

**Minutes, ACS CINF Executive Committee Meeting
Colorado Convention Center, Room 702/704
Saturday, August 27, 2011, Denver, CO**

Greg Banik called the meeting to order at 16:05.

Members of the Executive Committee present were:

Greg Banik, Division Chair
Carmen Nitsche, Past Chair
Rajarshi Guha, Chair Elect
Leah Solla, Secretary
Meghan Lafferty, Treasurer, Finance Committee Chair
Bonnie Lawlor, Councilor
Andrea Twiss-Brooks, Councilor
Guenter Grethe, Alternate Councilor
Charles Huber, Alternate Councilor, Education Committee Chair
Rachelle Bienstock, Program Committee Chair
Jan Carver, Membership Chair

Committee Chairs and Functionaries present were:

Phil McHale, Awards Chair
Susanne Redaljie, Bylaws & Procedures Chair
William Town, Communications & Publications Chair
Graham Douglas, Fundraising Chair
Grace Baysinger, Education Committee
Svetlana Korolev, Communications & Publications Chair

I. Division Business

A. Approval of Spring 2011 Executive Committee Meeting minutes (Leah Solla)

Approved with additional note that we are a supporter of InChI. Bonnie Lawlor moved to approve the minutes, Chuck Huber seconded the motion, and the motion carried.

B. 2011 Election Results (Leah Solla)

- Chair-Elect, 2012: Antony J. Williams
- Secretary, 2012-2013: Leah Solla
- Councilor, 2012-2014: Andrea Twiss Brooks
- Alternate Councilor, 2012-2014: Charles Huber

240 people voted, mostly online, 217 members, 8 affiliates, and 15 with printed ballots.

~Submitted by Sue Cardinal, Teller

C. Discussion of items from Long Range Planning Meeting

1. The Future of CINF

- relook at SP
- outreach to COMP? how do we approach them? Do we want to partner?
- broader analysis of where we are?
- what is the nature of the challenge?
- what are we offering, providing members?
- publications, but open to all?

- a lot depends on attending national meetings, increasingly problematic for people and budgets
- perhaps refocus on programming one national meeting and complement with local events and virtual programming
- in midst of perfect storm trial (economy, shift of profession, hard to get enough effort for programming and electing officials), need to figure out how to handle
- member input
- how to help more people attending meetings
- small group to investigate

ACTION ITEM: Andrea will assemble group: Bonnie, Rajarshi, Leah, Guenter, Graham

- list of issues and possible actions
- possible connection with COMP
- broad view of what are issues and how we might want to approach
- useful to gather information on how to do virtual opportunities, do at div level
- identify questions to ask ACS
- consider survey to ask
- can't see CINF directory unless opted into ACS directory, 130 on ACS Network CINF group

2. CINF Happy Hour Event

ACTION ITEM: Raj will follow up with Conn area COMP group on having CINF join on upcoming event

- initially CINF contributes \$500 to match COMP contribution: PR, snacks, cash bar
- PR: outreach to university depts, librarians, local section

ACTION ITEM: Greg will look at CINF membership roster, plot density by state & county to guide where to do

- cooperate with local sections in higher population areas, used to be info interest groups in Philadelphia and Delaware, died out (not lack of interest, but too busy and companies downsizing)

3. ACS Network to store CINF Executive Committee Documents

- post with year, committee, tags from previously used
- Full CINF group is open to the world, might help visibility, use for marketing
- we will post annual reports and treasurer report (public info) on both CINF website and full CINF ACS Network group (open to world)

ACTION ITEM: Carmen will set up CINF Functionaries private group for all committee members

D. Other:

CIC-CINF collaboration with instruction repository up and running, CIC would like to continue collaboration on new project along cheminformatics/bioinformatics, no topic determined yet, send Guenter ideas.

- approved, Andrea moved, Carmen seconded
- Sunday workshop at this meeting: Research in Germany Initiative and German Research Foundation, Rachelle is attending

ACTION ITEM: Guenter will explore with CIC, and lead grant-writing initiative

II. Committee Reports

A. Communications & Publications Committee (Bill Town)

1. Conversion of the Chemical Information Bulletin (CIB) website to Drupal

Congratulations were offered to Danielle Dennie on the conversion of the Chemical Information Bulletin (CIB) website to Drupal. All present at the meeting agreed that the last CIB issue looked really good. The next step is to convert the remainder of the CINF website to Drupal using the same contractor (supervised by Danielle) as before. This work is now under way.

