Attendance:

Toby Chapman, Michelle Coffman, Diane Cohen, Rich Danchik, Joe Jolson, Heather Juzwa, Mike Mautino, Longzhu Shen, Mordecai Treblow, and Pat VonDreele (via telephone)

Report from Secretary:
The minutes from the September 26, 2011, meeting were approved with minor revisions.

Report on Programs, Activities, and Committees

1) Finance Committee
   - Mordecai Treblow presented the year-to-date figures and the ACS trust funds are up approximately 3.5%.
   - Estimated annual income is over $5,000 for 2011. Mordecai Treblow will talk to Manny Schreiber (treasurer) to discuss what should be done with this income.
   - The Finance Committee will be meeting with Hefren-Tillotson on November 9, 2011 at 1:00 at their downtown office.

2) Environmental Group
   - The Environmental Group will hold a joint meeting with the Chemists Club on April 24, 2012.
   - Longzhu Shen is working on finding speakers for a meeting focusing on Marcellus Shale.

3) Energy Group
   - The October meeting focused on Wind Energy, there were 17 attendees.
   - A geologist from Consol will speak on the Geology of Marcellus Shale at the November meeting.
   - The Friends of Drake Meet Unit mobile 18-wheeler participated in National Chemistry Week in October. Over 400 students went through the truck; this is the second year they participated in National Chemistry Week.

4) Women Chemists Committee
   - An Empowering Women in Science Symposium and Networking Luncheon is planned for November 5, 2011.
5) Chemist Club
   - The Chemist Club has meetings planned for October 2011, November 2011 (joint meeting with Energy Group), March 2012 (luncheon meeting), April 2012 (joint meeting with Environmental Group), May 2012 (awards meeting).

6) Employment Committee
   - Joe Jolson passed out announcements for the 2012 Job Searching Workshops to be held February 3 and 4, 2012. The announcements are attached to these minutes.

7) National Chemistry Week
   - NCW was held on October 21 and 22, 2011 at Carnegie Science Center.

8) Polymer Group
   - Carrie Dumars has agreed to be the chair of the newly revived Polymer Group.

9) ACS Final Reporting
   - Heather Juzwa distributed guidelines/form that she would like committees, etc., to use and fill out for each meeting, symposium, etc., that is held. These guidelines contain information that National ACS requires to be input in the Annual Report. This information will also be helpful when preparing grants and other requests. The guidelines/form and an example of a completed form is attached to these minutes.

10) Mildred Perry Memorial Lecture
    - The Mildred Perry Memorial Lecture was held on October 11 at Clarion University. There were 39 attendees, and 4 Merck Index books were presented to 4 schools.
    - The final report is attached as an example final report (see item #9).

11) Other
    - 2011 Pittsburgh Award recipient: Kurt Olson. 2011 Distinguished Service Award winner: Michael Mautino. The 2011 Pittsburgh Award Banquet will be held December 14, 2011, the announcement is attached to these minutes.
    - Voting ballots for the 2012 Executive Committee are due November 21, 2011. Heather Juzwa will organize tellers to count the ballots. The results are due to National ACS by December 1, 2011.
    - Heather Juzwa asked committee members to write a few phrases/paragraphs on the section and section committees to include on the new section website. The executive committee decided not to include photographs from the 1993 CRM on the website; photographs from the more recent CRM will be included.
    - Heather Juzwa would like to scan historical documents so that the section has an electronic copy of these documents. Guy Berry has some documents which are stored at CMU, Mordecai Treblow will check on these documents. Some documents are also being stored at Pitt, possibly in the Ashe Auditorium projector room or in storage, Toby Chapman will
check on location these documents. Rich Danchik also has files from the previous CRMs that he will gather for Heather Juzwa.

- The ACS Leadership Institute will be held in January 2012.
- Pat Bordell will no longer be organizing the National Chemistry Olympiad Test for the section. Heather Juzwa will be looking for a replacement to test candidates.
- The ACS Yellow Book is a confidential document and only those members who have the book (section officers and councilors) should have access to it. The Yellow Book is not to be shared with all section members; it is for official ACS business only.

12) Next meeting Tuesday, December 6, 2011, at 5:30pm in Room 434, Mellon Institute.

Reported submitted on November 2, 2011 by Michelle Coffman, 2011 Secretary of the Pittsburgh ACS section.