BMGT Executive Committee Teleconference Minutes
Tuesday, January 16, 2018, 12:00 noon (EST)

- Attendees: Arlene Garrison, Lisa Balbes, Mick Hurrey, Dawn Mason, Terry Say, Diane Schmidt
- Absent: Tony Noce, Janet Bryant, Anne DeMasi, Carol Duane, Lissa Dulany

A quorum requires 6 out of the 10 voting members to be present. Only 5 present here.

Officer Reports

- **Secretary** (Terry Say)
  - The minutes from the December teleconference were presented. They could not be voted on to the lack of a quorum.
  - Terry will request approval via E-mail from all voting members.
  - Arlene asked for this procedure to be used with all future minutes, to avoid repeating today’s situation.

- **Treasurer** (Mick Hurrey)
  - Mick stated that 2018 budget has been finalized, as appended to the December minutes. Mick will resend to all committee members.
  - Mick has had no communication from the Audit Committee yet, Arlene will contact the members.
  - Mick will finish the Annual Financial Report by February 15th.

- **Past Chair** (Lisa Balbes)
  - Lisa is working on the Annual Report. She needs to know change in membership numbers over 2017 (Mick will help), did the Regional Meeting coordinator attend a planning session – Yes, whether to nominate the “Bill” talk for an award. The talk has already been nominated in the IPG Report, but the Committee felt it could be nominated again.
  - Whalen Award – call for nominations has gone out, on the website and C&EN (by end of month). Nominations are due by March 1st. Suggestions were made to include the call in Chem Matters and Corporation Associates. A selection committee is in place. The coordinator will depend on the selected winner.
  - Lisa will continue to maintain the BMGT website.

- **Chair** (Arlene Garrison)
  - Arlene has checked the electronic communications to ensure all E-mail links are correct.
  - Last year’s IPG report has been received and cleared, so we can apply for another. Arlene asked for ideas. One possibility is to fund a Bill talk at a Regional Meeting. Arlene will discuss this with Carol.
  - Arlene will add Brandon Maye as a non-voting member of the Committee.
  - Arlene will work on the Annual Business Meeting in the Fall.

- **Chair-Elect** (Dawn Mason)
  - Dawn asked for input on two questions to be asked at the Leadership Conference – biggest challenge delivering tangible member benefits and formal strategic planning.
  - There was much discussion which gave Dawn some guidance.
  - It was felt that the next strategic planning meeting should be held in 2019. Nobody wanted DC again because of the high cost. Carol will be consulted.

- **BMGT Programming** (Anne DeMasi – not present)
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- A request was received for BMGT to present a poster at Sci-Mix in New Orleans. The Committee thought that this was a good idea. Anne would lead the project with help from Janet.
- A request was received from SQA EPA-GLP for co-sponsorship of a session at the Fall Meeting. The Committee agreed to $500. Arlene will respond to the request.

- **Communications Plan** (Tony Noce – not present)
  - Diane Schmidt has joined the Communication team, but has not heard from Tony yet. Arlene will contact Tony to get Diane connected and ascertain the Communications Plan.

- **Membership** (Lissa Dulany – not present)

- **Councilor Report** (Janet Bryant – not present)

- **Chair of Audit Committee** (Joe Stoner – not present)

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**Old Business**

**New Business**

Meeting Closed at 12.55pm, proposed Terry, seconded Lisa, all approved.

**NEXT TELECONFERENCE:**

**Tuesday, February 20th**

**12:00 Noon Eastern Standard Time**