ACS Pittsburgh Section
Executive Committee Meeting Minutes
August 22, 2011

Attendance:
Toby Chapman, Michelle Coffman, Diane Cohen, Rich Danchik, Joseph Jolson, Heather Juzwa, Jim Manner, Robert Mathers, Michelle Ward Muscatello, Manny Schreiber, Mordecai Treblow, and Pat VonDreele

Report from Secretary:
The minutes from the June 14, 2011, meeting were approved with minor revisions.

Report from Treasurer:

- The second national allotment of dues has been received and added to the checking account. Local section dues have been collected from approximately 900 of the approximately 1800 Pittsburgh Local section members.
- Monies from SSP and SACP have either been sent or will be sent soon for National Chemistry Week.
- Manny Schreiber passed out Income and Expenses information for the Crucible, YTD (attached to these minutes). We have not received some of the advertising income that should have been received by this date, some checks appear to have been sent but were never received, they have been re-issued. It appears as if we are on track for the Crucible budget, the Pittsburgh Local section operating budget will be contributing approximately $4,000.
- Two foreign checks have been received from Crucible advertisers. Dollar Bank (the Pittsburgh Local section accounts are with Dollar Bank) cannot collect monies from other countries because they are a regional bank, so they have to go to other banks to collect the money. This will mean fees from Dollar Bank and from the other bank, possibly between $30 and over $100 each bank to cash these checks. Manny Schreiber has been looking into alternatives so that the section does not accumulate these fees every time a foreign check is received. One alternative is the try to get these organizations to wire the money rather than sending a check. Another alternative is to open another bank account with a bank that can cash the foreign checks without such large fees. For example, if we open an account with PNC for the CRM, can we deposit the foreign checks into this account? Another suggestion was made to contact Hefren-Tillotson to see if we could deposit foreign checks with them.
• Rich Danchik made a motion to establish an account at PNC for CRM, the motion was seconded, all agreed and the motion was passed.
• Simion Coca has given Manny Schreiber all of the information/funds from the Polymer Group. Once a subcommittee goes dormant, the funds revert back to the local section. Simion will need to write a check from the Polymer Group account to Manny/ACS to close the account.
• Manny Schreiber received an e-mail from the Education Committee; they are looking for information on the tax exempt number for the Pittsburgh Local section. Committees need to submit an annual report to be included in the Pittsburgh Local section IRS/tax return.
• Michelle Muscatello has looked into opening a non-profit business bank account for the WCC, she has found out that this is not necessary for a subcommittee (only if you have employees do you need this type of account), an organization account is needed.

Report on Programs, Activities, and Committees

1) Finance
   • Mordecai Treblow passed out information on the ACS Pittsburgh Section Trust Funds.
   • The market has gone up and down, the Pittsburgh Section has a conservative portfolio and these investments are long term.

2) By-Laws Update
   • Jim Manner passed out information (attached to these minutes) and discussed revisions that national has requested on the draft by-laws that have been submitted. It may be December before the ACS Committee on By-Laws can review and provide feedback on the revisions; therefore, it may be December before the Executive Committee can vote on the revisions.
   • Jim Manner will meet with a representative from the ACS Committee on By-Laws to discuss the changes.
   • Heather Juzwa will look for the Pittsburgh Local Section Operations Manual, some information that is currently in the By-Laws may be in the Operations Manual and/or some information may be moved from the By-Laws to the Operations Manual (e.g., responsibilities of the section officers). The Pittsburgh By-Laws is longer than those of other ACS local sections.
   • The By-Laws only discusses the “ballot”, the Operations Manual is where the discussion on how to vote should be placed.
   • Manny Schreiber asked if the changes were primarily wording changes or if there were substantial changes. Response: For example, some information on affiliates that no longer applies has been deleted.

3) Library Fund Update
• Pat VonDreele passed out an article from a 1944 C&E magazine entitled “Pittsburgh Section of ACS Established Fund for Carnegie Library”. The article is attached to these minutes; the article describes the beginning of the fund.

