

**American Chemical Society
Division of Chemical Health and Safety
Executive Committee Meeting Minutes**

Sunday, March 26, 2006
8:30 A.M. – 11:30 A.M
Atlanta, Georgia

Officers' Reports

Chair (Jim Kapin)

Jim began the meeting by saying congratulations and thanks to everyone on the Executive Committee, especially past chair Russ Phifer, on the success of CHAS's divisional work done over the last year.

Division Priorities and Successes

Jim then led a discussion of the division's priorities and success. In general, the division's mission is to provide Technical Expertise on Chemical Health and Safety issues in a variety of forms, including National and Regional Programming, the CHAS Journal, the CHAS web site and e-mail list, and review of *Chemical & Engineering News* safety material. The division's current financial situation is strong, with about \$90,000 in long term savings.

However, the division faces specific challenges as well, including:

- Membership issues
- Attendance at technical programming is often weak.
- Workshop attendance and diversity has plateaued.
- Divisional leadership is active, but limited to a group of familiar faces with a need for new people to be added to the group.
- Several committees lack chairs or chairs take responsibility for more than one committee: Publicity, Membership, Regulatory Affairs, Social
- Busy people with other responsibilities means that the division needs to develop strategic plans to maintain priorities

To deal with the challenges, Jim proposed 4 action items:

1. A monthly conference call of the Executive Committee to follow up on plans made during national meetings.
*** Jim Kapin to distribute a schedule for these monthly calls.
2. Developing written Executive Committee member job descriptions collected in a fleshed out version of the administrative manual web accessible connects to Key Indicators
*** assignment: report back in SF

3. Develop a Collection of Strategic Division Metrics. Jim presented a sample of potential indicators in the areas of:

- Programming Trends
- Financial Trends
- Regional meeting activities
- Workshops
- Journal
- Unfilled positions
- Membership
- Communications

Several concerns arose about this proposal, including

- Does the Division control the indicators we would be measuring?
- Who is responsible for managing the trends?

*** assignment: develop a divisional “scorecard” for the SF meeting

4. A challenge to each executive committee member to find one new way to contribute to Division activities and, preferably, recruit someone to do it.

To Dos

*** E-mail Larry asking for admin manual for web site posting

*** Establish CHAS Wiki to maintain operational notes

*** Get measures ppt from Jim

*** Frankie Wood-Black help with membership activities prior to the San Francisco meeting. These activities include public outreach efforts, but are a bit more than that.

Treasurer (Neal Langerman)

Neal reported that he is developing a graphic format for the budget reports to the Division that will provide better accessibility to key information.

He noted that the 2006 Budget predicts a \$5000 operating loss, but that, based on history, is unlikely to occur because expenses are generally overestimated in the budget process. The Division’s long term assets on hand are \$93,000. Neal will investigate better options for investment of these funds, particularly through ACS avenues.

Neal has been contacted people who resign from the Division to determine their reason for discontinuing membership. The primary reason cited was a job reassignment that took people out of chemical safety responsibilities. Neal will continue follow up with departing members.

*** To Do: Audit must be done due to transition between treasurers.

2007 Dues:

Neal moved that the dues for 2007 remain the same: \$9 for full member, \$9 for retired member, \$20 for divisional affiliate, \$20 for national affiliate, \$2 for students, no charge

for emeritus ACS members. Product: JCHAS (with opt out provision): \$27, no charge to emerti. The motion passed unanimously.

Immediate Past-Chair (Russ Phifer)

Mentoring Project: Russ is managing an ACS innovative program grant of \$2300 to mail copies of the division journal to student affiliates (5500 members). Early review of the mailing list indicates that a targeted mailing will make the most sense in pursuing this project.

Regional Meetings: The Division participated in two meetings in 2005 and plans on participating three regional meetings in 2006. The 2005 SE/SW Joint Regional Meeting had good workshop response during the meeting (27 attendees in three workshops), Russ encouraged people to seek out other regional meetings where we could provide workshops or programs for.

Workshops: Based on experience at regional meetings, Russ suggested that the division workshops be moved to mid week timeslots at National Meetings. Frankie Wood Black suggested trying the workshops as WebEx sessions through the ACS. Russ will follow up with her on this possibility.

