

Minutes
CINF Executive Committee Meeting
247th ACS National Meeting
Saturday, March 15, 2014
Omni Dallas Hotel, Katy Trail Room
3:00 – 6:00 PM

3:10 PM convened by Judith Currano, Chair

I. Introductions

Members:

Judith Currano, Chair
Rachelle Bienstock, Chair-Elect
Leah McEwen, Secretary
Rob McFarland, Treasurer
Bonnie Lawlor, Councilor
Andrea Twiss-Brooks, Councilor, Awards Chair
Charles Huber, Alternate Councilor
Guenter Grethe, Alternate Councilor, MPPG Representative
Erin Bolstad, Program Chair

Functionaries (non-voting):

Grace Baysinger, Education Chair
Sue Cardinal, Careers Co-Chair
Jeremy Garritano, Program Committee member
Rajarshi Guha, Program Committee member
Phil Heller, Fundraising Chair
Ye Li, Education Committee member
Dave Martinsen, Communications & Publications Chair
Susanne Redalje, Procedures & Bylaws Chair
Donna Wrublewski, Membership Assistant Chair

A. Review of voting process

B. Approval of 2014 Fall Executive Committee Meeting Minutes

Guenter moved to approve, Chuck seconded, approved with minor editorial changes.

Action Item: Leah will send Danielle PDF to post to CINF website

Question – do we need to approve the minutes of the CINF Executive Committee teleconference meetings? Decision yes.

Action Item: Leah will re-send minutes from the last teleconference, Judith will call for a vote of approval.

II. Reports and updates

A. Chair's report (Judith)

Graduate Reception – sponsored for \$1k, Bronze level, will make schedule of CINF members at our booth at the Monday reception.

B. Treasurer's report (Rob)

Division balance currently on the low side, may be about timing of income and expenses. Questions about where, how and when the income comes in. Dues allocation comes in several portions throughout the year, likely dispersed separately from other allotments. Updating the budget in Quicken. Confusion of various line items, will review off-line. Work with Fundraising to clarify money streams from sponsors.

C. Update from Chair Elect (Rachelle)

Attended Leadership Summit

- Change in allotment (reviewed in Council Report)
- Global Innovation Grant for sections, divisions, committees, available for working on International activities, address Global problems, due April 1
- Flat membership, but CINF innovative in activities
- Also discussion on networking and making meeting access broader, we would like to offer meeting content for remote users to pay and access live.
- Sustainability programming funds, Feb 1 and July 1 grants
- Programming for teachers at high school, can we create some copy about how we can help, work with Committee on Community Activities
- (less than 10% of the full ACS membership attends the national meetings)
- Other committees to reach out to: DAC, M&E, CCA, division offices caucus
- ACS strategic planning task force in looking at the functionality of the society, working with committees, can they come to divisions as well

Action Item: Bonnie will talk with Alan Ehrlich about approaching the CINF EC for a special meeting via teleconference

Action Item: Judith approach DAC for an active session with division chairs, to model some dialogue with divisions on CONC work with society committee chairs

D. Council report (Bonnie and Andrea)

Primary item of interest is formula for allocation. Suggestion to increase to base for all divisions, and some adjustment in another allocation that increases for small divisions and decrease for large divisions; concern that the larger divisions and local sections have more councilors to sway vote; simple Y/N majority vote. How shall we vote? Decided: in favor. ACS dues escalation proposed for \$4 next year, review of the calculation every 3 years.

E. Programming (Erin)

Concern about San Francisco, lower submission than historically for this large conference. Extended submission deadline to March 24. Working on adjusting format of the programming in future.

F. MPPG Report (Guenter)

Guenter founding member and CINF representative through this year, thanks for his long service. Good vision towards increasing multi-disciplinary programming via themes to increase collaboration; DAC Subcommittee; consists of division representatives, relevant committees (DAC, M&E, ComSci), local section representatives of meeting locations; develop themes and choose theme organizer and oversee process; coordinate with ACS President-Elect to coordinate with PRES programming; large divisions not often present at meetings. MPPG also organizes the Kavli Emerging Lectures, excellent.

Future Themes

- SFS: chemistry and global stewardship
- Denver: chemistry of natural resources
- Boston: innovation from discovery to application
- San Diego: computers in chemistry
- Philly: chemistry of the people, by the people and for the people

Pass along ideas to Guenter, text to: (804)601-6774, #futureACStthemes

Action Item: Guenter will determine a replacement for division chair to appoint

G. 2015 Bi-Society Symposium with SLA-DChem (Ye Li, 2015 SLA-DChem Chair)

Previously the Tri-Society Symposium: CINF/SLA/DChem/ASIST-CSIG. SLA also in Boston in June 2015, ACS in August. SLA program structured, but considering complementary activities off-site to make full day. Theme: Chemical Health & Safety Information: Information Systems & Corporate Applications. Registration member rate for CINF attendees not SLA members. CINF up next for hosting in 2017, review funding (updated tri-society to bi-society in budget).

