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**