

**Minutes, CINF Executive Committee Meeting
Anaheim Convention Center, Room 201A
Saturday, March 26, 2011**

Greg Banik called the meeting to order at 1:11 PM.

Members of the Executive Committee present were:

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

Committee Chairs and Functionaries present were:

Phil McHale, Awards Committee Chair
Graham Douglas, Fundraising Committee Chair
Susanne Redalje, Procedures & Bylaws Committee Chair

I. Division Business

A. Approval of Fall 2010 Executive Committee Minutes (Leah Solla)

Chuck Huber moved to approve the minutes, Bonnie Lawlor seconded the motion, and the motion carried.

B. Innovative Grants

1. Best Presentation (Phil) – one more round, roll to San Diego
2. Careers – video done and edited, designing webpage with wiki links, will be linked with ACS Careers Center.
- C. CIC-CINF - Done
- D. CINF CIB Archive - Done
- E. E-newsletter Design (Carmen) – Bill writing up a report of our progress, looking at content management providers
- F. Leadership Mentoring – one more, Danielle Dennie for Fall 2011.
- G. Lightening Session Live Outreach (CINFlash) (Carmen, Rachelle) – next on for Denver, put a blurb in eCIB to solicit potential speakers
- H. Podcasts – working

New proposals (Carmen)

-salary survey, analysis of data, create automated way to put together and conduct survey that could be conducted yearly

Corporate Associate Grant- submitted to support a session in Boston but session had to be cancelled. We will try again for Denver.

ACTION ITEM: Patricia Meindl will follow up with Danielle Dennie to put Careers material on the CINF website.

ACTION ITEM: Rachele will submit a Corporate Associates Grant before the Denver meeting.

C. Creation of a Social/Networking Committee (Greg Banik)

-idea to have a committee working with division chair to coordinate the social planning, don't want another committee when we have so many, what existing committee should work on this? Membership or Communications or Fundraising? Mark Luchetti will join the Fundraising Committee to help coordinate social events.

Committee meeting structures (ideas):

Reduce meeting times for C&P, Fundraising

Condensing committees, starting later

Cut breakfast and move LRP to lunch

Overlap Program with lunch, brainstorm over

Awards – 1hr

Education – 2hr

C&P – 2hr

Program – 3hr

Careers – (email)

F&F – 1hr

Membership – 0, liaise with C&P

Nominating – 0

CPB – combine with C&P

ACTION ITEM: Chair will reschedule committee meeting structure for the Fall 2011 and Spring 2012, discuss at both LRP and EC meetings.

A. Program (Rachele Bienstock)

Anaheim small, some sessions had to be cancelled, less people able to come, less funding, need to get more people involved. Highlighted [something] on ACS website for this meeting. Some speakers unable to attend, will try to present via webcast.

Complimentary registration – how do we support invited speakers? Can we lobby with ACS to waive registration for invited speakers on the day they speak?

ACTION ITEM: CINF Counselors will bring this up with the ACS Meetings & Expositions and/or Budget & Finance Committees on this issue.

Denver – rich program

Reaching out to get more new session organizers, and then pull them into the program committee meetings. One new member today, 7 attendees at this meeting. Asking for symposium ideas over time.

Future program chair: Rachele 2011-2012, Jeremy Garritano 2013.

Polling topics on ACS Network and lists? Posting future session topics on website?

B. Council (Andrea Twiss-Brooks) [see Bonnie's report]

Voting- dues

Bylaws-

C. Awards (Phil McHale)

Skolnik – [], session already organized

2012- call out

Wert- winner identified

Val award – none currently

Scholarships – 3 FIZ and 2 Accelrys for this meeting, winners identified on posters. 3 FIZ here. 2012 so far 3 FIZ

Lifetime service – none currently

Best Presentation – discussed under innovative grant

New members: David Evans, Andrea asst chair

D. Careers (Patricia Meindl)

-Bob Buntrock moved chemical information sources onto a wiki book, reworking chap 20 careers in chemical information

-Phil Barnett gave a talk on careers in chemical information at an ACS On Campus program

-Patricia Meindl blogging “The Road Less Taken” on careers on chemical information since 2007, 200 views/mo, will link to videos

-contact with possible new member

-organizing symposium in Denver on alternative careers in chemistry, link with YCC, SOCED, CHED, WCC, considering speakers and format

-SOCED session on careers tomorrow morning

-we used to have a liaison connection with YCC

E. Communications & Publications (Carmen Nitsche)

-Carmen chaired, Dave helped with technology to include chair and several members not on-site, productive meeting

-CIB- spring edition by Dave, post spring Svetlana with Carmen on pictures, Judith pre fall with Dave on program, Svetlana post fall

-CINF website and ACS Network – production of website content, looking for addl help for Danielle, then looking for content management system to handle content and more people can edit, Sharepoint still going until we are ready to move docs; ask each committee chair to set up ACS Network group to conduct committee business, also ask chairs to review Sharepoint content and move wanted docs into the ACS Network; will archive other material we want to keep, Bonnie will print these and deposited with CHF; Dave will also check CINF Yahoo site; Carmen will work with Mark O’Brian from ACS Network to organize documents with categories, committee chairs should tag their docs by committee names, also years; ACS does not archive posted meeting content, so this will need to be migrated; looking at long-term website strategy, and also set up Webex training on ACS Network for committee chairs

-Salary survey – use survey monkey, applying for grant funding to streamline and automate analysis, can we also design analysis options for users, open up older surveys used to be charged

-Bill continuing chair, solid membership, CBP will sit on committee, quarterly conference calls

F. Constitution, Bylaws and Procedures (Susanne Redaljie)

-would like committee chairs to work on keeping procedures up to date

-special ACS Network category with chairs to work on this

-some areas no procedures (no archives, salary survey minimal)

-Danielle started a calendar on website, working on notification, coming to ACS Network in summer (?)

