



Richland Section Board Meeting
Wednesday, 01/08/2020, 6:05 PM, BSEL 202

01/08/2020

Start: 6:05 pm

Attendance: Shirmir Branch, Deepika Malhotra, Megan Nims, Mariefel Olarte, Sandy Fiskum, Dave Heldebrant (online), Anna Cavinato (online), Steve Krogsrud (online), Janet Bryant (online)

1. Approval of minutes, Branch – Shirmir introduces December 2019 minutes. Minutes revised as comments were received. Janet moves to approve December 2019 minutes as amended; Anna seconds the motion. Board approves motions simultaneously.
2. Approval of treasurer report, Malhotra – Deepika introduces the January 2020 (01 – 30 December 2019) treasurer report. The starting balance was \$44,965.38 in savings, and \$16,306.85 in checking. The savings account accrued interest deposit in the amount of \$30.99. Expenses from the checking account are detailed in the appended report. There are no pending activities. The ending balance was \$44,996.37 in savings and \$15,607.85 in checking. Sandy called for vote to approve treasurer report as presented. The report is approved unanimously as presented.

Old Business

3. Annual report – The annual report can be accessed using the link: acs.org/forms. Kristin Omberg (as Past Chair) has started the draft of the administration report. Deepika (as Treasurer) will need to submit the financial report. Anna has added several events that the Eastern Oregon University (EOU) student chapter has completed. Each committee can draft the information from their respective events (details, pictures, etc.) held in 2019 and work with Anna and Janet to get them submitted to the FORMS website in the correct format. Anna will send a template for the correct formatting.
4. Board approval of draft 2020 budget – The budget sub-committee met in December 2019 to discuss the proposed 2020 budget to go out to the Local Section (LS) membership. Some changes from previous years include funding for the new Washington State University (WSU) Tri-Cities student chapter (line 21r), the LS website makeover (lines 16b, 16c, 17a, and 17b), expenditures for grants received in CY2019 (lines 21b and 21g), travel awards for ACS student members (line 14a), and increased outreach across LS (line 17c). The proposed budget and a justification for the changes are appended to these minutes. Janet recommends (for the newsletter) putting the budget in context to the LS members by relating the justification to the goals determined during the strategic planning retreat. Steve will include this information in the upcoming newsletter. Sandy calls for vote to approve proposed budget to LS membership. Budget passes unanimously to present to the membership.
5. Web update/ad hoc committee – Steve will post call to action for website committee in the upcoming newsletter.



Richland Section Board Meeting
Wednesday, 01/08/2020, 6:05 PM, BSEL 202

New Business

6. Assign standing committee chairs: Program, Membership, Nominating, Awards, Public Relations, Education, Diversity and Inclusion, Government Affairs, Women Chemists. In addition to the standing committees, Janet recommends nominating chairs for ad hoc committees.
 - a. Programs: Mariefel will serve (as Chair-Elect) as the Programs Chair. Sandy has recommended Gabriel Hall of PNNL to work with Mariefel.
 - b. Membership: Deepika served as Membership Chair for CY2019 as well as Treasurer. However, Janet recommends a dedicated chair in CY2020 and not double loading Deepika. Sandy recommended asking Susan to take on the role. Janet will work with Kristin to reach out to the LS ACS Fellows and membership to recruit a volunteer.
 - c. Nominations: Kristin will serve (as Past Chair) as the Nominations Chair.
 - d. Awards: During discussion it was posted Kristin (as Past Chair) will serve as the Awards Chair. Janet will check the Bylaws to confirm. If this is not the case, Janet will continue to serve as the Awards Chair.
 - e. Public Relations: Steve will continue to serve as Public Relations Chair unless someone from the LS membership wants to take on the role. He is more than willing to assist the new Public Relations Chair in taking on their role. Steve has also confirmed that Alice Xu will also continue serve as the newsletter editor.
 - f. Education: Cristina Padilla-Cintron from the Pacific Northwest National Laboratory (PNNL) was nominated to serve as the Education Chair. Janet recommended asking an educator to step in, such as faculty from WSU, Columbia Basin College (CBC), Walla Walla, or EOU. Anna will ask one of her colleagues, Colby Heideman from EOU. Sandy suggests Janet Hylden from CBC be contacted for interest. Anna also recommends asking Nelmi Devarie Baez from WSU. Sandy will reach out to Janet, Nelmi, and Cristina.
 - g. Diversity and Inclusion: Anna will continue to serve as the Diversity and Inclusion Chair. She recommended asking someone to work with her, such as Nelmi and/or Cristina. Mariefel noted that two students and an older scientist (John Fox?) at the 2019 Geezerfest indicated on the sign-up sheet that they were interested in participating in a committee.
 - h. Government Affairs: Kristin will serve as the Government Affairs Committee Chair.
 - i. Women Chemists: Megan will serve as the Women Chemists Committee Chair.
 - j. Bylaws (ad hoc): Janet will serve as the Bylaws Chair.
 - k. Digital presence (ad hoc): Steve will serve as the Digital Presence Chair.



