

ACS BMGT Extended Executive Committee

Meeting Minutes

September 20, 2011

Call to order

The regular meeting of the ACS BMGT Extended Executive Committee at 12:00 PM (EDT) on September 20, 2011 via teleconference.

Roll call

The following persons participated: Carol Duane, Angela Ashton, Janet Bryant, Sharon Wilkerson, Sandy Durrell, Dan Daly, Tony Brazzale

Denver Meeting

- a. Industrial Chemistry Award – The letter to I & EC was approved and will be sent to the Chair of I & EC, Phil Savage.
- b. CEC activities
 - i. Exec Board and subcommittees – The CEC will be meeting to select a chair of the Board by Sept. 30th. The five members will also be selecting three more members as subcommittee chairs before then, and the combined 8 members will select the Chair by September 30. The named representatives from the 5 founding organizations consist of:
 - Dan Daly – BMGT
 - Joseph Steig – NCIIA
 - Stan Seelig – SCHB
 - Judy Cohen – WCC
 - Sadiq Shah - ComSci
 - ii. Dan's webinar on writing a business plan set an ACS record with 1,720 registrants and over 900 attendees. Over 600 of attendees indicated they would be writing a business plan within the next 6 month.
 - iii. A strategic planning session was held for CEC working group to further refine organizational issues and path forward. A vetted "Talking Points" was prepared and sent to all CEC founding member groups.
 - iv. Janet Bryant, Mick Hurrey and Judy Giordan attended the Corporation Associates meeting on Monday at the national meeting in Denver. They jointly presented an oral report on how we used the money granted to us by them (\$2500), combined with the \$5K received from DAC in the form of an Innovative Project Grant. The team used the vetted talking points prepared in Denver during the CEC strategic planning facilitated session. Noted that CA was pleased and agreed to allow CEC to contact individual companies within CA for further sponsorship and partnership for CEC activities. **(Angela will be working on this. NOTE: this is a CEC activity and it has not been decided who will do this; that will come after September 30 timeframe.)**

- c. ChemLuminary Award – BMGT received the ChemLuminary Award presented by the Committee on Divisional Activities (DAC) for recognition of Innovation and Outstanding Service to Members of a Division. Tony will work with Mick, in order to coordinate/collaborate with the Vertex Media Relations department, on the creation and distribution of a press release to that effect. Tony will inquire if ACS has some logo or insignia that we can put on our website to distinguish us as ChemLuminary award winners. Mick would like to have the award for display at Vertex; the Executive Committee decided that was a good idea .
- d. Session counts – Dan’s Tuesday symposium was hit hard by Irene when the BASF speakers from New Jersey were not able to travel to present their papers. We will put a formal “thank you” on the website to BASF for their support.
- e. New members – Tony signed up 4 new members at the Denver meeting including Sara Risch. He needs Wanda Raucher's contact information to follow up with her.
- f. We will also recognize all ACS Fellows that are part of our membership on the BMGT website. Janet will work with Sharon and Tony to make this happen in the next month.
- g. Revised Bylaws – Janet will complete a final proofread and send the revised bylaws, that were approved at the Fall Annual meeting of the Division in Denver; the formerly-approved 2005 version (i.e., current bylaws as they stand), as well as the red-lined version to the Exec Committee for records for the Division.
- h. BMGT has received good press recently, for many reasons, including the entrepreneurial focus and work with the CEC. If anyone is witness to this good press, please save a copy and send it to Tony for future PR work. Tony recommends a free program called "Evernote" for this, as it will be easier for everyone to share the info in one online "notebook."
- i. A page is needed on the website for "would like to join." This was acknowledged as being underway by Carol.

Innovative Project Grants

- a. The BizPlan Competition will be restricted to ACS members in the Bio Tech field. Carol has created e-mail addresses for the Division and one will be exclusive to the BizPlan. Dan Daly will be accountable to Treasurer Sandy for tracking and jointly approving all invoices and expenses for the \$7500 project; he will also prepare and transmit to the Executive Committee a final report for approval and submission to DAC to close out this Grant upon completion of the project.
- b. Status of the ongoing Innovative Project Grant project for CEC (\$5K) for 2011: The first of 2 Training Workshops was held in August 2011 at NORM in Portland, OR. The second will be held in November 2011 at SWRM in Austin, TX. Janet Bryant is accountable to Treasurer Sandy for tracking and jointly approving all invoices and expenses for the \$5K project; she will also prepare and transmit to the Executive Committee a final report for approval and submission to DAC to close out this Grant upon completion of the project.
- c. Closeout reports are a requirement of DAC to be eligible to receive future Grants.

Website e-mail Accounts @bmgtsites.acs.org

- a. We now have 5 e-mail addresses: info and exec forward to Sharon automatically. BizPlan, Admin, and Join must be downloaded.

CME Relationship

- a. Chemical Marketing and Economics group will be contacted about having the members join BMGT. They are ACS members and the “leader” is a member of BMGT. This seems a good fit.

Treasury

- a. Sandy questioned why only 250+ members of our division paid dues. ? will investigate with ACS. From the current report received by the Operations Manager Sharon, 797 are full members of the Division of the 1009 current members as of August 2011.

San Diego Program

- a. SCHB wants to do some joint programming with us in San Diego. Dan will check their programming and see what might fit well.
- b. Corporation Associates has already approached us for careers-oriented programming/symposium.

Action Items

Sharon will add the BizPlan announcement, a page of pictures of the Denver meeting (Janet, Ed and Carol all have photos), a formal “thank you” to BASF, and a nice listing of all BMGT members that are ACS Fellows on the website.

Tony will work on press releases for the ChemLuminary Award for us and with Mick for Vertex.

Tony will contact CME group about their members joining the Division.

Janet will complete a final proofread (just to be sure) and send the proposed revised bylaws, that were approved at the Fall Annual meeting of the Division in Denver; the formerly-approved 2005 version (i.e., current bylaws as they stand), as well as the red-lined version to the Exec Committee for records for the Division. There is also an action-item list from C&B for the path forward from here that she will package and submit for next steps.

Adjournment

Meeting was adjourned at **1:10 P.M.** EDT.

Minutes submitted by: Sharon Wilkerson

Minutes approved by: