

Minutes

CINF Executive Committee Meeting

248th ACS National Meeting

Saturday, August 9, 2014

Palace Hotel San Francisco, Presidio Room

3:00 – 6:00 PM

3:06 PM convened by Judith Currano, Chair

I. Welcome

Members:

Judith Currano, Chair

Rachelle Bienstock, Chair-Elect

Antony Williams, Past Chair

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

Greg Banick, Membership Chair

Functionaries (non-voting):

Grace Baysinger, Education Chair

Graham Douglas, Fundraising Committee Member

Phil Heller, Fundraising Chair

Dave Martinsen, Communications & Publications Chair

Susanne Redalje, Procedures & Bylaws Chair

Donna Wrublewski, Membership Assistant Chair

Elsa Alvaro, Program Committee Member

Svetlana Korolev, Communications & Publications member

A. Reminder of voting procedures (Judith)

B. Approval of the spring 2014 Executive Committee Meeting Minutes (Leah)

Minutes approved from Dallas and June teleconference, one abstention, Chuck moved, Andrea seconded.

Action Item: Leah send PDF files to Danielle to post on CINF website

II. Division Business

A. Discussion of annual CINF business meeting “agenda” (Judith)

Delivered by Division Chair before sponsor remarks at Welcoming Reception

- Announcement of election results
- Request nominations for next election
- Encourage members to be active, announce committee chairs for people to talk with

- Request nominations for division sponsored awards, nominees do not have to be members (Skolnik, Wert (students), ACS Fellows) (member awards: meritorious, lifetime)
- Encourage student submission to Scholarship for Excellent Award poster
- Encourage joining CINF if you aren't already a member

B. IPG update (Leah)

Current grant (2014) with CHAS to hold a workshop with CHAS and CINF members to ascertain the challenges in chemical safety information, outcomes posted on blog site: irampp.org . New proposal submitted with CHAS to develop a workshop with ChEBI to build a chemical safety ontology.

C. Discussion of Council report and directions to Councilors for voting (Bonnie)

Full Councilor's report distributed by Bonnie Lawlor by email on 2014-07-12, also posted in the CINF Working DropBox, under Executive Committee. Topics: committees requiring elections (N&E – Andrea, CONC – Bonnie, Judith); discussion of South Jersey section merging into Philadelphia local section. Our participation in these committees has helped spread CINF's name across the Society.

D. Treasurer's report (Rob)

Reworked budget format based on ACS reporting requirements and tax forms. Cash flow balance in checking account half usual at this time this year. Society allocation has been dropping, formula was reworked and voted by Council last year. Should help smaller divisions starting in allocations for 2015. Membership increase also, should receive these dues from the Society by early in the new year. Suggestion to separate the sponsorship funds from the regular operating budget.

E. Presentation, discussion, and vote to approve 2015 budget (Rachelle and Rob)

Fundraising variable year to year in amount. In-kind sponsorship not in budget, fundraising committee will monitor these. Also separate sponsored activities from operating expenses. Several adjustments were made and need to be reviewed by the Executive Committee after the meeting for approval.

Action Item: Judith will schedule a Finance teleconference after the meeting. [Done by email.]

III. Items arising from committees

A. General

1. Updating committee spaces on CINF Web site and CIB reports (Judith)
2. Bylaws change status (Susanne)
 - a. in ACS process now, if approved it will go on next ballot (election 2015)
 - b. changes summarized in previous meetings (June conf call, INDY2013)
3. Procedures update (Susanne)
 - a. stepping down, need someone who will keep track of things
4. Careers – several activities planned, Judith and Rachelle stepping in to implement
 - a. The UG speed networking event, Monday 4-5:30 Moscone Rm134
 - b. CINF table at grad & postdoc reception, Monday 7pm Moscone

B. Program

1. Discussion of MPPG representative, events planner, and regional meeting planner positions. Roger Schenck will be the CINF representative to MPPG for next two years
2. 2015 is SLA-DCh's turn to host the ACS-SLA Bisociety Symposium, Ye Li is SLA DCh Chair, **Action Item:** Leah will follow up with Ye on CINF participation [Done: Joint symposium to be held at SLA in Boston on June 15, 2015; topic is Chemical Safety Information]

3. WiFi at meetings:
 - a. not provided by ACS
 - b. do we want to pay for attendees, no speakers needed beyond hotspot backup by organizers
 - c. not sure of price, we don't have funding, no options for this meeting, will announce at sessions as an ACS policy under review
 - d. feeling ACS should negotiate for future meetings for program, request to M&E via Division Councilors, DAC via Division Officers

C. Membership

1. Vote to approve Donna Wrublewski as 2015-2016 Membership committee chair (Judith).
Approved unanimously.
2. Membership report (Judith and Greg): ~250 new members from last year, mostly students (cross listed divisions: IEC, CATL, CELL), we waived dues this year, need to report 'impact' in annual report; consider how we will reach out, some anecdotal evidence about info not getting to these members. New brochure from Donna.
3. Member survey (Donna) – working on draft with Chair, will send around after the meeting to discuss in Oct conference call. Put info in Fall CIB
Action Item: Leah will check Society bylaws about using rosters for sending out surveys. No restrictions in Division bylaws. [Checked: fine as long as the person using the roster is either an elected or Executive Committee appointed member of the Executive Committee, or a designated functionary]

D. Awards

1. Vote and unanimous approval to include full conference registration in Herman Skolnik Award package starting in 2015, as they are required to give a presentation. 2014 awardee registration covered by division as approved by separate one-time CINF Executive Committee vote.
2. 2015 Herman Skolnik Awardee identified, need more nominations for future.
3. Scholarship funding identified for 2015, Guenter looking for a replacement for coordinating this award.
4. Need to identify Awards chair for 2015.

E. Fundraising (Phil)

1. Outstanding sponsorships from Dallas, will come in.
2. Just shy of fundraising goal for San Francisco receptions.
3. Concern with wire transfer fees, Phil and Rob will determine how to cover.

F. Communications & Publications

1. Announcement of new Webmaster, Erja Kajosalu. Thank you to the former webmaster, Danielle, for several years of support.

IV. New business

A. Elections (Sue Cardinal by Proxy)

The CINF Election Results for 2014 are in. 286 people voted, 278 electronic (includes 7 affiliates) and 8 print. (Very consistent with 2013 results)

Congratulations to

Chair Elect Rachelle Bienstock
Treasurer Rob McFarland
Councilor Andrea Twiss-Brooks
Alternate Councilor Chuck Huber

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 2014

B. ComSci nomination information (Judith)
See Judith if you have nominations.

C. Harry's Party (Dave)
Seeking thoughts on how the CINF membership is engaging in this event.

D. General approach to collaboration with other divisions and groups (Judith)
See Judith if you are interested in topic, might want a dedicated position, post with 'positions wanted' in CIB

E. Plan for chair and committee chair transitions (Judith)
Judith on leave starting mid-November, will be working closely with Rachelle

Adjourned at 6:02PM. Moved by Chuck, seconded by Andrea.