CINF Executive Committee the lists from Lisa and Bob about their other presentations.

ACTION ITEM: Carmen will post another note about more member participation, one responder from previous post came to CINF pubs meeting, and is becoming the assistant webmaster.

C. Council (Andrea Twiss-Brooks)

Council is sponsoring a Town Hall to meet the candidates for ACS president-elect, Sunday 4:45-5:45 in the Marriot Marquis hotel in room Golden Gate A. There are usually four names, one withdrew and since they probably won't be able to bring forth another, the society members will vote on 3.

Issues up for voting include:

ACS Dues for 2011

The annual dues calculation is based on an escalator defined in the ACS bylaws and every year council votes on the actual increase amount. The increase will be \$1 this year, the CINF executive committee suggested a NO vote.

Bylaw changes up for action, voting

Admissions Committee- procedural, vote conscience

Candidate Selection by Member Petition- vote conscience

Election Timelines – vote YES

Other issues not up for voting at this time:

Bylaws Considerations – not up for vote this time, will come up for vote next time

Intl Chem Sci Chapters- travel subsidy for intl chapters of ACS as with coucilors

President Elect – want to codify unwritten the long-standing practice of alternating academic, non-academic

Recorded Votes - clickers

D. Education Committee (Chuck Huber)

Marion Peters presented the SLA document of literacy competencies. There was considerable discussion, the committee will look at CPT guidelines for potential updating suggestions. They also plan to prepare a version for graduate students and post in the CINF-CIC repository. Committee membership is declining, they are exploring the potential of conference call meetings to allow participation for those who can't attend both or either meetings or attend other meetings, and improve efficiency. The first call will be in July.

This might be helpful for other committees, phoning in during the Saturday meetings has been helpful for program committee members. Skype has also worked for this when public Internet is available. The committee is also looking at its website and reconsidering whether to reinstate the workshop, perhaps aimed at students.

E. Finance Committee (*Meghan Lafferty*)

The allocation is higher than expected this year (for 2009), it was less last year (for 2008). 2009 is the first year with the new allocation calculation which is affected by co-sponsoring. Expenses were less in 2009 but also less income overall so still a negative difference. The A/V costs for SLC were especially notable.

F. Fundraising Committee (*Graham Douglas*)

There is a slight surplus for the San Francisco meeting. For the Fall 2010 meeting:

- ACS Pubs sponsoring entire Sunday reception in celebration of JCIM 50th anniversary
- still need full funding for the Skolnik reception
- still need luncheon subsidy

Deficit calculated based on these gaps. All outstanding 2009 sponsorships were collected by June 2010, the budget reflects when payments actually come in, not always in same year as when fundraising, there is a \$6k neg difference.

The program chair gathers names of potential sponsors to fundraising chair. More detail has been added to the timeline to clarify. They are reusing signage and stands started by BioRad, thanks for gift in kind! BioRad also paid for licenses with accounts in Salesforce and sponsorship info recorded there, these accounts are now a line item in CINF regular budget. Greg also made a nice brochure "how to be a sponsor".

- The brochure will be added to the top level of website.

[*Note: communicated to Web Master; Implementation in hand.*]

- Sponsor logos also need to be added to the website top page, not just buried in CIB

[*Note: done, now at bottom of acscinf.org home page.*]

- Need to recognize sponsors specific to each meeting rather than the whole year

[*Note: communicated to Web Master; Implementation in hand.*]

There is no fund raising for Pacific Chem

G. Membership Committee (*Jan Carver, excused*)

DUES: unanimous approval to keep same for 2011

There were several questions raised:

Can we defer membership dues for unemployed?

Does the ACS waive society dues?

ACTION ITEM: Graham will check with ACS membership to confirm if they contact the divisions about division fees for unemployed member.

