

CINF EC – conference call
2014-01-08, noon EST
(conference call hosted by ChemAxon)

Present:

Erin, Andrea, Grace, Rachelle, Guenter, Jeremy, Judith, Leah, Pamela, Rob, Tony,
Susanne, Rajarshi

Notes (DRAFT)

Housekeeping

Careers – new co-chairs, Sue & Pamela, thank you, Rachelle will also be member, will report on ideas in Dallas

EC meetings b/w National meetings

- teleconferences, bimonthly, 1 hr, can cancel if not needed
- schedule via Doodle poll, Leah will try to find a regular time
- conference call hosting (thanks!) – ChemAxon (Erin), RSC (Tony)

Committees

ACTION ITEM: Judith will follow up with each chair directly to confirm terms and annual goals

ACTION ITEM: please send committee members updates to Leah (secretary) and Danielle (website)

Fundraising

- several responses to call on CHMINF-L, interest in committee membership, not chair, need a seasoned CINF member
- for fundraising chair helpful if someone from commercial sector, but could be possible for those of us who know vendors from purchasing, if from the commercial sector would their company get some sponsorship status for their volunteer time?
- stop-gap has been past-chair for that year, not sustainable, also consider chair-elect as a way to get to know people and receive recognition for the division
- too much to add to treasurer position, treasurer and div chair both ex-officio members of the fundraising committee
- ACTION ITEM: Judith following up with some suggested names, asked us to send us more names by end of this week
- considering recognizing Graham for his extensive service in covering this gap at the Division lunch in Dallas
- Discussion of ROV/benefits for sponsors:
current: level posted on CIB (listings, articles?), level posted on accscinf.org, listing in program, rolling slides in technical sessions, speaking at welcoming reception
other ideas: vendor introductions for session sponsors in technical sessions, displays at CINF lunch and welcoming reception
- ACTION ITEM: Leah follow up on any policy conflicts with technical sessions

Committee Reporting Form

<https://docs.google.com/forms/d/1JdmgEEwPY3tMuPwheL6fTUVBBbHuUXSD8RkbDVRrs8o/formResponse>

-based in google docs, exports into spreadsheet

-purposes: streamline information collecting for the annual report, enable easier communication of committee work outside national meetings

-pre-fill before national meetings and bi-monthly conference calls, to help prepare for meetings

ACTION ITEM: please fill out the form for 2013 activities soon for the secretary to use in preparation of the annual report (for returning committee chairs) and planning for the Dallas meeting

ACTION ITEM: let Judith and Leah know if there are additional types of information to add or other comments

Calendar

-general ACS dates, division level deadlines, committee procedures

-try as an actual calendar format, such as Google Calendar

-all officers and committee chairs will contribute to keep up to date

-start with a functionaries only calendar, consider membership calendar later

ACTION ITEM: Leah will set up prior to Dallas

Procedures

ACTION ITEM: committee chairs please send updates to Susanne

-further discussion on managing procedures at next meeting

Dallas

-CINF located in OMNI, COMP also, CHAL & CHAS in the Convention Center, not much activity in Convention Center this meeting

-See you there!