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
 - 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