2. New CIB content

The editor added agendas of the committee meetings to be held at Denver to the CIB edition before the meeting. In the future she will continue to include "feature" articles and will be adding new columns, such as a "CINF Reviews" that will contain highlights from the chemical information literature, and perhaps she will include Database reviews similar to the book review section. Song Yu agreed to look after the CINF Reviews section.

3. ACS Network

The group looked at the CINF information that is currently available on the ACS Network. The Chemical Information Group set up by Sue Cardinal has a mix of annual reports, CIB's, financial reports etc and it was determined that this "group" is totally open and accessible by anyone in the world. After some discussion, it was agreed that this high level group would be used for outreach to members and to promote CINF to non-members. Documents, such as annual reports, would be posted in that section, but also posted to the CINF website.

Carmen Nitsche has already created a group for the CINF Executive Committee on the ACS Network and will create one for CINF Functionaries. Both groups will be private. It was agreed that we would not create a secret group. It was also agreed that we would recommend that each CINF Committee establish their own groups on the ACS Network and that the ACS Network will ultimately be the focal point for all CINF communication.

4. Duplication of content on the CINF website

It was agreed that the CIB will be the entry point for all the material that it usually contains (meeting information, abstracts, etc.) and this material will not be duplicated elsewhere on the website. When someone wants to access that information directly from the CINF website tabs, the information will be accessed via links to the CIB.

5. CIB editors for 2012 and beyond

Judith Currano agreed to serve as Editor for the pre-meeting CIB issues in 2012 and Svetlana Korolev agreed to serve as Editor for the post-meeting CIB issues.

6. Communications and Publications Committee membership

All current Communications and Publications Committee members agreed to remain on the committee with the exception of Rick Williams whose term has expired. Bonnie Lawlor will serve as the Committee's liaison to the CINF Membership Committee.

7. Communications and Publications Committee Chair for 2012

Bill Town will remain as Chair for 2012. If he is unable to travel to any ACS meeting in 2012, an "Acting Chair" will be appointed to run the meeting and report to the Executive Committee.

8. Increasing usage of the CINF website

The Committee will look into the possibility of using Twitter and Facebook as tools to "push" information to CINF members and to engage younger participants.

B. Awards (Phil McHale)

1. Herman Skolnik Award

- a. 2011 Award –presented to Sandy Lawson in Denver. Sandy working with Rachelle Bienstock on an interesting full day symposium with an excellent roster of speakers.
- b. 2012 Award – awardee not yet contacted.
- c. The composition of the Skolnik Award Jury was confirmed as Award Chair, Award Chair Elect, CINF Division Chair, and CINF Division Chair Elect. The Skolnik Award jury has reviewed the nominations for the 2012 award and decided on the recipient, to be announced after the 2011 award is presented.
2. Lucille M. Wert Student Scholarship
 - 2011 Award –Elsa Alvaro (Indiana University). Else will attend the meeting in Denver to receive the scholarship.
3. Val Metanowski Meritorious Service Award
 - a. 2010 Award was made to Svetla Baycoucheva at the Fall 2010 meeting
 - b. 2011 Award – no nominations have been received to date.
4. Scholarships
 - a. FIZ CHEMIE Fall 2010 – three awards were made.
 - b. Spring 2011 – Accelrys sponsored two scholarships. Five applications were received and the long abstracts were assessed. The winners selected were Kayala (UC Irvine), Johnson (UCLA). All applicants were at the poster session.
 - c. Fall 2011 – FIZ CHEMIE is sponsoring three scholarships. Three viable applications were received.
 - d. Spring 2012 – Accelrys will sponsor two scholarships, and a call for applications has gone out, including to universities in the San Diego area.
5. CINF Lifetime Award

There are no nominees at present.
6. CINF Best Presentation Award

The Committee had decided push the award out to Spring, 2012 in San Diego, where the theme is "Chemistry of Life". This will allow us to be more proactive and to better publicize the award, so that we can fulfill the initial aims for which the award was created. We have received the session topics from the Program Chair and will review these during the Denver meeting.
7. 2010-2011 Budget – this was reviewed with the Treasurer and is reflected in the CINF Budget.
8. CINF Procedures
 - a. The CINF Procedures Manual has been updated to reflect current Awards Committee procedures and timelines.
 - b. A CINF Awards Committee Group has been created on the ACS Network, and is being used to lodge minutes and agendas.
9. Award Committee membership
 - a. Current Members

