

## BMGT Executive Committee Teleconference Minutes Tuesday, June 19, 2018, 12:00 noon (EST)

### **Present:**

Chair, Arlene Garrison  
Chair-Elect, Dawn Mason  
Immediate Past-Chair (Nominations and Awards), Lisa Balbes  
Secretary (2017-2018), Terry Say  
Audit Committee Chair, Joe Stoner  
(Not a quorum)

### **Absent:**

Treasurer (2018-2019), Mick Hurrey  
Councilor (2018-2020), Janet Bryant  
Alternate Councilor (2018-2020), Carol Duane  
Program Chair and MPPG representative, Anne DeMasi  
Communications Chair, Tony Noce  
Membership Chair, Lissa Dulany  
Communications, Diane Schmidt  
Regional Meeting Committee, Barry Streusand

### **Reports**

- **Secretary** (Terry Say)
  - Minutes from the May Teleconference were approved by electronic vote
- **Treasurer** (Arlene Garrison for Mick Hurrey)
  - Mick will send the files to be audited to Joe by the end of the month.
  - The IPG funds have been deposited.
- **Past-Chair** (Lisa Balbes)
  - Lisa is waiting on information from Janet to prepare the text for the Whalen Award for the ACS website. They are both looking for some official wording that has been used in the past.
- **Chair** (Arlene Garrison)
  - Arlene notified the ACS that BMGT will not participate in Division Row on Monday, August 20<sup>th</sup>.
  - Carol is working on scheduling Bill talks for 2019 (using the IPG funds). She has some good leads.
  - Annual Business Meeting at the Fall National Meeting. Arlene has prepared a draft handout (attached). She will prepare a membership trend chart, comparing BMGT to national numbers. Dawn suggested canvassing the whole BMGT membership, 4-5 questions, to see what people would like from BMGT.
- **Chair-Elect** (Dawn Mason)
  - Strategic Planning – Dawn is leading the planning for this. She has booked Amber Hinkle from the ACS as the facilitator. She is firming up the list of attendees.  
An IPG request to cover the costs of the Strategic Planning event needs to be submitted before February 1, 2019.
- **BMGT Programming** (Arlene Garrison for Anne DeMasi)
  - The Annual Business Meeting has been scheduled as part of the Whalen award.

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- **Communications** (Tony Noce – not available)
- **Membership** (Lissa Dulany – not available)
- **Councilor** (Janet Bryant – not available, son in hospital))

**Old Business**

**New Business**

- **Elections**
  - Lisa will chair the nominations committee. Positions to be filled are Chair-Elect and Secretary. Discussion was held on possible nominees.
  - Lisa and Terry will work on sending out a call for nominations to the whole BMGT membership.
  - Ballots have to go out 8 weeks after the Fall National meeting – about October 8<sup>th</sup>. Results must be finalized by December 1. Terry will use Survey Monkey for the election.

Meeting adjourned at 12.30pm ET.

**NEXT TELECONFERENCE:**

**Tuesday, July 17th, 2018**  
**12:00 Noon Eastern Standard Time**

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***Draft Agenda for Annual Business Meeting***

Annual Division meeting 5:00 pm

Call to Order *Arlene Garrison*

Introduce Officers and Executive Committee members present

- [Chair](#), Arlene Garrison
- [Chair-Elect](#), Dawn Mason
- Immediate [Past-Chair](#) (Nominations and Awards), Lisa Balbes
- [Treasurer](#) (2018-2019), Mick Hurrey, SteadyMed Therapeutics
- [Secretary](#) (2017-2018), Terry Say
- [Councilor](#) (2018-2020), Janet Bryant, Pacific Northwest National Laboratory
- [Alternate Councilor](#) (2018-2020), Carol Duane

Appointed Members

- [Communication](#), Tony Noce
- [Membership](#), Lissa Dulany
- [Program Chair](#), Anne DeMasi, LANXESS

Minutes of 2017 Annual Meeting for approval (attached) *Terry Say*

Financial *Mick Hurrey, Treasurer*

Membership trend chart *Arlene Garrison*

Activity Report *Anne DeMasi and Janet Bryant*

Programming at Annual Meetings

Whalen Award every two years

BILL talk every two years - IPG award to test expanding to regional meetings

Strategic Planning *Dawn Mason*

What would people like the Division to provide?

*Do we need to provide a survey in advance of the meeting?*

Open Discussion *Arlene Garrison*

Feedback from Members

Suggestions for programming

Volunteers?

Adjourn to Whalen Award reception