4) CRM Update

• Manny Schreiber will be the treasurer for this event.
• Heather Juzwa has been asking section member if they would like to volunteer for the CRM, and will be assigning volunteers to specific tasks and committees.
• October 1 – 4, 2014, has been suggested as a tentative date for the CRM.
• Rich Danchik suggested looking into the Sheraton Station Square for the event, this venue worked well the last time the CRM was held in Pittsburgh.
• Rich Danchik suggested that the ACS Pittsburgh Local Section should write a letter to the other Pittsburgh societies (e.g., SSP, SACP, etc.) to inform them that the ACS CRM will be held in Pittsburgh in 2014 and we will be requesting funds/a grant to provide support for the CRM. Heather Juzwa will generate a letter.
• Joe Jolson asked if a bank account will be opened for the CRM – Yes.

5) Electronic Crucible and Voting Update

• Electronic voting will not be an option for this year's elections.
• Heather Juzwa passed out a handout of what she has proposed to include in the Crucible for those to opt-in/continue to receive a paper copy of the Crucible.
• Traci Johnsen will be able to maintain two lists for the Crucible, those that will receive a paper copy and those that will receive an electronic copy.
• It is not expected that there will be a drop in advertising if the Crucible goes electronic, so long as the quality of the newsletter is maintained.
• Heather Juzwa also passed out a summary of incomes and expenses for the Crucible and an example letter which she would like to send to the other Pittsburgh societies concerning the amount that they currently contribute to the Crucible and what we would be requesting they contribute in the future. Revisions were made to this letter during the meeting based on feedback from Executive Committee members.
• Michelle Muscatello made a motion to put the Paper Crucible Opt-In Form into the next 3 issues of the Crucible; the motion was seconded and passed.
• As part of going to an electronic Crucible, it is proposed that the website also be revised. The committee would need to look into hosting sites for this website. Heather Juzwa has done research on a new website and found the cost for a website and maintenance will be minimal (approximately $9.75 a year for a site and $10.00 per month for maintenance). The Pittsburgh local section will also pay a fee to set up the website.
• Michelle Muscatello made a motion to revise the domain of current name and hosting website (pittsburghacs.org); it was seconded and passed.
Guy Berry has been the webmaster of the website for many years; the Executive Committee thanks him for all of his dedication to the website.

6) Energy Group
- The Energy Group met in August, there were approximately 60 people in attendance. The meeting was held at the Spaghetti Warehouse and the topic was Japan’s nuclear accident.
- The next meeting will be September 3, 2011. The all-electric car developed by CMU will be at the meeting, there will also be a speaker.
- The October meeting topic will be renewable energy.
- The group is trying to plan a symposium on transportation for the future. They are also working on organizing a talk by a geologist on Marcellus Shale.

7) Science on the Road
- The next Science on the Road will be held October 11, 2011, at Clarion University (announcement attached to these minutes) entitled “What You Always Wanted To Know About Chemicals In Foods But Were Afraid To Ask”.
- Rich Danchik made a motion to change the name of this event to the Mildred Perry Memorial Lecture. The motion was seconded, all agreed, and it was passed.

8) Womens Chemist Club
- The WCC has over 100 women on their mailing list; these women include students and professionals.

9) Chemist Club
- The first Chemist Club meeting for the fall will be September 27, 2011.
- The Chemist Club has monies that it would like to donate to Project SEED.

10) Other
- Intel ISEF 2012: Intel ISEF (Intel International Science and Engineering Fair) is recruiting volunteers and volunteer judges for the next Intel ISEF which is to be held in Pittsburgh in May 2012.
- Innovative Project Grant: The grant will be used to sponsor a Women in Science Empowerment symposium to be held November 5 at the University of Pittsburgh. The symposium will consist of several speakers and a catered lunch.
- Fall ACS National Meeting: The Fall ACS meeting is to be held August 28 – September 1, 2011 in Denver CO. Rich Danchik, Jim Manner, Mike Mautino, and Rob Mathers will be attending.
- Pat VonDreele passed out an award announcement from the Indianapolis CRM. Dr. Doris Zimmerman was the recipient of the 2011 ACS Regional E. Ann Nalley Award.

11) Next meeting Monday, September 26, 2011 at 5:30pm in Room 434, Mellon Institute.
Reported submitted on August 29 2011 by Michelle Coffman, 2011 Secretary of the Pittsburgh ACS section.