[*Note: Follow up from the Office of ACS Member Services*

- ACS Bylaws allow for each division to specify if they allow division dues waivers for Emeritus or Retired ACS members in good standing.
- We currently have notified ACS that CINF allows Emeritus dues waivers.
- We have not notified ACS that CINF allows Retired dues waivers. (Note: The retired ACS member must certify that they are retired from their chemistry related position.)
 - *Action Item: Should we notify ACS that we allows Retired member dues waivers?*
- ACS Bylaws does not mention allowing for each division to specify if they allow dues waivers for unemployed members. Thus, we are not notified by ACS if an unemployed member receives an ACS dues waiver and any waiver of Division dues is the business of the division (though how would we know?)
 - *Action Item: Should we officially make a decision to allow unemployed members who receive an ACS dues waiver to automatically receive CINF dues waiver? Since we are not notified this is de facto anyway.*
 - *Action Item: Should CINF Councilors ask the ACS to specify division dues waivers for Unemployed members as they do for Emeritus and Retired members?*
- Note: The ACS still has records for the CINF Division Foreign Members dues that include the \$10 Postage Surcharge.
 - *Action Item: Notify ACS dues management to remove the CINF Foreign Member dues Postage Charge.*

ACTION ITEM: Check with Jan about past conversations about dues deferment for unemployed members.

H. Nominating Committee (Svetlana Korlev)

Discussed above under section **II. Upcoming Elections.**

I. Program Committee (Rajarshi Guha)

San Francisco – Spring 2010

- Total of 22 half day sessions, 10 symposia including GP
- 144 papers overall (7 withdrawals), largest number since 2002
- 15 submissions for the CINF-Symyx fellowship
- Notable symposia
 - CSA (5 sessions)
 - Visualization (3 sessions)
- A number of symposia with 'new' organizers
- Poster session - co-scheduled with COMP, 7 submissions
- Good showing general papers- 29 submissions (2 withdrawals), 4 sessions. Scheduling is not the greatest since they are all parallel, but makes the other organizers happy. Thanks to Wendy and Chuck for volunteering as session chairs on Thursday
- Good selection of co-listed symposia with COMP, CHED, MEDI, ANYL, PHYS, INORG, 5 symposia co-listed
- Two symposia co-sponsored (ACS GCI, CSA Trust)

- Best Presentation Award -Roger Schenck, Green Chemistry
 - Judges - Leah, Grace, Roger, Phil
- Complimentary registrations
 - 21 regs provided
 - 5 non-ACS, non chemist (1 day)
 - 4 non-ACS, non chemist (full)
 - 4 non-ACS, chemist (full)
 - Total \$6,280, remaining \$6,720

There is concern about the complimentary full registration that we provide, there have been many non-member chemists selected which are expensive. Session organizers will ask status of speakers and encourage non-member chemists to join. Rajarshi will be attending the PACS feedback meeting.

There was extra fundraising funds from a SLC symposium that wasn't able to be used for a related symposium being held in SF. Extra fundraising funds generally goes into a pool to cover over-expenses, there was actually very little left after SLC.

Boston – Fall 2010

- Pretty packed schedule
- Mostly on topic, 11 symposia
- JCIM 50th anniversary symposium, Monday morning
- Herman Skolnik on Tuesday
- A number of symposia closely related to meeting theme
 - Rare and neglected diseases
 - HTS/Systems biology
 - SAR landscapes

The Tri-Society symposium, previously CINF/SLACheD/ASIST, is now a bi-society program, co—sponsored by CINF and SLA-CheD. The symposium will be rotated between sponsoring organizations every two years, each organization budgets \$500 in support. CINF will be hosting the bi-society symposium at the Fall meeting in Boston on Assessing Collections and Information Resources in Science and Technology.

ACTION ITEM: Leah review previous tri-society agreement to discuss at the fall CINF executive meeting.

Working on logistics for an experimental symposium for Boston: lightning with 20 speakers, 5 mins each, “Hot Topics”, no abstracts in PACS by usual deadline, one short presentation with abstract as description by symposium organizer, rest of session blocked by panel discussion, presentations vetted by organizer (Rajarshi)

A program chair still needs to be identified for 2011-2010, looking for possible co-chairs, Rajarshi and Leah are willing to mentor.

