DRAFT Minutes
CINF Executive Committee Meeting
244th ACS National Meeting
Saturday, August 18th, 2012
Room 119A, Philadelphia Convention Center
4pm - 6pm

1:13 PM convened by Rajarshi Guha, Chair

I. Introductions

Voting Members:
Rajarshi Guha, Chair
Antony Williams, Chair-Elect
Leah Solla, Secretary
Meghan Lafferty, Treasurer
Bonnie Lawlor, Councilor
Andrea Twiss-Brooks, Councilor, Awards Chair
Charles Huber, Alternate Councilor, Education Committee
Guenter Grethe, Alternate Councilor, MPPG Representative
Rachelle Bienstock, Program Chair
Greg Banik, Past Chair, Membership Chair

Non-Voting Members:
Grace Baysinger, Incoming Education Chair
Graham Douglas, Fundraising Chair
Jeremy Garritano, Assistant Program Chair
Robert McFarland, Treasurer Elect
Susanne Redalje, Procedures & Bylaws Chair
William Town, Communications & Publications Chair

II. Division Business

A. Approval of 2012 Spring EC minutes
   - moved by Andrea, seconded by Chuck
   - approved with no changes
   ACTION ITEM: Leah will post final version to the ACS Network and acscinf.org.

B. Election 2012
   967 division members were eligible to vote; 287 people voted; 273 electronic
   (includes 8 affiliates) and 14 print.

   Congratulations to:
   Chair Elect Judith Currano, 2013
   Treasurer Rob McFarland, 2013-2014
Councilor Bonnie Lawlor, 2013-2015
Alternate Councilor Guenter Grethe, 2013-2015

Thanks to everyone that ran.
Thanks to everyone that organized the election.
And a special thanks to all those that carefully voted.

Regards,
Sue Cardinal
CINF Teller 2012

C. Creation of a Social/Networking Committee to handle event planning
- Leah and Meghan volunteered to help for 2013
- Chair Elect will be responsible, working closely with the Fundraising Chair, Chair and Past Chair
- need procedures

D. Discuss questions from Committee on Professional Training
- CPT asked for input on revising guidelines for undergraduate education, see document sent around
- Education Committee discussed, nothing seems to pertain
ACTION ITEM: Chuck will draft message to CHIMF-L list for member comments, if interest, will ask CPT rep to meet LRP at Spring 2013 meeting

E. Line item for funding regional meetings when a CINF member is organizing in one
- line items for other specific type meetings
- add line item for floating regional and topical meetings, subject case by case to approval by CINF EC
- will approve with updated budget sent around to EC after this meeting

F. Review/propose rules to guide allotment of complimentary registrations
- who proposes?
- who approves?
- who can be considered recipients?
- extent of registration, one day or full conference?
Proposal: only phd/postdoc and non-ACS, non-chemist - separate type of complementary registration
- simplified rule is one person per half-day session chosen by symposium organizer, approved by the program chair, registration covers just one day, not full conference
- other need might be to attracting good speakers
- potential for full meeting for students?
- $13k for the year total budgeted in CINF
- non-ACS, non-chemists separate issue, one day special registration rate from ACS, make sure separate budget line for this
- need procedural documentation for symposium organizers
ACTION ITEM: Rajarshi will pass what he has to Jeremy
ACTION ITEM: Rajarshi will pull a group together to form a proposal and approval by EC by teleconference or email

G. Travel reimbursement for awardees
-awards committee addressing meeting support policy for awardees and letter
-awardees receive lunch ticket
-line item for travel reimbursement currently $500 for Skolnik awardees, $1000 for Wert awardees
-fundraising keeping additional line item in their budget
-may need to address regular budget line item amount, $1000 for Skolnik
ACTION ITEM: Andrea will draft policy document to review with EC by email

