

**Spring Planning Retreat  
Central PA Local Section  
American Chemical Society  
February 11, 2023, 10:00am  
208 Whitmore Laboratory**

Present: Adam Herring (PSU, Chair & Chair-elect), Kate Penrod (PSU, Secretary-Elect), Lori Stepan (PSU, Councilor), Ryan Zdenek (PSU, Immediate Past Chair), Aaron Garner (PSU, Long-Range Planning Chair; Past-Chair), Bratoljub Milosavljevic (PSU, Program Chair), Christine Mahajan (PSU, Newsletter Chair), Hannah Priller (NCS Student Affiliate President-Elect), Aaron Garner (PSU, Past Chair), Vishal Yadav (PSU), Sophie Silvers (PSU, NOBCCHe), Evan Burke (PSU), Diego Lopez (ResTek), Joe Houck (PSU, Past Chair, MARM General Chair)

1. Introduction by Adam, Review of Logistics, Call for Agenda Items
  - a. Meeting agenda accepted
2. Introductions and Roles
  - a. Officers: Chair, Chair-Elect, Secretary, Treasurer
    - i. Chair & Chair-Elect: Adam Herring
    - ii. Secretary: Kate Penrod
    - iii. Treasurer: Kyle Root (not present)
  - b. Executive Committee: Officers + Councilors + Immediate Past Chair + Committee Chairs + Others Appointed by Executive Committee
    - i. Councilor: Lori Stepan
    - ii. Alternate Councilor: Joe Houck
    - iii. Immediate Past Chair: Ryan Zdenek
    - iv. Committee Chairs:
      1. Long-Range Planning: Aaron Garner
      2. Program: Bratoljub Milosavljevic
      3. Newsletter: Christine Mahajan
    - v. Others Appointed by Executive Committee (no voting privileges):
      1. Nittany Chemical Society: Hannah Priller
      2. PSU Chemistry Graduate Student Association: TBD
      3. PSU NOBCCHe: Sophielle Silvers
3. Minutes from 01 December 2022 have been accepted
  - a. One typographical error corrected (Ruofei Wang's last name misspelled)
4. Reports
  - a. Treasurer's Report – Kyle Root not in attendance, Adam relays his report
    - i. 2023 spending projected to be similar to 2022
    - ii. Dinners last year were more expensive than years past, but this expense has been deemed necessary and allowable
    - iii. Investment fund has recovered, gaining \$2,600 in the final quarter
    - iv. Kyle has completed tax filing, which is due March 15
    - v. Kyle votes in favor of paying for meals for leadership academy, members in attendance agree
    - vi. Sustainability of current budget?
    - vii. Possibility of obtaining grants directly through ACS?
  - b. Chair's Report – ACS Survey

- i. Some of these emails have been sent to spam
- ii. ~450 recipients, 101 respondents (last year: 35 respondents)
- iii. Most respondents are faculty/staff, graduate or undergraduate students
- iv. Vast majority of respondents (~75%) are affiliated with PSU UP
- v. Non-PSU UP Affiliations include Baltimore County Community College, Commonwealth University of PA – Lock Haven, DOW Chemical, Juniata College, Millipore Sigma, Mulfinger & Associates LLC, Natural Balance Aromatherapy, PSU Altoona, Penns Valley Jr/Sr High, Phospholutions, ResTek Corporation, Saint Francis University, University of Cape Town, W.R. Grace, West Virginia University
- vi. Most respondents prefer email contact and believe networking is the most important role of the local section
- vii. Most desire to participate 3-4 times/year, in-person with hybrid option available
- viii. Most popular type of event is networking, followed by outreach and technical presentations
- ix. Prioritize networking at all events, rather than having separate networking events
  - 1. Discussed possibility of including prizes for interacting with others
- x. Local sections get to determine level of involvement for individuals who are not ACS members (called “community associates”)
  - 1. Inactive members are automatically listed as community associates