Archives: Jim Kaufman is searching for a permanent home for the Division archives, which is currently at the Beckman Center. *** Jim Kapin will follow up with Jim Kaufman about this

Speaker's Bureau: Three speakers: Barbara Foster, Russ Phifer and Jim Kaufmann are currently on the roster. More speakers are needed. A grant of \$6000 is available to fund speakers' travel expenses through this program. *** An electronic version of speaker's application package will be distributed. Speaking opportunities are also needed.

Nominating Committee: As past chair, Russ nominated Erik Talley for Chair Elect. The nominated was approved by the Executive Committee.

Chair-Elect (Barbara Foster)

Barbara Foster reviewed the information in her pre-meeting report.

Committee and Councilors Reports

Journal Report (Harry Elston)

The article pipeline for JCHAS is full until December 2006. The number of foreign contributors is steadily increasing, but language issues create quality problems in this group (15 of 15 foreign contributions this year have been rejected primarily due to language challenges). This phenomenon is increasing the burden on the editorial review process throughout ACS publications and defending against "the rush to publish" will be an ongoing issue.

Awards (Doug Walters)

2006 Award Announcements:

- Barbara Foster, Tillmanns-Skolnick Award
- Jeff Burton, Howard Fawcett Chemical Health and Safety Award

In recognition of Dr. Burton's interests, divisional programming in SF will coordinate Laboratory Ventilation programming with awards program.

No college and university award was made due to lack to nominations by the January 1 deadline. NIOSH sponsors this award, so the money will carry over to next year.

The committee presented revised criteria for the College and University Award these changes will be reflected in the administrative manual.

As the ACS Liaison to the AIHA, Doug also reported that the combined AIHce/Vent 2006 will be in May in Chicago.

NRCC (Bob Alamio)

The NRCC has gotten continued funding support from the ACS. NRCC needs writers for new questions for the Chemical Hygiene Officer exam.

Teaching Safety (George Wahl)

Dr. Wahl reminded attendees to encourage submissions to this standing symposium. The ACS has shown interested in developing a publication out of the work presented in this series.

Long Range Planning (Larry Doemeny)

Many people on the committee feel that one-year chair terms are too short for effective planning and implementation of strategic activities for the division. Larry suggested that lengthening the term of the chair two years and adjusting the terms of the chair elect and past chair to provide more explicit duties for the chair elect and past chair would address this challenge. Larry will bring forward a proposal for by laws changes for the SF meeting that would increase the term of the chairs to two years.

Councilors' Report

Eileen Segal reported that Council has a light agenda as there are no petitions for action (or even consideration) to amend the Society's bylaws or constitution. Council will select candidates to compete in this fall's election. The four nominees for 2007 ACS president-elect are:

- Bruce E. Bursten, dean of the College of Arts & Sciences , University of Tennessee, Knoxville
- Richard Eisenberg, Tracy H. Harris Professor of Chemistry, University of Rochester
- Bassam Z. Shakhashiri, professor of chemistry, University of Wisconsin, Madison
- Matthew V. Tirrell, dean of the College of Engineering, University of California, Santa Barbara

Councilors will choose two, who will vie in this fall's election. Candidates for three directors at large will be presented for vote at the fall meeting. Council will be asked to approve an increase in dues for 2007 from \$127 to \$132. There will be a 30-min discussion on the subject, "Should the requirements for membership in ACS be made less restrictive, more restrictive, or stay the same?"

New Business

CHAS Executive Committee Shirts

Russ Phifer suggested that a CHAS EC Shirt would be a good form of recognition and publicity for the work of the committee. He volunteered to look into design and supply issues. Distribution of the shirts through the web site will be developed.

Attendees:

Harry Elston	Jim Kapin	Bob Hill
Steve Sichak	Ralph Stuart	Debbie Decker
Doug Walters	Cathy Benedict	Stefan Wawzyniecki
Russ Phifer	Eileen Segal	Frankie Wood-Black
Neal Langerman	Bob Alaimo	John Palmer
Larry Doemeny	Barbara Foster	Ken Fivizzani
	George Wahl	Tom Murdock