

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 comps 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