

## BMGT Executive Committee Teleconference Minutes Tuesday, January 17, 2017, 12:00 noon (EST)

- ❖ Attendees: Lisa, Joe, Arlene, Janet, Lissa, Mick, Carol, Terry. A quorum is now six, so it was achieved.
- ❖ The minutes from the December teleconference were presented. Lissa made a motion to approve these, Lisa seconded and all minutes were approved. Lisa will upload these to the website.

### **Officer Reports**

#### ➤ **Treasurer** (Mick Hurrey)

There are still two 2016 expenses to be paid: Wild Apricot email hosting (repay Angela ) and Strategic planning retreat invoice from ACS.

Mick has tried to contact Angela without success. This money will be carried over to 2017 as an unbudgeted expense.

Mick has details of the ACS invoice now. The number has been reduced to \$10,376 from \$11,000!!

There was much discussion about the excessive amount of this bill. Mick and Carol will talk to ACS and Janet will talk to DAC. It was felt that if Divisions are encouraged to hold these Strategic Planning events then ACS should shoulder some of the cost, and at the very least the exact cost should be communicated in advance.

- There was some discussion on the 2017 budget (attached). It was agreed that no Whalen award would be made this year. The money budgeted for that would be repurposed for the BILL talk – Mick moved, Janet seconded, all in favor.
- The Innovative Program Grant application has been submitted, see attachment.

#### ➤ **Past Chair** (Joe Stoner)

Joe needs input for the Annual Report:

Membership, up or down – Lissa/Terry to check

Volunteers needed - website, help for Membership recruitment at events – Lissa

Reports from National and Regional meetings, a Member benefit – Lissa

Website updated recently – Lisa

Programming for National meetings in 2017 – Judy will represent BMGT at the MPPG in San Francisco.

Recruitment of volunteers – Lissa to answer in FORMS

Outreach activities – Lissa

Other reports? - Whalen (Janet), Strategic Planning, (Carol), M3 Conference (Mick).

#### ➤ **Chair 2017** (Lisa Balbes)

Website updated. Lisa had talked to Tony about the Communication plan, it is nearly ready for review. She also continues to try to contact Angela.

Will send out survey to see if better day/time for conference call can be established.

#### ➤ **Chair-Elect** – (Arlene Garrison)

All set for Leadership Institute. Carol, Lisa and Janet will also be there, can have a mini-BMGT meeting.

### **Old Business**

#### ➤ **By-Law Revision Status** (Janet Bryant)

Nothing new, posted last month.

Lissa will send out e-mail blast notifying membership of the vote in San Francisco.

Annual Meeting to be held Sunday, April 2, 2017 from Noon to 1 pm in the same room in the Hotel Nikko as BMGT's Chemical Angel Network (CAN) symposium which starts at 1:30 pm.

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- **Division Handbook Revision** (Carol Duane)  
By-Law revisions included.  
Need Job Descriptions for Membership and Communications Chairs. Please review all existing descriptions and duties and send any changes to Carol by January 31<sup>st</sup>.
- **Newsletter** (Angela Ashton)  
Angela is out of the country and contact. The replacement of the newsletter was discussed, other communication channels will be investigated, e.g. Survey Monkey – Lissa.  
This should be part of the Communication Plan – Tony.  
Let's see what form of communication the Membership wants – Lissa
- **BMGT Programming** (Judy Cohen)  
Judy was unavailable. Janet reported that programming was set for Spring 2017 San Francisco and NORM 2017 in June in Corvallis, OR.
- **Communications Plan** (Tony Noce)  
Tony was unavailable. Lisa reported that he indicated the plan is ready for review.
- **Committee Appointments for 2017** (Lisa Balbes)  
The appointment of the Member-at-large is the Chairs authority at the moment, in the new By-laws becomes an elected position.

### **NEW BUSINESS**

- **Fellow Nominations** (Joe Stoner)  
BMGT is eligible to nominate two, April 15<sup>th</sup> is the deadline. Lissa and Terry will assist with the membership list, cross referenced to ACS Fellows list. Maybe make a request to the BMGT membership for nominations. Send nominations to [pastchair@bmgmt.org](mailto:pastchair@bmgmt.org)
- **Whalen Award** (Joe Stoner)
- Not this year; Voted to host as a biannual award, so next award is scheduled for Fall 2018.

### **STRATEGIC PLANNING FOLLOW-UP**

- **Logo** – position on website according to Branding Guide. ACS Chemistry for Life on left and slightly larger than BMGT new logo on the right.
- **Regional Meetings for 2017** (Carol Duane)  
NORM organized, SERMACS ongoing (Terry), MARM being pursued.
- **Implement Branded Network Event by San Francisco** (Arlene Garrison)  
TED (Bill Carroll) talk planning for DC in Fall. Had planned to be in concert with Whalen reception, but since that is now biannual and scheduled for Fall 2018, will work with Program Committee to schedule. Must be orchestrated shortly after the Spring 2017 meeting ~end of April.

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- **Submit 3 Articles by Washington** (Arlene Garrison)  
In progress.
- **Develop Survey Methodology by DC** (Lissa Dulany)  
Maybe use quick survey, break down to less questions. Maybe use ACS resources.

**Next meeting will be Tuesday, February 21<sup>st</sup>, unless the survey indicates a significantly better time**