#### 5. Unfinished Business

- a. Discussed application and approval process for Dixon travel grants for student members and GSA applicants
- b. Lori will look into scheduling a winery tour and see what the maximum capacity and cost would be (summer event)
- c. Plans to engage in collaborations with other groups such as PSU Chem Graduate Student Association and PSU Chemistry Climate and Diversity Committee
- d. MARM 2024 Planning – Joe Houck’s Update
  - i. Roy Olofson has contributed funds
  - ii. Summer 2024 Theme: Celebrating Discovery
  - iii. MARM Dates (Tentative): June 05-08
  - iv. On-campus housing at Eastview Terrace is recommended
  - v. Must create postcard to advertise the dates at March meeting in Indianapolis
  - vi. Critical roles were assigned:
    - 1. General Chair: Joe Houck
    - 2. Program Committee Co-Chairs: Bratoljub Milosavljevic and Kevin Range
    - 3. Secretary: Lori Stepan
    - 4. Treasurer: Kyle Root
    - 5. Local Section Chair: Adam Herring
    - 6. Poster Session Chair: Ryan Zdenek
  - vii. Positions to be filled:
    - 1. Chairs for Exposition (vendors, sponsors, etc.)
    - 2. Poster Session volunteers
    - 3. Student Program Chair and volunteers
    - 4. Website/PR/Media Chair
    - 5. Facilities Chair

- 6. Visiting Speakers
- 7. Organizational Committee
- viii. Joe Houck and Bratoljub Milosavljevic will meet with previous MARM Chair
- ix. ACS will not provide assistance until 6 months before MARM 2024
- x. Whitmore Lecture will be held at MARM – John Warner confirmed (300+ industrial patents)
- xi. Need to determine other speakers (MARM 2022 had 4 major talks)
- 6. New Business
  - a. Goals for the year
    - i. Establish functional Executive Committee, including necessary committee chairs
      - 1. Reviewed roles for Executive Committee members  
(<https://www.acs.org/officer-toolkit/roles-and-responsibilities.html>)
      - 2. Local Section's Bylaws (2010) were amended according to current ACS recommendations
        - a. Modified Bylaws will be submitted to the Committee on Constitution & Bylaws (ACS National), 2-4 weeks for approval/revision requests
        - b. Accepted Bylaws will be distributed and voted upon by local section members
          - i. Adam will send updated Bylaws to CCB.
        - c. Decided that student members cannot serve as officers, but will be permitted to serve as Committee Chairs
      - 3. Elections/Nominations Committee (Standing)
        - a. Chair: Aaron Garner
        - b. Members: Lori Stepan
      - 4. Program Committee (Standing)
        - a. Chair: Bratoljub Milosavljevic
        - b. Confirmed Members: Aaron Garner, Ryan Zdenek, Christine Mahajan
        - c. Potential Members: Lisa Emili, Greg Basarab, Urara Hasegawa
      - 5. Outreach Committee (Standing)
        - a. Chair: Lori Stepan
        - b. Confirmed Members: Joe Houck, Adam Herring
        - c. Potential Members: Evan Burke
      - 6. MARM Committee (Short-Term)
        - a. Chair: Joe Houck
        - b. Awards Chair: TBD
        - c. Potential Members: Greg Basarab, Rob Olofson
      - 7. Mentoring Committee (Short-Term)
        - a. Chair: TBD
        - b. Potential Members: Sibel Irmak, Nick Secosky
      - 8. Newsletter Committee (Short-Term)
        - a. Chair: Christine Mahajan
        - b. Confirmed Members: Kate Penrod
    - ii. Plan effective, desired programming
      - 1. See Appendix A

2. Executive Committee may host an upcoming meeting at Priestley House if funds can be secured. Joe Houck to explore this.
- iii. Set a responsible budget
  1. Dues will remain optional for the local section
  2. Reimbursement for ACS LI travel was decided to also include funding for food during travel to and from the meeting
  3. Several ACS grants available – See Appendix C
  4. Grant update will be added to all future Executive Committee meeting agendas (Adam Herring & Bratoljub Milosavljevic)
- iv. Engage membership
  1. Adam is looking into management software for email listservs (i.e. RealMagnet, MailChimp, Constant Contact)
  2. Newsletter will include executive committee contact information, upcoming awards and events, interesting scientific articles, etc.
  3. Joe Houck and Lori Stepan have been managing the website, but Christine Mahajan will assume this role
  4. Adam will reach out to all disengaged members and report back at the next meeting
  5. Discussed expanding the list of industrial partners in the area. Adam will investigate and update list.
- b. Upcoming Events
  - i. See Appendix A
  - ii. Would like to add winery tour, nuclear reactor tour, and social picnic
7. Next Meeting: Monday, 10 April 2023, 6pm at Federal Taphouse (Adam will make reservations)
  - a. Student affiliates should be present
  - b. Ruofei Wang and new volunteers from survey will also be invited

Meeting Adjourned at 15:15