

**AMERICAN CHEMICAL SOCIETY
DIVISION OF CHEMICAL HEALTH AND SAFETY
Executive Committee Meeting Minutes**

**Sunday, September 10, 2006
8:30 A.M. – 11:30 A.M
Marriott, Pacific Room E
San Francisco, California**

Agenda

8:30 A.M. Welcome, Introductions & Moment of Silence for Steve Sichack

8:40 A.M. Officers' Reports
Chair (Jim Kapin)

Jim began the meeting with a discussion of his agenda book report by asking the question:

What are the challenges facing the division? He identified this (from a personal point of view) as:

*To increase attendance and attention to our technical programs session;
Increase divisional membership
Improve our visibility at regional meetings*

This led to a group wide discussion of various issues, including ACS processes with regard to co-sponsorship of technical programs; better using alliances with CHED and other divisions to get better locations for the divisional technical program; using the Sci Mix and trade show opportunities to generate income from national meetings and the possibility of providing speakers for other division's symposium to connect with the chemical science disciplines represented at the national meeting.

Jim suggested that developing a divisional strategic plan would provide a structure to move forward on the good ideas to move towards these overall goals. It was pointed out that most ACS divisions have similar problems to our list and the ACS is supporting strategic planning by providing technical support for this process. Dale Geddy of the ACS Membership Division was present to describe this effort.

ACS Strategic Planning Process

ACS hired the Touchstone Consultants group to develop an ACS specific format for strategic planning. Dale has led two divisions through this process and feels that it is the most useful approach to the strategic planning effort that he has

seen in 30 years of attempting this work. He is available to facilitate an 8 to 10 hour divisional meeting at a national meeting at no cost.

Dale generically described the process as involving five steps:

1. Start with a membership survey and collect data to get a handle on current status.
2. Identify needs for change?
3. Identify methods to make appropriate changes over a 3 year plan
4. Prioritize 3 to 5 key strategies
5. Identify barriers to movement on the strategies

The makeup of the planning group is very important to the success of the process. In addition to the divisional leadership, at least three other groups should be represented there: one young person; underrepresented groups (gender or ethnically-based); and inactive members. Dale noted that the resulting divisional strategic plan should align with the larger ACS strategic plan.

Action: Neal Langerman moved and Larry Doemeny seconded that a divisional strategic planning session be held at the Chicago national meeting. Participants in this session will be compensated for an amount to be determined for one night's lodging. This motion was unanimously passed

Action: Frankie Wood-Black moved that Neal Langerman, Frankie Wood-Black, Doug Walters, Jim Kapin, Larry Doemeny and Ralph Stuart work as an ad hoc committee to develop a proposal for the cost, timing and participation of this effort to be voted upon in the October Executive Committee conference call. Unanimously passed.

Financial Report

The divisional balance is currently down \$4000 this year because of cash flow issues which should resolve over the course of the fiscal year. Neal presented the results of the independent auditors report. The primary result of the report was that the auditor found accounting errors that resulted in a positive \$12,000 adjustment to the investment accounts.

Action: Neal Langerman moved that the audit report be accepted by the Executive Committee, seconded by Frankie Wood-Black. Unanimously passed.

Neal noted his concern that the divisional membership numbers are stable, but there is an ongoing drain of members. Kim Jeskie of the membership committee reported that feedback from resigning members is not forthcoming to explain this phenomenon.

Past President (Russ Phifer)

The mentoring program paid for by an ACS grant is moving forward apace. About 100 copies of each issue of the division's journal are sent to student affiliates nationwide. This process will take a year or two to complete.

The divisional Speaker's Bureau has had no request for speakers, so the program will commit to sponsoring programming at regional meetings. Because this is also based on an ACS grant, commitments for such sponsorships will need to be made in 2006.

Divisional workshops: The San Francisco meeting has disappointing attendance: 4 attendees for the CHO workshop and 12 attendees for Lab Safety; Russ will explore advertising the workshop in C&EN.

Regional Meetings: The division projects that it will provide programs at three regional meetings this year - Western, Rocky Mountain, and Southeast Regions. Division members are encouraged to provide programming at regional meetings in 2007 and listed the locations (available from the Regional Meetings page of chemistry.org). People interested in doing this should contact Russ for information about funding opportunities.

Chair Elect (Barbara Foster)

Barbara took the opportunity to remind the Executive Committee that secondary science teachers are a potentially fertile audience for CHAS information. She also stated that she planned to continue the monthly Executive Committee conference calls during her tenure as Chair. The Committee thanked Frankie Wood-Black for making this opportunity available.

CHAS Journal (Harry Elston)

Pipeline issues are developing as useful submissions have begun to decline for no apparent reason. To help remedy the situation, the editorial board will be expected to provide two papers/year. Harry reported that advertising in the Journal is minimal and he has had weak support from Elsevier in this regard. He Harry also noted that the Elsevier Editorial System is in place for CHAS submissions and is gradually being implemented.

Programming Committee (Debbie Decker and Stefan Wawzyniecki Jr,)

The programming committee updated the Executive Committee on programming plans for San Francisco and invited members to attend the programming lunch on Monday.

Long Range (Larry Doemeny)

Larry report that recent bylaw changes should be approved by the end of the SF meeting. His proposal for modifying the length of the chair's term was tabled until Chicago so that it could be evaluated in light of the success of the strategic planning effort to develop a three year plan.

Attendees

1. Neal Langerman
2. Tara Bailey
3. Debbie Decker
4. Bob Hill
5. Harry Elston
6. Frankie Wood-Black
7. Russ Phifer
8. Larry Doemeny
9. Bob Alamio
10. Kimberly Jenke
11. Ken Fivizzani
12. Doug Walters
13. Eileen Segal
14. Barbara Foster
15. Erik Talley
16. Stefan Wawzyniecki
17. Ralph Stuart
18. Jim Kapin
19. Linda Stroud
20. George Wahl
21. I.J. Wilks