



Richland Section Board Meeting  
Wednesday, 02/12/2020, 6:01 PM, BSEL 202

02/12/2020  
Start: 6:01 pm

Attendance: Shirmir Branch, Sandy Fiskum, Cristina Padilla-Cintron, Mariefel Olarte, Deepika Malhotra, Steve Krosgrud, Nelmi Devarie Baez

Online: Anna Cavinato, Megan Nims, Janet Bryant, Colby Heideman, Oliva Primera, Taylor Tonto, Kristin Omberg, Eric Melby

1. Approval of January 2020 minutes, Branch – Shirmir introduces the minutes. Shirmir received comments from Sandy. Sandy moves to approve the January 2020 minutes as amended; Mariefel seconds motion. Motion carries unanimously.
2. Approval of February 2020 treasurer report, Malhotra – Deepika introduces the February (01 – 31 Jan 2020) treasurer report. Starting balance is \$44,996.37 in savings account and \$15,607.85 in checking account. No activities are reported for the savings account. A check was written to the City of Richland in the amount of \$150 as a deposit for the annual social (Item 17c in the budget). No activities are reported. Ending balance is \$44,996.37 in savings account and \$15,457.85 in checking account. Sandy moves to approve the February 2020 report as presented; Mariefel seconds motion. Motion carries unanimously. Report will be appended to this month's minutes. There is an invoice from Visual Web and Design in the amount of \$450 for the newsletter released to the Local Section (LS) in January 2020. Mariefel wants Executive Committee approval to write the check for the invoice since the budget has not yet been approved by the LS membership. Sandy moves to approve paying the bill to Visual Web and Design; Steve seconds. Motion carries unanimously.

Old business

3. Annual report status, Cavinato – The annual report is due 15 Feb 2020. The draft of the report has been completed. There are 4 total nominations for ChemLuminary Awards. Megan submitted a nomination for the Best Overall Women Chemists Committee (WCC) Local Section Award sponsored by the WCC for the Hanford History events hosted in recognition of Women's History Month. Kristin submitted a nomination for the Best Activity or Program Highlighting ACS Change Driver(s) or Strategic Planning Award sponsored by the ACS Strategic Planning Committee for the Strategic Planning Retreat. Anna submitted a nomination for the ChemAttitudes Partnership Award sponsored by the Joint CCA/LSAC/SOCED committees for the outreach event at the Umatilla Indian Reservation with the National Informal STEM Education (NISE) Network Explore Science kits. Anna also submitted a nomination for the Outstanding NCW Event for a Specific Audience Award sponsored by the Committee on Community Activities for the Eastern Oregon University (EOU) Chemistry Club Saturday Science event. Anna and Janet will perform one last review the report one final time before submitting.
4. Banner Bank letter, Fiskum – Mariefel will go to the bank to sign the change of signatures documents.

