

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)

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