

## 2020 ACS-GHS Transition Meeting

January 18<sup>th</sup>, 2020

### 1. Welcome/Introductions:

Meeting convened at 9:14 at University of St. Thomas; SHP 251 by Crystal Young

#### Attendees:

Board Members:	Position	General Attendees:
<input checked="" type="checkbox"/> Crystal Young	Chair	<input checked="" type="checkbox"/> Catherine Faler
<input checked="" type="checkbox"/> Dawn Friesen	Chair-Elect	<input checked="" type="checkbox"/> Lisa Houston
<input checked="" type="checkbox"/> Snigdha Chennamaneni	Past Chair	<input checked="" type="checkbox"/> David Germack
<input checked="" type="checkbox"/> Kevin Ramirez	Secretary	<input type="checkbox"/>
<input checked="" type="checkbox"/> Sam Lewis	Treasurer	<input type="checkbox"/>
<input checked="" type="checkbox"/> Laura Smith Callahan	Director	<input type="checkbox"/>
<input checked="" type="checkbox"/> David E. Thompson	Director	<input type="checkbox"/>
<input checked="" type="checkbox"/> Eme Abu	Director	<input type="checkbox"/>
<input checked="" type="checkbox"/> Kiresha Johnson	Director	<input type="checkbox"/>
<input checked="" type="checkbox"/> David Singleton	Councilor	<input type="checkbox"/>
<input checked="" type="checkbox"/> Mamie Moy	Councilor	<input type="checkbox"/>
<input checked="" type="checkbox"/> Larry Dennis	Councilor	<input type="checkbox"/>
<input checked="" type="checkbox"/> Amber Hinkle	Councilor	<input type="checkbox"/>
<input checked="" type="checkbox"/> Carolyn Burnley	Councilor	<input type="checkbox"/>
<input checked="" type="checkbox"/> Sunny Tang	Councilor	<input type="checkbox"/>
<input checked="" type="checkbox"/> Javoris Hollingsworth	Alt. Councilor	<input type="checkbox"/>
<input checked="" type="checkbox"/> Valerie Lafitte	Alt. Councilor	<input type="checkbox"/>
<input checked="" type="checkbox"/> Kerry Spilker	Alt. Councilor	<input type="checkbox"/>
<input checked="" type="checkbox"/> Bob Botto	Alt. Councilor	<input type="checkbox"/>
<input type="checkbox"/> Tom Malloy	Alt. Councilor	<input type="checkbox"/>
<input type="checkbox"/> J.C. Kuo	Alt. Councilor	<input type="checkbox"/>
<b>Needed for Quorum:</b>	11	<input type="checkbox"/>
<input checked="" type="checkbox"/> <b>Quorum Met</b>		<input type="checkbox"/>

### 2. ACS-GHS Strategic Goals: Amber Hinkle

#### Goal1:

Bob suggested to add the 50+ college students that assisted in 2019 Kids & Chemistry event as an addition to the membership hit-list.

#### **Action Item:**

These contacts are to be forwarded to the incoming membership chairperson (David Germack).

ACS-GHS partnered with Harris County Department of Education, Second Cup Café for cooking and chemistry event, and Museum of Fine Arts Houston (MFAH) for the Van Gogh event. All these events leveraged social media to be successful.

### Goal 2:

Dawn has agreed to stay on as webmaster, and Cotton has agreed to continue as newsletter editor.

Dawn partnered with the Portland section assisting them live stream their December event on vaping.

David informed us that ACS polymers division have historically live streamed events. Perhaps our section will partner with them on future events.

When Amber attends the National strategic planning meeting, she mentioned that National communications experts will attend so we may be able to probe them for best practices and assistance.

Lisa pointed out that we need a social media coordinator, perhaps we can ask someone from Bob's volunteer pool to undertake that effort.

Crystal suggested we ask student groups to take over the social media for the month.

Pros: diversity of thought and perspective

Cons: difficult to manage

Mamie suggested that we not stray from other modes of communication, especially since older generations don't typically engage in social media.

Laura suggested that we word/describe our events in a different way to encourage fringe members to attend these events.

Crystal informed the section that we were awarded a communications grant. She suggested a self-targeted quiz type (e.g. what kind of cat are you) to show members what events would "suit" them best as an outcome.

Dawn suggested that the communications committee formulate a strategy to identify what channels are in use and how messages are being broadcast, etc.

### Goal 3:

Some progress, but with no leader no major progress was made.

#### **For 2020:**

Need new team members for all goals and need a strategy for goal 3.

### 3. **ACS-GHS Executive Board and Committees: Crystal Young**

From group discussion it was mentioned that immediately following elections, the board needs to be notified of the incoming members.

We need to consider doing away with the non-value-added step of having to sign a confirmation letter to officially accept the position. Lisa & Amber mentioned that this step isn't mentioned in the organization's standard operating procedure.

Fundraising "committee" headed by Lisa & another member. Volunteers please contact Lisa.