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5. Science Café, Fiskum – The Science Café is scheduled for 19 Feb 2020 in the Gallery room at the Richland Public Library. Voting will take place at this event for the budget and bylaws. Janet has clarified that voting is only available to those who can attend the meeting in person. The quorum to vote is based on the number of people who attend. There must be at least 10 people in attendance for voting to take place. The vote will take place at the beginning of the meeting followed by the research lectured presented by Mariefel.
  - a. Refreshments coordinator – Sandy recommended serving cookies and water, enough for 20 – 30 people. Deepika will purchase cookies using the LS debit card. Mariefel will bring water. Shirmir will bring paper products.
  - b. Set up and take down – Sandy has several volunteers to help out.
  - c. Skype – A Skype link has been sent with the event flyer for those who will not be able to attend in person. Those calling in over Skype will count towards voting in person.
6. Additional committee members, Fiskum – Sandy has passed the contact information for all committee members to the Chair of each committee.
  - a. Education – Colby (EOU) will serve as Education Chair. Additional committee members include Nelmi and Elsa Silvia Lopez from Washington State University, Tri Cities(WSUTC); and Jan Hylden, Padmanja Gunda, Eric, and Tim Hubler from Columbia Basin College (CBC).
  - b. Diversity and Inclusion – Cristina Padilla-Cintron from Pacific Northwest National Laboratory (PNNL), John Cox (retired), and Oliva Primera-Pedrozo (CBC/PNNL) will join the committee. Anna will remain Chair.
  - c. Membership – Susan Asmussen (PNNL) will join the committee. The position of Chair is still open. Janet is continuing to look for a volunteer.
  - d. Programs – Christian Perez Diaz (WSUTC student) and Gabe Hall (PNNL) will join the committee.
  - e. Government Affairs (GAC) – David Lini (retired) will join the committee.
7. Volunteer databank (SPR G1, S2), Branch/Nims – Shirmir and Megan will begin building the volunteer databank.
8. Annual Social, Fiskum – The Annual Social is scheduled for Friday 13 Nov 2020 at the Richland Community Center, Riverview Room. The Programs Committee will look for a keynote speaker. Suggestions are welcome.

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New Business

9. Annual audit of treasurer records, Malhotra – Phillip Koech (PNNL) has completed the audit of the treasurer records. The completed report will be sent to the secretary for their records and appended to this month's executive committee minutes.
10. Leadership Institute, Branch – Shirmir attended the ACS Leadership Institute in Atlanta, GA. Her report is appended to this month's executive committee minutes. Anna asked if ACS is ending support for websites for the local sections. ACS is currently working to help those sections that currently have websites on the ACS server to move to their own. The ACS also sponsors grants to help local sections fund and support their own website. Currently, the Richland LS website is supported on a PNNL server. Janet commented that while the grant could help the LS start a new website, the LS would need to put forward more funds to support the website. The new website domain will need to be submitted to the ACS Local Section Activities Committee for ACS records.
11. Program in a Box (PIB), Heideman/Devarie – The PIB event will take place on Tuesday 25 Feb 2020. Both EOU and WSUTC will host events. The theme of the event is "The Future of Food." The Richland event has been advertised throughout the WSUTC campus. Nelmi needs more information about the event to reach out to other WSUTC faculty for them to advertise in their classes. Mariefel recommended looking at the PIB website. Nelmi will work with Colby (as Education Chair) to advertise the event to other faculty around the Richland area. The PIB boxes have been ordered for both events at the EOU and WSUTC campuses. Sandy recommended that the Richland PIB be rotated between the WSUTC and CBC campuses. The public is invited to the event at the WSUTC campus. Steve will distribute the flyer to the LS membership.
12. Student travel support, Melby – The CBC student chapter plans to send students to NORM 2020. The EOU student chapter plans to send students to the ACS National meeting. Anna will prepare a proposal to send to the LS with a cost breakdown and the list of students to be supported. CBC plans to send 6 students to NORM 2020. The current proposed budget has \$3500 allocated for student travel.
13. Mid-Columbia Science Fair, Heldebrant – The MCSF will be held 12 – 14 March 2020 at the Kennewick shopping center. Dave is the coordinator for the ACS volunteers. The LS will host coffee for volunteers on the morning of the 12<sup>th</sup> before judging takes place. Members that volunteer should reach out to Dave after registering. The MCSF is requesting \$400 as a donation. The LS currently has \$350 budgeted for donation. This does not include the two \$50 awards to go to the student winners. Sandy will reach out to Brenda Pengborn to let her know of the approved amount for donation once the LS budget is approved.
14. Leona Libby STEAM night, Fiskum – The STEAM night will be hosted on 05 March 2020. Sandy will host a nuclear science booth and is looking for volunteers.
15. Earth Day – This year is the 50<sup>th</sup> anniversary of Chemist Celebrate Earth Week (CCEW). Shirmir will serve as the coordinator for the Richland event. Anna will serve as the coordinator for the La Grande

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event. The Richland event is planned to host a booth at the Three River Science Celebration of Science. Shirmir will order materials for both events from the ACS store and reach out for volunteers. Mariefel noted that the local student chapters are welcome to volunteer.

