

## BMGT Executive Committee Teleconference Minutes Tuesday, May 16, 2017, 12:00 noon (EST)

- ❖ Attendees: Lisa, Arlene, Janet, Mick, Tony, Joe, Terry. A quorum is now six, so it was achieved.
- ❖ The minutes from the March teleconference were presented. Arlene made a motion to approve these, Janet seconded, all minutes were approved.
- ❖ There was discussion on putting the April 2017 Annual Meeting minutes on the website, without having them approved. It was decided to put a Draft on the website, so marked – Lisa.

### Officer Reports

#### ➤ **Treasurer** (Mick Hurrey)

February Dues (\$5,500) and Annual Division Allotment (\$10,537.63) were received totaling \$16,037.63, which was \$3,712.37 unfavorable to budget. Sponsorships were paid for GSSPC, NORM 2017, and SERMACS 2017 for \$250, \$750, and \$1,000, respectively per the approved budget. A reimbursement for councilor travel for the Spring Meeting was paid. We have \$8,500 budgeted to support the “Bill” talk in addition to the IPC for \$7,500 this should be favorable to budget.

Mick has sent all the necessary financial information to Ed Yokely for the 2016 accounts audit. He has received no response yet, he will chase Ed.

#### ➤ **Past Chair** (Joe Stoner)

Joe has completed the Fellows nomination for Richard Cobb and submitted it. He is happy how it came together. Awaiting a response for ACS.

Joe requested input from the Committee on the procedure for electing officers in 2017. Joe, as Past Chair, is responsible for finding members willing to stand for election. Terry, as Secretary carries out the election, using Magnet Mail (via Tony).

Mick is willing to stand again as Treasurer, Janet as Councilor. There are vacancies for an Alternate Councilor and a Chair Elect.

The election is held in September.

#### ➤ **Chair 2017** (Lisa Balbes)

Lisa is still looking for a BMGT representative to CIEC. Thomas Colacot, who attended the BMGT annual meeting to meet everyone, is still expressing interest. Lisa will reach out to him. Janet has had pretty regular contact with Thomas, as we hosted his ACS Industrial Chemistry Award symposium and reception.

There are two new proposed Divisions in the ACS, Space Chemistry and Material Chemistry.

There has been discussion at ACS to increase the one year free Division membership to new members to three Divisions. There is no cost for BMGT to take on new members. Janet requested that BMGT reinstate the procedure for the Membership Committee to contact any members that fail to renew their membership, for an “exit interview” to determine their reason for leaving the Division.

The BMGT website has been upgraded with a new membership application. Similar information is available on the ACS website.

BMGT received the IPG from DAC for \$7,500 for the DC “Bill” talk.

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

Arlene reported that the “Bill” talk and reception is scheduled for Monday night, following the Kavli talk.

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Janet added that a request has been made for a room in the Marriott Marquis, costs not available yet. The reception would be held from 6.30pm to 7.30pm. Other divisions have been contacted about co-sponsorship. CIEC has not replied and SCHB declined.

Mick noted that the total budget for this event is \$8,500, covering the reception, AV and advertising. It was noted that the advertising campaign should get underway ASAP. Tony will get information and costs for ads, printed and digital. It was agreed that this event should be advertised as non-ticketed and open to the public.

Tony will head up a team for advertising and communication. The team will consist of Tony, Arlene, Judy, Janet and Mick. Tony will schedule a call.

➤ **BMGT Programming** Judy Cohen was not on the call, Janet represented.

The DC program and all co-sponsorships are finalized.

Janet pointed out that the Quality Program is on Wednesday, unusual for BMGT programming, though perfect for our event programming and for our speakers.

All BMGT involvement for the 2017 regional meetings, NORM, MARM and SERMACS is on track.

➤ **Communications Plan** (Tony Noce)

Tony reported that the communication plan is progressing well. The LinkedIn group has 459 members and is growing steadily, up 19 in the last quarter. Tony has been posting regularly (i.e. at least weekly) on the BMGT LinkedIn group for the past three months.

In addition to continuing the current posting schedule, he will be meeting with Christopher Colangelo this weekend and they will be discussing the development of an editorial calendar for BMGT Communications

He plans to set up a call with both Chris and Lisa Balbes sometime later this month or in early June to discuss proposed plans.

He can now access the BMGT Twitter account. He plans to re-launch it along with launching a BMGT Facebook Group as we head into the Washington National Meeting

We are set up on Magnet Mail, although he has not used it yet (as we have not had an e-mail blast communication since this was brought on line). All BMGT mail blasts will be routed through Tony.

He has reached out to Brandon Maye about engaging with the Division and has been working on the Communications team.

He is working on folding Strategy 1-2, Articles and Strategy 3-2, Branding Plan into the Communications Plan for the Division.

➤ **Councilor Report** (Janet Bryant)

Janet stated that the Councilor Talking Points was too detailed to use as an effective communication medium in an e-blast type format. She will work with Lisa to have a Councilor's Corner on the website, to post relevant information in addition to the ACS-provided "Talking Points".

Janet reminded everybody that she has been appointed to the DAC and needs to remain a Divisional Councilor to remain on that committee. The DAC does important work and Janet is a voice for BMGT, and all small divisions, there.

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Alison Campbell is running a session on Sunday morning in DC on training for outreach to legislature. With an emphasis on involving younger chemists. Mick is being invited, in addition to the entirety of the YCC. As a recent Past-YCC Chair, who has a legislative presence in a district of interest for the Chemistry Caucuses, Mick is an ideal candidate for this visible outreach.

### **Old Business**

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

The bylaws were approved at the Annual Meeting in San Francisco. They will be incorporated in the Operating Manual – with Carol.

➤ **Division Handbook Revision** (Carol Duane)

Still needing some input. Need a membership brochure – Lissa.

### **New Business**

➤ **Puerto Rico request - attached** (Lisa Balbes)

Lisa has asked Lissa to get more details on what they are requesting help with - a speaker, \$\$, etc.

➤ **Request from Brandon Maye – attached** (Lisa Balbes)

Brandon is a member on BMGT who is very enthusiastic and full of new ideas. He is suggesting a BMGT webinar on Thursday June 15<sup>th</sup>. Tony will follow up. Janet had a detailed discussion with Brandon on a Communications telecom to offer some division background and a welcome.

**Next meeting will be Tuesday, June 20th, 12 noon Eastern Daylight Time**