

***Minutes, CINF Executive Committee Meeting
Boston Convention and Exposition Center, Room 156A
Saturday, August 21, 2010***

Carmen Nitsche called the meeting to order at 1:00 PM.

Members of the Executive Committee present were:

Carmen Nitsche, Chair
Greg Banik, Chair-Elect
Svetlana Korolev, Past-Chair, Nomination Committee Chair
Leah Solla, Secretary
Meghan Lafferty, Treasurer, Finance Committee Chair
Bonnie Lawlor, Councilor
Chuck Huber, Alternate Councilor, Education Committee Chair
Pamela Scott, Alternate Councilor
Rajarshi Guha, Program Committee Chair
Jan Carver, Membership Chair

Committee Chairs and Functionaries present were:

Phil McHale, Awards Committee Chair
Patricia Meindl, Careers Committee Chair
Graham Douglas, Fundraising Committee Chair
Susanne Redalje, Procedures & Bylaws Committee Chair
Bill Town, Communications & Publications Committee Chair

Guest present:

Steve Heller, InChI Trust

I. Approval of Spring 2010 Executive Committee Minutes (Leah Solla)

Bonnie Lawlor moved to approve the minutes with the addition of her name. Meghan Lafferty seconded the motion, and the motion carried. The minutes were approved as written with one addition.

II. Election Report (Leah Solla)

Leah Solla, reported the election results on behalf of the Teller, Sue Cardinal, who was not present.

Election results:

Chair-Elect: Rajarshi Guha
Treasurer: Meghan Lafferty

Vote count breakdown:

- 225 successful votes (224 in 2009) were cast (16 print/ 209 electronic)
- 1095 eligible members
- 1037 electronic ballots emailed
- 105 print ballots mailed
 - 14 bounces to the email
 - 33 people had previously opted out of Survey Monkey.
 - Both these sets of people received print ballots and are included in the count of 105

The Process:

- 1) A ballot was prepared both in print and in SurveyMonkey by the secretary.
- 2) Bios were posted to the website by the secretary and webmaster.
- 3) Used the Official Voting Roster membership list sorted by membership type. (Society Affiliate membership type was eliminated from voting.)
 - i) Full Member Ballot (votes for councilor) includes Associate Member, Associate Student, Emeritus, Regular, Regular Student Member and Retired Member
 - ii) Affiliate Member Ballot (does not vote for councilor) includes Division Affiliate
- 4) Sorted by email. If no email, the secretary sent a print ballot. Print ballot consisted of bios, ballot, return envelope and ballot envelope enclosed in envelope.
- 5) Some people had opted out of SurveyMonkey so their email could not be imported. The membership list was compared to the successfully imported list to determine who they were.
- 6) A voting invitation message was prepared within SurveyMonkey and was emailed on June 1.
- 7) Email bounces were sent to the secretary for print ballot mailing.
- 8) Votes were counted and presented in the results above.

Reflections/ Suggestions:

This year was incredibly easy for the teller! I just advised Leah and did the final count in less than 1 hour.

Regards,

Sue Cardinal
CINF Teller, 2010 Elections

ACTION ITEM: Leah will look into what ACS is doing for electronic balloting and report at the Spring 2011 meeting.

III. Innovation Grants

A. Innovative Grant “Leadership Development” (*Svetlana Korolev*) We received \$2500 from DAC. This will support four CINF members; three - have been supported: Leah (spring 2010), Graham and Svetlana (Fall 2010); one more aid will be available in 2011. The aid is intended to cover ACS meeting registration, course registration, luncheon ticket, hotel (one night) up to \$625 per person total.

B. CINF-CIC (*Grace Baysinger/Guenter Grethe*)

Grace & Guenter not available. Grace reported at the Education Committee, see below.

C. CIB redesign (*Bill Town*)

Bill reported as part of the Communications & Publications Committee report, see below.

D. Best Presentation Award (*Rajarshi Guha*)

Rajarshi reported as part of the Awards Committee report, see below.

E. Lightning session (*Carmen Nitsche*)

Submitted, make it interactive, “live” coverage - tweeting, blogging, participation from remote participants. We’ll find out after this NM.

IV. InChI Trust update (*Stephen Heller*)

In SF we decided to formally review the opportunity and make a decision. Steve can give us the needed background and answer our questions. We can then review and decide later in this meeting.

- Advisory position/role (no specific fee – moral, not financial support)
 - Non-voting observer
 - Open to individuals and their institutions
- InChI – algorithm generates unique identifier for molecules, open source
- InChI Trust is made up of members
 - full members (\$\$), on board
 - associate members (\$), vote at meetings
 - supporters, no financial commitment general meetings and voice comments, not vote.
- Annual General Meeting (Sunday am) (pm: full members only)
 - Thomas Payne Rm, Westin Hotel
 - Assume intention is to keep these during ACS meetings
 - Board of Directors meets more often
- Started at NIST, gov’t stopped paying once outside their interests (Markush, electronic states)
- IUPAC InChI Subcommittee creates standards, Trust implements

- IUPAC working on patents, rxn, other topics, subcommittee has 6 working groups: rxn, polymers, Markush, electronic states, organometallics, InChI resolver. People can volunteer to participate in working groups. Put out RFPs for development.
- Collaborates with other pieces around the world – technical, practical/financial
- If we do it, should send someone to meetings
- Concern – will ACS take issue with us supporting them? At least need to consider
- CSA (Chemical Structure Association) Trust discussing InChI Trust tomorrow probably
 - don't want to single out one entity, consideration of others such as SMILES
- IUPAC just sets standards – trust is to make software happen
- Any requirements of supporters?
 - They can say publicly that we are supporters
- Previously had said we wanted to collect input from membership
- What do we gain?
 - More active participation in important questions in field, lots still to be done
- How do people interpret “support”?
 - We need to state our support for all such things

Straw poll: 12 yes, 2 abstain.

Carmen - motion to send application to ACS to review with intent of CINF signing. Chuck seconded.

Vote 8 yes, 1 abstain.

V. Committee Reports

A. Awards (*Phil McHale*) [see Meghan's notes]

- Skolnik, will be communicated. Two names already in pool for next year.
- Wert- Yuening Zhang from IU, will be at lunch on Tuesday, Andrea will escort [see CIB]
- Val award – Svetla B at CINF Sunday reception
- Scholarships – 2 Symyx in Spring, carry over strong candidates, 3 FIZ here. Accelrys 2 next spring
- Lifetime service- changed to CINF Lifetime Award, no nominees at the moment, call going out in next CIB
- Best Presentation
 - This meeting: DDID/JVD – 6 talks w/o JVD and RG
 - Not enough publicizing to attract higher quality speakers and higher attendance.
 - Skip Anaheim and try for Denver with more prep.
 - How do we assess if it is meeting these goals?
 - RG trying to get submission data from ACS to see if any change. We also have attendance counts.
- Tapping for new members, amended procedures manual

B. Careers (*Patricia Meindl*)

- Pat was not at the meeting but reported to the secretary by email:
 - the videos are being edited and should be ready for October - Lisa Balbes is doing a career event with ACS then and would like to use some of them.
 - Looking at YouTube instead of CDs
 - The final budget amount will be known after the videos are edited.

ACTION ITEM: Leah follow up with Pat on what are next steps for videos.

C. Council (*Bonnie Lawlor*)

- Item for Discussion: moving Council to Tuesday, CINF input already by email
 - We would need to rearrange various schedules- Skolnik to Monday, Open meetings to Sunday possibility.
 - We do not have any fundamental objections.
- Items for Vote:
 - N&E nominations to committee
 - Bylaws to allow clickers for voting; local sections change in section territory

D. Education (*Chuck Huber*)

- Programming possibilities for NM, will follow up with Rajarshi.
- Update on CIC-CINF project, close to roll-out, still some open questions on content management.
- BCCE report – UNT July 2010
 - CHED committee did some programming on computational information sources
 - CHED would like to collaborate with CINF on future BCCE and possible NM
 - Next BCCE 2012 at Penn State, Judith and maybe Nan B. may be liaisons
- Working on an ACS Network committee site.
- Still looking for “elusive committee member from industry”
- Any Innovation Grant opportunities? Next round due February 2011

E. Finance/Treasurer (*Meghan Lafferty*)

- ACS Investment Pool Liquidation: moving to Vanguard next month (need to add line)
 - Index Fund is what Graham and Marge recommend
- Membership numbers? August dues are \$2K less than last year
 - Have lost 153 members
- PayPal? For reimbursement (not donations because of fees), not tied to account (Marge)
- Salary survey in 2011
 - Due for one (1991, 1994, 2000, 2004, 2007)
 - SurveyMonkey – have enough money to cover (~\$20)
 - Decide how to disseminate survey?
 - Bill’s group responsible, will check into procedure
 - Piggybacking onto ACS? But their survey is insufficient for us for our questions

- SurveyMonkey is not big deal money-wise
- Overhead is less (onerous parts)
- Doesn't have to be only CINF members
- Future of Scholarly Communication – was recorded so maybe not charged for it therefore surplus?
- Leah/Dave: election costs? Dave: SurveyMonkey, will send receipts (or possibly just cover)
- Greg's budget for 2011
 - \$500 to graduate student and postdoc reception on Monday – Judith is going for CINF
 - Needs to be in budget – have done twice
 - Under Contributions Made – \$1000/year
 - 2010 MIT student symposium – we are willing to support but have not been invoiced yet

F. Fundraising (*Graham Douglas*)

- up to date with sponsorships for SF, checks all in, but not all expenses yet
- slight surplus in Spring covering slight deficit in fall, may save some with savings on Internet
- some trouble with vendors in hard budget times
- Skolnik difficult but overbudgeted so ok
- positive balance from 2004, discretionary \$11k, still even, covers cash flows, etc.
- recognizing sponsors- tabletop material for meeting, current logos on top website, CIB
- updated timelines and procedures, especially tracking and reporting, spreadsheets and Salesforce acct
- need Fundraising Chair or at last asst. for 2011
- ACS Corporation Associates, new travel support