#### I. Chairs Needed: Communications & Technology, Membership

Kiresha agreed to oversee the Student Affiliate group

Valerie volunteered for Science Fair chair  
Larry is continuing Engineering Council of Houston (ECH)

**Action Item:**

**By January 31<sup>st</sup>, 2020 we will have a Membership and Communications & Technology committee chairs.**

II. Volunteer Needed: Kids & Chemistry

**Action Item: FORMS are due on Feb 15<sup>th</sup>, 2020**

David Germack volunteered to head Membership Committee. YAY!  
Sunny Tang agreed to head the Finance committee

**2020 ACS-GHS Committee Leadership Summary**

Programming Committee

- Women Chemists Committee (WCC)
- Younger Chemists Committee (YCC)
- Minority Affairs Committee (MAC)
- Engineering Council of Houston Liaison (ECH)
- Summer Social and Seminars
- Science Café: Chemistry of Coffee
- Senior Chemists Committee
- Technician Affairs Group (TAG)

Dawn Friesen  
Valerie Lafitte  
Kevin Ramirez  
Javoris Hollingsworth  
Larry Dennis  
Crystal Young  
Crystal Young  
**Vacant**  
**Vacant**

Awards Committee

Lisa Houston

Education Committee

- Chemistry Olympiad
- Project SEED
- High School Chemistry Clubs and Scholarship Exams
- Student Affiliates
- Science Fairs

Roxie Allen  
**Vacant**  
Carolyn Burnley  
Roxie Allen  
Kiresha Johnson  
Valerie Lafitte

Community and Chemistry Committee

- National Chemistry Week and Chemists Celebrate Earth Week
- Kids & Chemistry
- Education Rainbow Challenge
- Industry Relations
- Government Liaison and Affairs

Kerry Spilker  
**Vacant**  
Bob Botto  
Eme Abu  
J.C. Kuo  
**Vacant**

Communications & Technology Committee

Laura Smith Callahan

Membership Committee

David Germack

Financial Advisory Committee

Sunny Tang

Strategic Planning Committee

Amber Hinkle

4. **Budget Review: Sam Lewis**

Update on organization checking account: There has been fraudulent activity detected. Account is frozen. Bills, reimbursements, etc. are in limbo.