Richland Section Board Meeting
Wednesday, 01/08/2020, 6:05 PM, BSEL 202

7. February Science Café/membership meeting to vote on bylaws and budget: subject, date, time – Per the current Bylaws, the proposed drafts of the Bylaws and the budget needs to be voted on at an official LS meeting. Sandy has reserved the Gallery Room at Richland Public Library on Wednesday, 19 February 2020 from 6 – 8 pm. Proposed bylaws budget will need to be uploaded to the website at least three weeks before the event/vote (Wednesday, 29 January 2020). The newsletter must also be sent out on or before this day. Janet is writing a paragraph highlighting the need to update the LS bylaws. She will send to Sandy and Steve for distribution with the bylaws draft. Sandy has asked Mariefel to present her research at the Science Café.
8. Newsletter – Steve will get the newsletter to the LS as soon as it is ready. Any announcements need to be submitted to Steve as soon as possible. Some announcements include: Mid-Columbia Science Fair, ACS Fellows honors; LS Volunteer of the Year (Megan Nims). Janet says there needs to be a call for nominations for ACS Fellow (due 01 April 2020) into the newsletter. Janet will serve as person of contact.
9. Date for annual Social 2020 – Anna proposes Friday, 13 November 2020 for the Annual Social. She also recommended 06 or 20 of November if 13 does not work out. Deepika will go to the Richland Community Center to reserve the room from 5 – 9 pm. Anna has also announced that she will be on sabbatical in the next school year, so there will be a new Faculty Advisor for the EOU student chapter.
10. Committee Reports
 - a. WCC is planning a social for Women’s History Month. This year’s event will recognize women in the wine industry. Janet has a contact with the Washington Wine Commission who is looking to be more active in the LS.
 - b. EOU has two Saturday Science Events planned. One event will be in collaboration with Treasure Valley Community College in Ontario, OR. EOU has started a partnership with WSU through the Inter-Chapter Relations Grant. This will allow WSU students to travel to EOU to assist with the organization of an event. EOU will in turn travel to WSU to help organize their own event. EOU will put together a request for funding for student travel to ACS in Philadelphia. Anna was reappointed to the LSAC as a member.

Shirmir moves to adjourn January 2020 meeting; Mariefel seconds the motion. Motion carries unanimously.

Meeting adjourned: 6:59 pm

**ACS Richland Section
Treasurer's Report**

12/1/2019-12/31/2019

Activities

Starting Balance

Savings	\$44,965.38
Checking	\$16,306.85

Receipts

From	Amount	Budget Category	Date	Directed to:
Interest Deposit	\$30.99	8	2019-12-31	Savings

Total receipts this period \$30.99

Expenses

To	Amount	Budget Category	Date Paid	Description; check number
NEOAHEC	\$500.00	21f	2019-11-15	Girls in Science; 1309
Visual Verve Design & Print	\$135.00	16a	2019-11-26	Build ACS Newsletter; 1312
Matthew Monroe	\$64.00	15	2019-12-12	2020 Officer Election runner, 1313

