

ACS BMGT Extended Executive Committee

Meeting Minutes

October 18, 2011

In attendance: Anthonie Lombard, Carol Duane, Tony Brazzale, Angela Ashton, Dan Daly, Janet Bryant, Mick Hurrey, Jared Bunker, Sharon Wilkerson

Minutes of previous meetings

Minutes from the 9/20/2011 meeting were approved as amended.

Minutes from Denver open meeting were approved.

Treasurer's report – Sandy sent the 2011 bank activity spreadsheet via email prior to the meeting for reference and asked for input for the 2012 proposed budget plan. The Exec. Comm requested a copy of the 2011 budget, for reference.

Action item –

Send 2011 budget plan to Exec. Comm. – Sandy

Provide input to Sandy before November 15. – Exec Comm

1. **An audit committee** was constituted to review all financials of the Division. The committee will also review the budget. The annual audit must take place before the end of January when the Treasurer's report is due to the Secretary. Audit committee: Anthonie (chair), Angela, Ed
2. **M3 Conference.** Mick reported that \$20,000 in funds will soon be sent to BMGT as the fiscal agent for the conference. These funds should be designated as M3 support funds and maintained separate from BMGT monies. Follow up with Sandy – Mick

Industrial Chemist Award

1. **Response from I&EC.** Phil Savage has not responded to the letter sent by Carol/Mick in regards to our proposal to share expenses and primary programming responsibility as co-sponsors for the ICA.

Action item: Carol will follow up with Phil Savage to lean I&EC's response.

2. **Co-sponsor development.** Angela developed a solicitation packet for corporate sponsorship of the ICA and has been in contact with the ACS Grants and Awards and Development office to inform them of our efforts in order to avoid possible overlap with their development efforts. It was agreed that our development efforts will be a targeted effort aimed at high potential prospects. Discussions have begun with 3M and BASF.

CEC activities –

1. Dan, BMGT's representative to the CEC reported that Janet was elected Chair of the CEC. She had been previously elected chair of the Roadmap Creation subcommittee and will serve in both capacities. The other subcommittee chairs are: Judy Giordan, Education and Training and Mukund Chorgade, PR and Outreach.
2. The five founding partner organizations will recruit active volunteers from their members for the 3 subcommittees.
3. Mick reported that the NCIIA workshop scheduled for SWRM might be cancelled.

Action items –

Issue the 'CEC Minute', stating its purpose and intentions to the Executive Committee – Dan

Issue a call for volunteers for the subcommittees to BMGT members, including a description of the purposes of the subcommittees and a request for a short bio as credentials from the volunteers. – Dan

Revised Bylaws

The revised bylaws were approved at the Open meeting August 28, 2011. The ACS Committee on Constitution and Bylaws certified the revised bylaws, September 23, 2011.

Thanks were offered to the Bylaws committee – Jared and Janet for their prodigious and diligent efforts.

Action items –

Notify members of significant revisions and post on website. – Carol

Archive superseded bylaws. - Jared

Archive new Revised Bylaws in official BMGT files. – Jared

File in Administrative files – Sharon

BizPlan Contest

Rules, prizes and procedures were established for the Business plan competition, funded by an IPG. Contest opens as soon as the announcement can be emailed to BMGT members. Phase I deadline is October 28. Rules and info will be posted on the BMGT website. Entrants have the opportunity to win free or discounted business plan software and have their business plans critiqued. Top plans win consultation with a mentor.

Action items –

Send email announcement to all BMGT members – Tony

Send email announcement to participants of Dan's Business Plan Webinar – Dan to ask Sam Tuba

Post rules and announcement on website; create Bizplan webpage. – Carol/Sharon

Publicize – all

San Diego Programming

Symposia planned:

1. Chemistry at the Interfaces – joint with Corporate Associates – Carol, organizer
2. Industrial Chemist Award Symposium – I&EC, organizer
3. Entrepreneurship in ACS – Dan, organizer
4. Co-sponsored symposia with PROF and SCHB
5. Chemistry of Life Sciences ?

BMGT Election of Officers

1. The call for nominations was issued and completed as of Oct 17. A notation should be placed in the BMGT calendar to issue call for nominations prior to the fall national meeting. Jared certified candidates and received bios.
2. Slate of certified candidates:
 - Chair-Elect 2012– Tony Brazzale
 - Treasurer 2012-13 – Sandy Durrell
 - Councilor 2012-14 – Janet Bryant, Dan Janiak
 - Alt. Councilor 2012-14 – Ed Yokley
3. The election will be conducted electronically, via secure survey software that is used by Jared's company. Notice of election will be sent out via email by Oct 23. Election closes November 28.

Action items:

Jared will prepare ballots and election notice and arrange for electronic balloting.
Notice of election will be sent to the authorized member list provided by ACS via email.

- Tony

Members who opted out of electronic ballots, those requesting a paper ballot, and bounce-backs from the email notice will be sent a paper ballot. - Sharon

. Certified results must be sent to the Office of the ACS Secretary by Dec 1. – Jared

Old Business

1. BASF requested final metrics on attendance and hits on the press release announcements of their sponsored symposium and reception in Denver. Dan will reply.
2. Website updates re Denver meeting activities were made.