G. Membership (*Jan Carver*)

- new brochure, on the web, gave some to Judith for the grad & post doc student session
- member numbers down, has continued over 3-4 yrs.
 - 1/3 who've left are affiliates
 - some increase in grad students
 - losing most people in least years of service
 - mostly "other" category of job categories, manufacturing (highest number of people),
 - NA/Intl split is similar
 - losing across the board
 - more people leaving from same corporation
 - people with multiple divisions downsizing and dropping CINF
- suggestions for future:
 - highlight new members on ACS Network, with pictures to help identify
 - highlight committees in welcome member letters

- will try stuff via website and Network

ACTION ITEM: Carmen will follow up with Mark O'Brian from the ACS Network, re: the opt-in program for ACS Network, can we get them to opt into at the Division level

- can we promote to students via our academic members, put info up in lab buildings

From previous follow up-

- ACS Bylaws does not mention allowing for each division to specify if they allow dues wavers 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?)
 - ***Should CINF Councilors ask the ACS to specify division dues wavers for Unemployed members as they do for Emeritus and Retired members?***
Action Item: Bonnie will follow up
- The ACS still has records for the CINF Division Foreign Members dues that include the \$10 Postage Surcharge.
 - ***Notify ACS dues management to remove the CINF Foreign Member dues Postage Charge.***
Action Item: Jan will follow up on this with Member Services

H. Nominating Committee (*Svetlana Korolev*)

N/A for Fall meeting

I. Program Committee (*Rajarshi Guha*)

- Rachelle new program chair, 2 yr, 4 meetings, Motion to approve, Carmen, Jan seconds, 8 in favor
- CINFlash thin, last minute and low PR, various ideas for promoting and planning
- Need committee members on website
- MPPG topics, we need to suggest
- PACS painful bottleneck, RG advisory board member

Action Item: Rajarshi will inform Rachelle about ACS CA grant opportunity for speaker travel

J. Communications & Publications Committee (*Bill Town*)

- ACS Network staff visited, will set up a webinar for CINF members and we will publicize
- ACS Network should be main focus
 - -3 levels: open to all interested, private for functionaries, private committee groups
- Continue CHMINF-L, different audience, different purpose

- Cinf/yahoo, encourage members to switch

Action Item: *Leah roster of committees to Carmen, Carmen note to cinf/yahoo*

- Sharepoint- 150mb docs, we need to review

Action Item: *Carmen will send out note to committee chairs to review*

- LinkedIn- encourage people to join ACS Network, use LinkedIn for job stuff
- eCIB
 - Svetla stepped down, Svetlana covers post-meeting issues, Judith will do pre 2011 fall meeting CIB, Dave will do pre 2011 spring meeting CIB, using ACS Network
 - version of record question: may include in survey below, need more discussion, pdf quarterly *_snapshot_* in meantime, maybe use source doc
- Website
 - Dannielle Dennie new webmaster, Rick supporting transition
 - ACS Network has new mechanism for hosting division websites, using webs.com, currently no cost, see if this is an option, may not have database support underneath
 - do a survey to get input on website, open ended questionnaire
 - grant is actually for revising our communication strategy, broader, will formulate

Q- do we need a marketing job title/position?

K. Bylaws and Procedures Manual (*Susanne Redalje*)

- calendaring needs being considered with Communications & Publications Committee website redesign

Action Item: *Carmen follow up with Mark O'Brian at ACS Network, re: calendaring capabilities*

VI. Division Open Meeting agenda/topics

- Welcome
- CINF and the ACS Network
- Election results (Svetlana)
- Incoming functionaries
 - 2011 Division Chair, 2011 Program Chair
- CINF opportunities
 - chair, secretary, councilors
- Q & A
- Reminder...
 - Skolnik tomorrow, Murder Room tomorrow, Harry's Party after, Skolnik nominations

VII. MPPG update (Guenter Grethe) – gave at program committee

VIII. The ACS Board–Presidential Task Force on Society Services and Associated Dues Pricing Models – request for input on dues

- What issues do you have around ACS dues, pricing models, dues categories and/or benefits?
 - Any ACS-level waiver/reduction should apply to division level, too
 - Why can't information go to secretary, membership, chair in division?
- What are your proposed solutions around each issue?

IX. Other New Business

- Next Innovation Grant cycle is Feb 2011, committee chairs encouraged to consider ideas.
- 2011 is Salary Survey year – C&P will discuss, perhaps use SurveyMonkey, very inexpensive. Consider how to disseminate results, do procedures review. Alignment with ACS general salary survey ruled out, CINF questions too specific. Good to have a tracking mechanism, comparison with past surveys. Include recently dropped members to assess their reasons for leaving. Past response rate ~15%, similar to vote return.
- Follow up from last meeting

“Action Item: Bill will look into procedures, talk with Dave.

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”

-we would need to change bylaws, Bonnie will follow up on scoping out request, if we are aggressive we can maybe have this ready for us in Spring 2011, then get into member election

- Thanks to Carmen for great Chair-ship.

Leah Solla moved to adjourn, and Jan Carver seconded. The motion carried, and the meeting was adjourned at 5:30 PM.

Respectfully submitted,

Leah Solla
CINF Secretary, 2010-2011