Total spent this period \$699.00

Ending Balance

Savings	\$44,996.37
Checking	\$15,607.85

Proposed 2020 LS Budget

	2017 Final	2018 Final	2019 Final	2020 Proposed
REVENUES				
(1) Annual ACS Allotment (plus dues)	\$8,184	\$7,805	\$7,768	\$7,625
(2) New member commissions	\$75	\$0	\$15	\$0
(3) Donations, contributions	\$0	\$0	\$0	\$0
3a) Bequests and/or trusts	\$0	\$0	\$0	\$0
(4) Rebate from ACS for Councilor travel expenses	\$2,389	\$2,457	\$2,436	\$2,500
(5) ACS Awards or Grants received (e.g., IPG, ACS Inter-Chapter Relations Grant)	\$1,050	\$1,600	\$2,750	\$750
(6) Program revenue (short courses, lecture series etc.)	\$0	\$0	\$0	\$0
(7) Local section dues, affiliate dues	\$1,502	\$1,529	\$1,186	\$1,200
(8) Interest, dividends	\$15	\$15	\$95	\$100
(9) Special events and activities	\$0	\$0	\$132	\$0
(10) Meals (include total meals in revenue)	\$0	\$0	\$0	\$0
(11) Other revenue (describe and itemize)				
a) AIChE contribution to summer picnic	\$0	\$0	\$0	\$0
b) Early bird discount for leadership training	\$250	\$250	\$250	\$250
c) NORM 2018	--	--	\$25,964	\$0
d) 2019 Strategic Planning Retreat (LSAC grant)	\$0	\$2,000	\$0	\$0
(12) TOTAL REVENUES	\$13,465	\$15,656	\$40,596	\$12,425
EXPENSES				
(13) Subsidies to subsections, topical groups, or affiliate groups	\$0	\$0	\$0	\$0
(14) Awards, scholarships, grants, etc.				
a) Travel awards for ACS student members	\$3,000	\$2,500	\$3,500	\$3,500
b) HS Teacher Grants	\$0	\$0	\$0	\$100
c) Outstanding Teacher Award	\$0	\$0	\$0	\$100
d) General Awards	\$270	\$168	\$0	\$300
e) Supplemental awards	\$100	\$0	\$200	\$200
(15) Administrative expenses (not including postage, printing, and shipping)	\$0	\$0	\$64	\$100
(16) Printing, publications, newsletters, meeting announcements, postage				
a) Newsletter	\$561	\$649	\$604	\$750
b) Public relations	\$0	\$0	\$0	\$300
c) Web update*	\$0	\$0	\$0	\$1,000
d) Miscellaneous	\$0	\$10	\$358	\$50
(17) Local Meetings (include speakers' expenses)				
a) Speakers	\$0	\$0	\$0	\$300
b) ACS Picnic	\$291	\$224	\$294	\$300
c) ACS Annual social	\$891	\$1,251	\$1,873	\$1,800
d) Science Cafes	\$35	\$0	\$365	\$400
(18) Meals	\$0	\$40	\$92	\$200
(19) Travel subsidies to Councilors	\$2,986	\$3,071	\$3,045	\$3,500
(20) Travel subsidy and fee for Local Section Leadership Conference	\$1,764	\$1,072	\$1,213	\$1,250
(21) Other expenses (describe and itemize)				
a) K-12 outreach	\$50	\$0	\$500	\$500
b) Grant (IPG, other ACS grants)**	\$0	\$0	\$589	\$2,750
c) NCW	\$365	\$412	\$375	\$500
d) Olympiad	\$0	\$0	\$0	\$100
e) Science Fair and award	\$425	\$425	\$425	\$450
f) Girls in Science	\$500	\$500	\$500	\$500
g) Bridging the gap minigrant (communication equipment)**	\$0	\$0	\$0	\$300
h) Diversity Affairs Committee	\$0	\$0	\$0	\$500
i) Boy Scouts Nuclear Science Merit Badge	\$75	\$0	\$0	\$75
j) Earth Day	\$197	\$147	\$189	\$200
k) Project SEED	\$900	\$2,500	\$0	\$900
l) Joint society meeting	\$0	\$0	\$0	\$50
m) Career fair	\$2,400	\$0	\$0	\$0
n) Women Chemists Committee	\$0	\$217	\$600	\$600
o) Expanding Your Horizons	\$0	\$250	\$332	\$500
p) Government Affairs Committee	\$0	\$0	\$0	\$0
q) 2019 Strategic Planning Retreat	\$0	\$0	\$1,133	\$0
r) Kick off Grant for Washington State Chemistry Club	\$0	\$0	\$0	\$1,250
(22) TOTAL EXPENSES	\$14,810	\$13,437	\$16,250	\$23,325
(23) EXCESS (DEFICIT)	(\$1,345)	\$2,219	\$24,345	-\$10,900

*16c We have set aside funding for local section web site makeover to improve our outreach and membership activities

**21b and 21g are related to the expenses incurred in 2020 from grants received in 2019 and prior years.

Proposed 2020 LS Budget Justification

The goals of 2019 Strategic planning retreat for Richland section are to communicate the wonder of chemistry to students and the community and increase student engagement in the Richland Local Section, provide members with opportunities for exchange of knowledge, networking, professional development and recognition and empower and engage members/member communities in the Richland Local Section. This section budget reflects the strong commitment Richland LS has to accomplish these goals of strategic planning to advance the broader chemistry enterprise by providing resources, programs, and outreach for the benefit of our communities.

The budget variance relative to the previous years is driven by several factors:

1. We have set aside funding for the local section web site makeover in order to improve section appearance and activities (items 16b, 16c, 17a, 17d \$1900).
2. Grants received in CY2019 and prior years will be expended in CY2020 (21b and 21g \$3150).
3. Expanded support for Travel awards for ACS student members (14a \$3500) and ACS Annual social to increase community outreach across the local section (17c \$1800).
4. Kick off Grant for Washington State Chemistry Club in support of ACS Inter-Chapter Relations Grant (21r \$1250).

The Richland Section is financially sound (assets projected to be ~\$60,500 in early 2020) and can easily absorb these costs. The Executive Committee has reviewed this budget in detail and approves its focus and details. It is up for Members vote and approval. Please send any questions to Deepika Malhotra deepika.malhotra@pnnl.gov by February 19th.