16. Annual facility tour (SPR G2, S1) – Sandy recommended planning a facility tour for May or September. Last year, the facility tour was held at the Darigold factory in Sunnyside. Other recommendations include Lamb Weston in Richland or the marijuana processing facility in Grandview.
17. Newsletter budget, Krosgrud – The newsletter budget is currently set to \$750 based on previous costs. Due to increased fees, the cost of the January newsletter was \$450. Steve recommends increasing the budget for the newsletter to \$1100 to cover the increase in cost for the remaining planned newsletters for this year. The LS has 3 more newsletters planned. This proposed increase will be presented at the upcoming LS meeting/Science Café on 19 Feb 2020.

Committee Reports

18. WCC (SPR G3, S1) – The upcoming event for Women’s History Month will be a networking social on Thursday, 19 March 2020 at Longship Cellars. This will open the potential for a tour of Lonship’s production facility. The WCC is working with EYH to transition the conference to the fall of this year.
19. Technology (SPR G3, S2) – Steve will coordinate with Taylor and Matt Monroe to discuss updating/changing the LS website. Steve has been reaching out to ACS for guidance for this undertaking.
20. Diversity and Inclusion – EOU will host a Saturday Science event with Treasure Valley Community College in Ontario, OR. The event will be held on Saturday, 07 March 2020. Anna expects 75 students in attendance. On 08 Feb 2020, the WSUTC student chapter traveled to EOU to learn more about hosting Saturday Science events. The EOU student chapter will travel to WSUTC in April to help host an event in Richland. EOU is willing to help other student chapters host a Saturday Science event.
21. Chemistry Festival – PNNL will be unable to use the ACS branding for the upcoming chemistry festival event. Kristin and Cristina will be meeting with Allison Campbell (ACS/PNNL) and Larry Maples (PNNL) to discuss a path forward.

Other reports

22. Janet will receive the 2020 Award for Volunteer Service at the upcoming ACS National Spring meeting. Sue Clark will receive the Seaborg Award.



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Sandy moves to adjourn the Feb 2020 Executive Committee Meeting; Steve seconds. Motion carries unanimously.  
Adjourn at 7:20 pm



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**ACS Richland Section  
 Treasurer's Report**

1/1/2020-1/31/2020

**Activities**

**Starting Balance**

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

**Receipts**

From	Amount	Budget Category	Date	Directed to:
Total receipts this period				
	\$0.00			

**Expenses**

To	Amount	Budget Category	Date Paid	Description; check number
ACT® City of Richland	\$150.00	17c	2020-01-24	ACS Annual social damage deposit, DBT CRD 0108 01/24/20 394175

Total spent this period	\$150.00
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**Ending Balance**

Savings	\$44,996.37
Checking	\$15,457.85



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**Phillip K. Koech**

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February 5th, 2020 Sandy Fiskum, Chair Richland Section  
American Chemical Society

Dear Sandy Fiskum:

Deepika Malhotra 2019 Richland local Section Treasurer asked me to perform an independent review of the treasury records for calendar year 2019 to demonstrate that the records are true, accurate, and complete. This review is now complete.

Procedure

The starting materials for the review were as follows:

1. An electronic copy of the Section Treasurer's financial spreadsheet documenting each item of income and expense that occurred throughout 2019 and assigning each item to a budget line item. This spreadsheet includes a "Balance Sheet" that summarizes these transactions and reconciles the beginning and ending balances for 2019.
2. The Section Treasurer's paper records for 2019. These include:
  - a) Bank statements, which include images of cancelled checks, and
  - b) Receipts and other evidence to document that expenditures and revenue of the section were appropriate to the business of the Section.