III. Committee Reports

A. Awards
-Skolnik 2013 plaque end of afternoon symposium session
-Lucille Wert 2013 awardee, Bin Chen, not able to attend here, Andrea is arranging a presentation of the award at an LS meeting
-documenting policies on awardee benefits
-Scholarship for Excellence: 4 posters, FIZ for 3, announced at symposium at CINF Welcoming Reception
--call for spring in New Orleans, Accelrys for 2 applicants, Guenter contacting schools in SE, asking for help from LSU previous awardee
-Val M. Meritorious 2013 to Wendy Warr at CINF Luncheon
-Lifetime Service Award 2014 to Guenter Grethe

B. Careers
-no report

C. Communications & Publications
ACTION ITEM: Bill will send Leah the full report for the minutes
-Dave M will be Chair, Graham D will be Asst Chair
-Pamela Scott will join as member
-organizing a virtual meeting in Sept, hard for all members to attend national meetings
-Many thanks to Bill for his chairship

D. Program
-biggest program re: papers, all symposium running, 3 tracks on Sunday
-Skolnik many papers
-Thursday programming all day
-several joint-cosponsorships
-Jeremy Program Chair 2013
- New Orleans PACS opens Monday Aug 20, CSA Trust needs to be set
- future programs looking good, Indianapolis focusing on informatics and education
- David Deng Program Chair 2014, needs EC approval next spring meeting
- Many thanks to Rachelle for her chairship

-MPPG, Guenter is our rep
- 2016 proposed themes: Computers in Chemistry, Education in Chemistry
- Kavli young chemist award nomination letter coming to officers from MPPG, post to ACS Network, CHMINF-L

ACTION ITEM: Guenter will include in MPPG write-up for CIB

E. Procedures / Bylaws
- keep up your procedures, keep sending to Susanne
- reviewed proposed changes: elections, voting rights, EC membership
- Election issues
  -- Modify dates (nominating committee convened by March 1, nominations by June 1, ballots out by July 1)
  -- Make it clear that Past Chair is chair of the Nominations Committee
  -- Chair selects the Teller (current practice-no committee)
- Voting privileges
  -- Division and Society Affiliates should have the same voting rights
- Make up of Executive Committee
  -- All committee standing committee chairs should be part of the executive committee and should be able to vote

ACTION ITEM: Susanne will send draft changes to EC to approve and then run by Constitution & Bylaws

F. Education
- programming: philly thursday pm symposium on DRM, indy preserving print sources, sfo small colleges
- BCCE 2012 penn state, andrea, grace, judith, before and after the lab, aimed at teaching faculty to help professional development of students, 30 attendees
- BCCE 2014 grand valley state univ in michigan
- info comp for undergrads developed by sla-dche, on wikibooks, will be linked from acscinf site, and educ acs network group site, adding grad student version to get feedback
- Grace chair 2014
- Many thanks to Chuck for his chairship

G. Membership
ACTION ITEM: Greg will send Leah electronic copy of his report
- Leah will look at LABA history added to CINF some years back, joined in 2005, numbers?
- students attracted by poster session?
- more outreach to librarians
-collaborate with COMP on joint membership, some discount for both? follow up with ACS?
-consider campaign, collaborate with COMP? COMP roster? probably not available for this purpose
-hard to tease out longer serving members, might be some info in roster
ACTION ITEM: Greg will pursue viability of these ideas and report to EC at next teleconference, Bonnie and Leah had previously volunteered to be on the committee

H. Finance/Fundraising
-reviewed 2012 fundraising
--slight deficit for spring
--looking close to budget for fall
--several in-kind
-PR materials includes new table-top pieces w/QR codes to CIB and sponsorship page
-we all need to think of names for fundraising chair, Graham stepping down after several renewals
-Many thanks to Graham for his chairship

draft budget posted on ACS Network, CINF EC private group
-discussion of travel support
-A/V for symposia, no line-item to cover unforeseen A/V expenses, may need a line-item, upcoming sessions for NOL
ACTION ITEM: Tony will add line items discussed earlier and send around new budget for EC to approve

I. Council
-see Bonnie’s report sent to EC by email
ACTION ITEM: Bonnie and Andrea will writeup the Council session at this meeting in CIB

IV. Other Business
"Open" Meeting agenda/topics
-Announcements to be made at CINF Welcoming Reception

18:14 close
Bonnie moved, Chuck seconded