Action Item: Identify co-planner for Ye

H. Innovative Projects Grants (Leah)

<https://www.acs.org/content/acs/en/funding-and-awards/grants/acsccommunity/tdinnovativegrant.html>

Q – do we want to post our awarded IPG grants on the website somewhere so members can see how we are active in this area, and encourage more good ideas for submission? Write-up in CIB, list on website with links

Action Item: Leah & Andrea will write up a retrospective on CINF's IPG activities for Summer 2014 CIB

2013 IPGs

iRAMP - \$7k CINF part for workshop, successful

<http://www.irampp.org/blog/overview-report-to-acsgroups/key-lessons-learned-from-workshop-discussions/>

2104 IPGs

iRAMP – 2 - want to submit for next round in July for next project phase, CINF part involving information source survey and controlled vocabulary and ontology development

2015 IPGs

CIC had a previous IPG grant, revisiting some ideas, for submitting a grant next Feb 2015

III. Discussion of CINF Open Meeting: timing and agenda (Judith)

Not scheduled in the program at this meeting; Judith will make remarks at reception. Need to officially schedule at one meeting, San Francisco

Action Item: Erin will schedule a brief time into the San Francisco program

IV. Committees

New reporting form; assumes there is a committee, some are single people, some need free text on field of date for last meeting (ie. 'never')

Action Item: Committee chairs will complete their forms after this meeting; Leah will distribute condensed report for EC

Committee reporting for CIB, should appear in post-meeting issues.

A. Recruitment of members (Judith)

Need members, especially for the Awards, Careers, Membership Committees.

Committee membership – chairs are up to 3 years, regular member terms are 1 year, renewed up to 3 years consecutively (bylaws); chairs track membership (procedures). Draft bylaws change along these lines roughly and Exec Comm will review further. Limits – 3yrs important for chairs, membership terms 1 yr of unlimited renewals. Section 2c, suggested replacements:

“Committee members are appointed for one year and may be renewed indefinitely.”

“Committee chairs may serve as many as three consecutive years.”

Section 2d: strike

Action Item: Judith and Bonnie will work together.

Action Item: Committees chairs please post descriptions of committees and need for membership on CHMNF-L; also update committee member lists in form; regular activity of committee chairs

Action Item: Leah will add this section to the reporting form, and send compiled results to Donna as Membership Asst. Chair

Action Item: Donna will consider how to start up a CINF Yellow Book for functionaries to update their info and activities

B. Committee dinner in San Francisco (Judith)

Committee meet & greet dinner on Saturday evening prior to national meeting program; covered under Long Range Planning budget. Plan is for cocktail hour circulating with committee chairs followed by dinner at committee themed tables, buffet style, casual. Who attends? Open to CINF members, RSVP up to a limit of attendees.

Action Item: Andrea will coordinate restaurant, Judith will coordinate division business aspects

C. Committee requests for assistance from form (General Discussion)

1. Chair requesting Event Planner/Social Committee for San Francisco, members of Programming Committee; coordinate welcoming reception, Skolnik reception, luncheon, business meetings; coordinate with Fundraising as well.

2. Chair requesting Regional Meeting Planner; this appears on the Annual Report; point person to track where regional meetings are happening, reach out to regional meeting chairs /local section chairs and reach out to CINF members to follow up on arranging meetings; Guenter will consider; also marketing online programming (recorded sessions, webinars) to local sections.

3. Awards – potential proposal for change in award process to attract more nominations for CINF Scholarships for Scientific Excellence (posters), currently limited graduate students and post-docs in cheminformatics at academic institutions, consider broadening scope to try to attract more qualified candidates- to ‘students enrolled at certified colleges and universities; post-docs are also encouraged to apply’. Andrea put forth the motion, approved.

Action Item: Andrea will contact Danielle to update website

4. Careers (Sue)

Just getting going, will follow up on mentoring angle, looking to adding cheminformatics career profiles on ACS College to Career website; maybe follow up on putting events on this website? Contact is Laurie Betsock (sp?); Sue participating in undergraduate speed networking event

5. Fundraising (Phil)

Just getting started replacing Graham, coordinating sponsor banners

D. Round robin of information from on-site committee meetings (Committee chairs)

~ see above

V. Procedures (Discussion led by Judith; 30 min)

[<https://www.dropbox.com/home/CINF%20Working%20DropBox>]

Bylaws -several hanging bylaw issues

- see above on committee membership terms
- defining who can vote on the executive committee – VI.1.a
 - voting members are either elected by membership or ratified by the people who are elected by the members of CINF (i.e. approved by EC as in membership and program chairs); may need clarification in procedures
- EC voting in electronic meetings (wording logistics); deal with procedures; chair using two lists for EC- voting and greater group (concern about ‘mail’ term, we consider this to cover electronic mail, confirmed by unanimous vote)

- (but will update to be less ambiguous; Section 1.d 'replying to a call for a vote', 'mail' becomes 'vote', 'mailing' becomes 'call')
- -election procedure dates (wording logistics) – need bylaws change

Process: EC votes on wording changes, send to ACS for review (Barbara Polanski), exchange if changes, vote to CINF membership

Action Item: Susanne and Leah will address mail and election date update suggestions. Judith and Bonnie will follow up on suggestions for committee membership term changes as discussed above.

Procedures

- regular division files on CINF Working Dropbox, unless confidential (awards, membership)
- folder for Procedures & Bylaws, Procedures latest version (2005) there and on website under "Publications"
- committees have their own processes, need to update these in the procedures annually, due by fall meeting
- general timeline is on the website, please review

Action Item: Committee chairs send Susanne updates by fall meeting, Susanne will put a reminder call with some basic requirements (general responsibilities, timeline)

VI. MPPG update (Guenter)

~see above

Adjourn at 5:35PM by Judith. Moved by Chuck, seconded by Andrea.