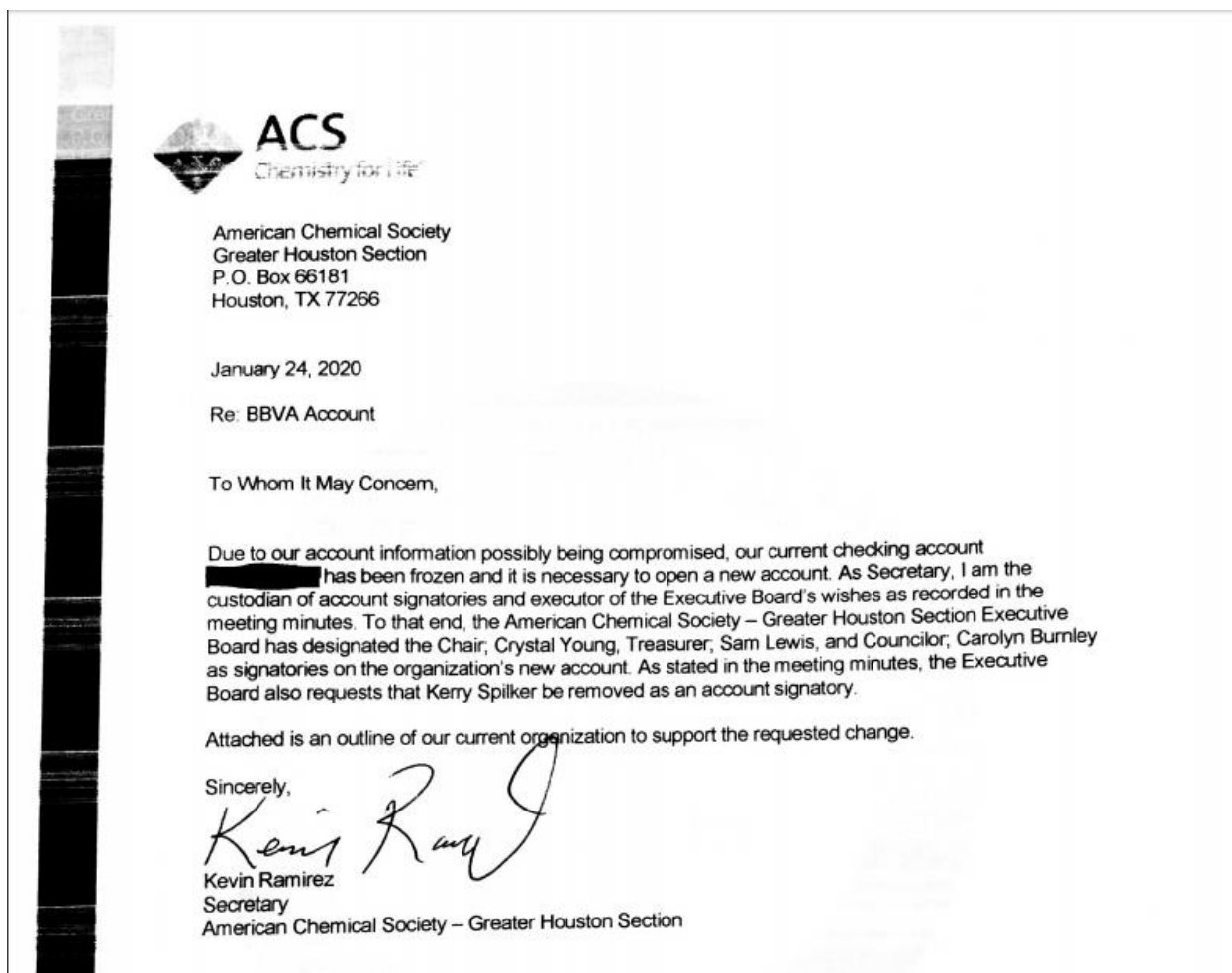
**Action Item:**

Meeting minutes will need a quick turnaround.

Need to identify signatories for the account and each signatory needs to go to bank **in person**. Carolyn has agreed to be a long-term signatory for the checking account. Crystal & Sam are also signatories by virtue of their held positions.

It was determined through conversation that Kerry Spilker should be removed as a signatory.

The following memo, dated January 24<sup>th</sup>, 2020, was provided to address signature authority on the new account:



Kevin has retained a digital and physical copy of the memo for record.

Sam to send out a preliminary report for 2020 or a summary budget of 2019.

5. **Upcoming Events: Crystal Young**

I. ACS Career Day: Snigdha Chennamaneni

Saturday, March 7<sup>th</sup>

Location: Holiday Inn and Suites of Westway Park – Dallas Ballroom  
4606 Westway Park Blvd.

Time: 8:00 AM – 4:00 PM

Snigdha working with Tommie (from ACS National)

Seminars given throughout the day.

Employers (so far): Kelly Scientific. Snigdha has a list of potential participating employers on the drobox. If you have suggestions or your organization would like to participate, contact Snigdha.

For ACS members, 50% off registration fee on day of event

ACS career consultants will be present

Geared toward mid-career professionals.

ACS-GHS will have a booth at the event, will need volunteers to staff. Contact Snigdha to volunteer.

II. IUPAC Women's Breakfast

Wednesday February 12<sup>th</sup>

Location: UST or open to suggestions

Time: 7:30 a.m.

Registration is open this week (Jan 18<sup>th</sup>, 2020)

Looking to recruit more women lecturers from university, etc.

Dawn mentioned that last year the ACS had a live streamed program. That could be something to continue for this year.

III. Calendar

Program-in-a-Box (PIB) on Feb 25<sup>th</sup>

No word yet on possible locations/participants.

Houston BAHFest (check website)

Javoris submitted an IPG grant. Houston Italian Fest hosted at UST, Chemistry & Culture at Italian Fest. Hands-on ice cream making for kiddos. Trivia for adults in the form of a quiz on Italian scientists.

Italian Fest: October 7 – 11

~\$1600 for a booth alone. Expecting 16,000 attendees at the festival.

Italian community is excited for our attendance.

Newsletters go out on the first Monday of the month.

February 27<sup>th</sup> Javoris in contact with Danielle Buchannan at a Sugarland school. Plan to visit students during lunch so professionals can share their experiences. If you are interested in volunteering, contact Javoris.

## 6. **Other Business**

### I. Monthly Board Meetings

3<sup>rd</sup> Monday of the month at 6:30 pm at UST (in person) or Blackboard (online)

Crystal volunteered to give guidance on Blackboard for users who are having difficulty.

### October Meeting Minutes:

Quorum present. Minutes approved, pending spelling error corrections.

<b>Meeting Adjourned At:</b> 11:54 a.m.
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### **Volunteer Opportunities:**

- |   |                 |
|---|-----------------|
| ▪ Social Media Coordinator  | Contact Crystal |
| ▪ Fundraising Committee Members   | Contact Lisa    |
| ▪ Career Fair Booth Helpers   | Contact Snigdha |
| ▪ Italian Festival Booth Helpers  | Contact Javoris |
| ▪ Industry Professionals sharing experience with HS students            | Contact Javoris |
| ▪ Senior Chemists Committee Chairperson                                 | Contact Dawn    |
| ▪ Technician Affairs Group Chairperson                                  | Contact Dawn    |
| ▪ Chemistry Olympiad Chairperson  | Contact Roxie   |
| ▪ National Chemistry Week and Chemists Celebrate Earth Week Chairperson | Contact Kerry   |
| ▪ Government Liaison and Affairs Chairperson                            | Contact Kerry   |
| ▪ Communications and Technology Committee Chairperson                   | Contact Crystal |