I have verified that the records for the 2019 year-end balances as shown in Table 1, 2019 Local Section Financial Report is consistent with the bank records and the Treasurer's balance sheet.

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2019 Local Section Financial Report

<b>Table 1. End of Year 2019</b>	
<b>2018</b> End Year net assets (line 32, report)	\$ 33,227.32
<b>2019 Ending Balances</b>	
Banner Bank Savings xxxxx4011 (statement date 12/31/2019)	\$ 44,996.37
Banner Bank Savings xxxxx2713 (statement date 12/31/2019)	\$ 15,607.85
Other revenue not deposited as of 12/31/2019	\$ -
Liabilities as of 12/31/2019	\$ -
<b>2019</b> Net Assets	<b>\$ 60,604.22</b>

I also reviewed all transactions that occurred during the year in the Section's accounts with supporting documentation, including cancelled checks, bills, receipts, and deposit vouchers, to ensure that they were legitimate expenses of the Section.

All expenses paid were consistent with the local section approved budget and mostly supported by receipts, e-mail approvals or correspondence.

The Treasurer continues to execute the duties of her office timely and professionally. All the records required for the review (except for the electronic spreadsheet file) were contained and neatly organized in a single, tabbed, three-ring binder.

It was a pleasure to perform this examination of the Richland Section's financial records. I hope this information is helpful to the section, but I want to emphasize that it does not constitute a professional financial audit. I have neither the formal training nor certification of a public accountant.

Sincerely,



Phillip K. Koech

Cc: Anna Cavinato

Kristin Omberg

Dave Heldebrant





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Deepika Malhotra

Sandy Fiskum

Shirmir Branch

Mariefel Olarte

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2020 ACS Leadership Institute Report

Dates: 24 – 26 Jan 2020

Location: Atlanta, GA

Attendee(s): Shirmir Branch

Summary:

The leadership institute consisted of networking and engaging with other Local Sections within the ACS as well as other committees and representatives from the regional and national leadership. The institute also featured a Resource Fair, which featured many of the Society's digital and organizational services in place for enabling the success of the local sections. I participated in the Local Section Leader's Track where I had the opportunity to attend many sessions geared toward volunteer engagement and developing digital communication. Below are summaries of the workshops I attended.

Friday (Day 1)

- Workshop: Communicating with your members
  - This session provided tools and strategies for communicating and engaging with the membership at all levels (student, early career, retired, etc.). Strategies included planning events geared toward different groups and using different platforms to reach out to the memberships (email, social media, newsletter, etc.). This session also highlighted the importance of remaining within compliance with the ACS branding guidelines. This session also provided tips for maintaining a digital presence, including ACS approved domains for websites and mass email portals
- Workshop: Using social media for your local section
  - This session walked attendees through setting up and maintaining a Facebook page for their local section. This session also discussed how to assign administrators and different ways to use the page to communicate with the membership. One interesting thing I found was that the Facebook Live feature could be used to stream and archive section meetings and events.
- Workshop: Planning successful activities
  - This session highlighted strategies for running successful events within the local section. Strategies related to forming the idea for the event, targeting the correct audience, assigning and implementing tasks, and summarizing the event into a formal report.

Saturday (Day 2)

- Workshop: Engaging and motivating volunteers.



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- In this session the attendees worked in teams to detail the implementation of an event. The goal of this workshop was to recognize the tasks needed to complete the event and how to appropriately distribute those tasks among volunteers.
- Workshop: Collaborating across boundaries
  - This workshop taught how to recognize common interests between the local section and other groups and organization and to work together toward a common goal. Attendees learned strategies to reaching out to other groups appropriate sharing of tasks, accepting liabilities, and conflict resolutions.

Sunday (Day 3)

- Wrap up and Town Hall
  - On the final day of the conference, the attendees participated in a Q&A session about local section leadership and ACS governance. Attendees were also given the opportunities to share their thoughts about the Institute.