Marge Matthews	2011 -2013
Wendy Warr	2011 - 2013
Phil McHale	2009 - 2011 – Chair
Greg Banik	2009 - 2011 – now ex-officio on becoming CINF Chair
Guenter Grethe	2009 - 2011
Pamela Scott	2009 - 2011
Andrea Twiss-Brooks	2010 - 2012 – Assistant Chair to take over as Chair in 2012
David Evans	2011 - 2013
 - b. New members are still sought.
- C. Council (Andrea Twiss-Brooks & Bonnie Lawlor)
 - news (safety), see report

- CINF book on the IP symposium (thanks Andrea!), edited by Bob Buntrock

D. Careers (not given)

- Sunday symposium with Tony Williams speaker, videos

E. Bylaws & Procedures (Susanne Redalje)

- sending chairs specific sections of procedures manual, will work with chairs to review compiled document

ACTION ITEM: Committee chairs return to Susanne by San Diego

F. Education (Chuck Huber)

- CHED program committee doing something on chem info education for San Diego, Chuck will follow up
- chemical information competencies for undergrads sponsored by SLA-ChD reviewed by us finalized (cinf web link), competencies for graduates in process sponsored by us and reviewed by SLA-ChD
- review committee membership
- considering symposium book for Educational Tools symposium
- think about who are responsible people for our ACS Network groups?

G. Finance (Meghan Lafferty)

- looking at membership numbers, dropping money input

ACTION ITEM: Rajarshi will make 2012 budget and send to EC to discuss and approve by ACS Network CINF EC group

ACTION ITEM: Carmen will follow up with ACS Operations Office on billing problems

H. Fundraising (Graham Douglas)

- asst. chair in 2012 to take over in 2013, need overlap
- losing important members, needing new well connected people with corporate connections, asking at CINF open meeting and on program session intermission slides
- surplus for this meeting, more sponsors

J. Membership (Jan Carver)

- need more committee help
- need full addresses to process membership
- membership slowly dropping, slowing down a bit, student membership has doubled (2-5%)
- follow up with leaving members, few respond, mostly too much going on, some leaving ACS, some reducing divisions
- new membership application brochures (thanks Bonnie!)
- reach out to student members with complimentary lunch tickets, other ideas?
- reach out to new members, welcome highlight with picture on website and CIB with permission, welcome to ACS Network CINF group and additional presences as well (LinkedIn, other social sites?)
- 2009 analysis by Greg (1332 total membership) : 2/3 corporate, most of rest academic (small gov and nonprofit)
- Greg will chair in 2012, members: Jan, Bonnie, Leah

ACTION ITEM: Greg and Jan work on membership list analysis: region, overlap of divisions, professional type

K. Nominating Committee (Carmen Nitsche)

- follow up: 3 candidates for chair-elect
- several other divisions and societies inquiring about our SurveyMonkey procedures

L. Program Committee (Rachelle Bienstock)

- Rachelle edited symposium book
 - ACS Symposium Series, 1076
 - Library Design, Search Methods, and Applications of Fragment-Based Drug Design
 - Edited by Rachelle Bienstock,
 - ISBN13: 9780841224926 ISBN10: 0841224927 Hardback, 216 pages
 - Feb 2012, In Stock, Price: \$150.00
 - also available on line as an E-book!
- Norah book on Anaheim program
- Jeremy Garritano 2013 program chair (one year only)
- Denver:
 - 7 symposia, small meeting, cancellations from sessions chairs and potential speakers not attending due to Hurricane Irene, low paper submission rates
 - 3 sessions being recorded
- San Diego: 13 sessions planned, CSA Trust, some new organizers
 - heavier outreach for scholarship symposium to region (universities)
 - continuing issues with sponsorships of programs
 - ACS program themes give visibility to division programming, SD: Chemistry of Life, good connections for us

ACTION ITEM: Rachelle will follow up with theme chairs for SD and Phil 2012, re: program listing and potential funding

- 2014 themes: Dallas/advanced materials, Fall/sustainability
- 2015 themes: Denver/nanotechnology, Boston/health related towards analytics

III. Other

A. Division Open Meeting agenda/topics

- awards will be happening
- election results
- fundraising committee opportunities
- new brochure
- nominations for elected positions
- CIB on Drupal

B. Other New Business

- Carmen to attend Inchi Trust Annual Meeting, Sunday 2:30

C. CINF business meetings time frame

- same structure in San Diego
- may depend on meeting agenda, may need some additional meetings next time

- do more ahead of time
- potential no committee meetings, strategic planning instead?
- voting could potentially happen through ACS Network CINF EC group

Bonnie moved to close the meeting at 18:11, seconded by Andrea.

Respectfully submitted,
Leah Solla, Secretary