2011 is Intl Year of Chemistry, themes in Anaheim (and Denver come from Intl themes)

Future meeting themes:

Anaheim – Spring 2011: chemistry of natural resources

Denver – Fall 2011: chemistry of air, space and water

San Diego - Spring 2012: chemistry of life - biomimetics, synth bio, mol trans

Philly - Fall 2012: chemistry of health - drug related, disease

J. Publications Committee (*Bill Town*)

Discussed technologies to use for the website, Brian Vickery will write a summary. Sara Rouhi wants to be involved, she has experience with WordPress, she will be the photo-editor. Discussed moving away from webmaster/gatekeeper model, maybe using WordPress or Joomla!, which can host sites at low prices and has easier work tools. The CINF enews is now a post-meeting CIB edition. Svetla will edit the one after this meeting and the the pre-fall issue, but then we need a replacement editor. Also needed: an assistant to work with Svetla for the transition. Currently only the Webmaster knows about the site, Bonnie as the archivist will become the back-up for this information.

ACTION ITEM: Minutes from this meeting will be distributed to the executive committee soon after this meeting.

ACTION ITEM: Carmen will follow up with Webmaster to ensure there is documentation of the site infrastructure.

Danielle Dennie is the new assistant webmaster.

Is there a place to welcome new members on website, maybe highlight with photos?

The committee would like to change its name to “Communications and Publications”

VOTE: Chuck moved, Phil second, unanimous approval

The committee plans to document procedures for all positions better

K. Procedures & Bylaws Committee (*Susanne Redjalie*)

Susanne has several updates in hand, not yet incorporated. There has been some challenges accessing files through SharePoint, she will investigate moving completely to ACS Network for document sharing. Currently there are permissions issues with changes to documents, even committees for their own sections, the Procedures & Bylaws chair is the gatekeeper, primarily for formatting. Susanne would like to institute guidelines for writing procedures, some basic sections to include, including what do they do every day to accomplish work: timelines for deadlines, reminders, visual annual layout etc. Other questions- do we need a calendar system? Communication through the cinf yahoo group or the ACS Network? A spreadsheet format might also be helpful, to sort by roles, deadlines, etc.

ACTION ITEM: Susanne will submit the latest update to the CINF website and also send it directly to the executive committee.

V. MPPG (*Guenter Grethe not present*)

VI. ACS Book Royalties (*Andrea Twiss Brooks via sidebar*)

Andrea is editing an ACS symposium series volume based on the DC session, IP to IP: Intellectual Property for Information Professionals. Andrea and CINF (Carmen) have signed a memo of agreement with ACS Symposium Series

VII. Division Open Meeting Agenda (*Carmen Nitche*)

The following agenda was set for the CINF Open Meeting, to be held on Monday afternoon.

- Welcome (Carmen)
- Skolnik award winner (Carmen)
- CIB electronic (Bill)
- Upcoming election (Carmen)
- Exciting opportunities (Carmen)

VIII. Open meetings of the Joint Board-Council Committees on Publications & Chemical Abstracts Service (*Leah Solla, Chuck Huber*)

John Russell, chair of JBCCP, and Spiro D. Alexandratos, chair of JBCCAS, are both planning to attend.

IX. New Business

A. Structure of Executive Committee, esp voting members

Proposal: all CINF committee chairs be voting members. We need to confirm with ACS and CINF bylaws.

ACTION ITEM: Consult Bonnie on how to proceed

B. CINF as an advisory to InChi Trust

CINF was asked by the InChi Trust to serve in advisory role. The committee discussed inviting them to present to us in Boston. CIC is also looking into this. Questions that arose: What is our role? Collect input from our diverse membership?

ACTION ITEM: Carmen will investigate about contracts even without money involved
[Note: as best can tell, InChI contract will need to be reviewed by ACS.]

ACTION ITEM: Carmen makes the invite
[Note: Done]

C. Reminder: next innovation grant proposal deadline July 1 (*Svetlana Korolev*)

We may be able to do more with new website, especially with outreach and recruitment. We can apply for up to two grants, \$12500 maximum.

ACTION ITEM: Carmen, Greg, Bill (Comm&Pubs) discuss other aspects that could be another set of grants to apply.

[Note: Done]

Chuck Huber moved to adjourn, and Susanne Redjalie seconded. The motion carried, and the meeting was adjourned at 4:36 PM.

Respectfully submitted,

Leah Solla