-Carmen created FAQs for Chairs, not official procedures, could be included with ACS Network category for chairs, can make some sections private

ACTION ITEM: Carmen following up with Christine on ACS Network issues

-will calendar have back-calculating function with reminders? Static calendar still helpful

D. Education (Chuck Huber)

- Program session in San Diego Sp 2012, educational tools for chemical information education (webinars, tutorials, podcasts)
- BCCE PennState 2012, considering workshop presentation and some other topics, Judith coordinating
- new member, still looking for corporate representation, challenges with changing job
- discussed SLA-CheD undergrad competencies, final review in fall 2011 with CINF EC,
- also considering competencies for graduate students to share with SLA-CheD
- discussed online course possibility with ACS CHED on cheminformatics, courses made available to institutions who do not have on-site expertise, questions on funding, content, status, our involvement, what about IU and other distant ed courses, complementary?

E. Finance (Meghan Lafferty)

- concern about billing for NM, will follow up with our ACS contact and also DAC about longer term challenges
- reimbursement via PayPal, free option, will tell Rachelle about reimbursement
- ACS Investment Pool Liquidation: moving to Vanguard next month (need to add line)
- confusion of where sponsor funds going to ACS National, will change order of our name on checking account
- internally should we also track fundraising monies, such as assets & liabilities? Not currently included in budget sheet since it only includes current incoming or exiting funds. Informally tracked in fundraising, but should be included in division documents and discussed how we might spend overages in best support of the division.

ACTION ITEM: Graham will work with Meghan to use the fundraising report and will make a recommendation at the Fall 2010 EC meeting.

F. Fundraising (Graham Douglas)

- 2010 surplus, variety of sponsors and support for receptions, lunch, scholarship, speaker support
- post report on Fundraising and Executive Committees private ACS Networks
- 2011 predicted deficit based on spring meeting, but still working on fall sponsorships
- Spring meeting: no Tuesday reception, minimal food with cash bar
- banners, signs, tabletops for sponsors for meetings (Mark Luchetti helping with graphics)
- need to make rotating slides for events and sponsors at symposia
- sponsorship info up to date on website
- CINF Fundraising ACS Network group, procedures draft, timeline
- need asst. chair soon, advertise on slides and open meeting agenda and website
- post sponsors on ACS Network

G. Membership (Jan Carver by written report, 3/25/2011)

I am the only member of the committee now so if anyone would like to serve on the committee it would be greatly appreciated.

Our membership stands at 1,037 at the end of February 2011. Though the total number is still decreasing, the descent has slowed. We actually have gained in three categories, retired, emeritus and undergraduate student members, both ends of the spectrum.

I analyzed the new and departing members from March 2010 to February 2011 and made the following observations:

One, is that new members chose CINF more than 50% as their free division, hopefully CINF will be their primary division. On the other hand, the members who have left less than 10% made CINF their free division and indeed most of them were members in other divisions.

From the Demographics report we seem to be losing members from industry the most. The Job Title report shows all of the following categories going down: Chemical Technician, Production/Operations Manager, Purchasing Manager/Buyer, Sales Marketing/Business Development and Supervisor/project Leader/Foreman.

Percentage wise we seem to be remaining close in other demographic reports

I would like to encourage people to fill out their memberships form more completely as a number of categories have over 50% N/A which keeps us from being able to make many deductions as to where our membership is heading

ACTION ITEM: Jan follow up with ACS Membership if there is a mechanism by which we can partner with other divisions to give our membership away if they pay for X other division to get more exposure for us. Partnership could change each year.

***Leah email this to Jan

ACTION ITEM: Carmen to talk with Bill about coordinating membership functions with C&P.

H. Nominating Committee (Carmen Nitsche)

Carmen, Grace, Bonnie

-Chair-Elect

-Secretary

-Councilor

-Alt Councilor

-slate due to Secretary by April 1

-candidate statements to Secretary by May 1

-ballots out to membership by Secretary by June 1

-vote due to Secretary by Aug 1

-soliciting nominations at social events in spring 2011

ACTION ITEM: Carmen set up Exec Comm & Functionaries private group on ACS Network.

ACTION ITEM: Leah will ask Sue to be Teller.

ACTION ITEM: Leah will send procedures on electronic balloting to Susanne Redaljie.

Other

Division Open Meeting agenda/topics

Invitation to sponsor

Committee involvement

Call for nominations

Call for ACS Network

Social Events

Website

Watch for salary survey

Old Business

We are a friend of InChI and listed on their site. We can send an observer to their meetings at the ACS NM. We can include them on our link

ACTION ITEM: Carmen will find out when the InChI meeting is to see if someone can attend. There will be an article in the eCIB

New Business

None.

Andrea Twiss-Brooks moved to adjourn, and Susanne Redaljie seconded. The motion carried, and the meeting was adjourned at 4:45 PM.

Respectfully submitted,

Leah Solla
CINF Secretary, 2010-2011