

**American Chemical Society
Division of Chemical Health And Safety
Executive Committee Meeting**

Sunday, March 25, 2007
8:00 A.M. – 12:00 P.M.
Hyatt Regency McCormick Place
Chicago, IL

AGENDA

WELCOME TO MEMBERS AND GUESTS (Barbara Foster)

APPROVAL OF THE SAN FRANCISCO MEETING MINUTES

OFFICERS' REPORTS

• **Chair (Barbara Foster)**

Appointments

Stefan Wawzyniecki has been appointed as the CHAS liaison to the Young Chemists Committee

Bob Hill has been appointed as the CHAS liaison to Committee on Chemical Safety

Barbara was asked for comments on the Committee on Professional Training's draft of Guidelines and Evaluation Procedures (attached). The safety related portions are broad and general. Bill Polik is the contact for CPT. [Please forward all comments on the draft guidelines to Barbara by April 15, 2007. Barbara will summarize all comments and forward them to Bill Polik.](#)

• **Secretary (Ralph Stuart)**

Ralph mentioned that the AIHA Deep South section applied to join the DCHAS-L. They are not a member of CHAS, but approval of this application was approved.

• **Treasurer (Neal Langerman)**

Neal reported that he budgeted \$13,000 for expenses associated with the strategic plan workshop.

Expense reports: The expense report is available from the CHAS web site. This form must be used to assure timely return of the funds. Electronic receipts are encouraged. The form is designed to track expenses according to the

reimbursement policy established this year. Expenses for several functions on the same trip can be combined in the same report.

Dues: ACS is asking the divisions to set their dues level for 2008. The journal subscription fee will be \$28 in 2008. Dues have not been changed for many years.

Motion: Neal moved that the member subscription fees for the Journal be set at \$30 in 2008 and that base dues would be raised by \$1 to \$10 for calendar year 2008. Retired members' dues will be the same as for division members. Division and national affiliates will each be \$20. Student membership will be \$1 per year. Emeritus members are entitled to both free divisional membership and journal subscription. [Motion approved.](#)

• **Chair-Elect (Erik Talley)**

Erik is looking for ideas for projects to take on during his tenure as chair. His personal interests are in improving membership and hosting an electronic conference on nanotechnology.

COUNCILORS' REPORT

• George Wahl represented the Divisional delegation to the Council. The key issue at this meeting is the Committee on Professional Training for the Division. George and Frankie Wood-Black will attend this meeting to represent the Division.

MEMBER-AT-LARGE REPORT (Ken Fivizzani)

Ken provided information about Chicago events. He is the chair of the local section.

COMMITTEE REPORTS

• **Audit (Jim Kapin)**

Report attached.

• **Awards (Doug Walters)**

The Boston symposium is in place, with Jeff Burton (2006) and Sal Denardi (2007) receiving Howard Fawcett awards. The Tillmans-Skolnick Award will be presented to Frankie Wood-Black. Delaware Community College received the College and University Health and Safety Award.

Doug reminded us that nominations are the life blood of the program and encouraged submissions. Doug is also interested in comments on the CHAS Fellows program.

Action Item: Doug moved that the division honor Eileen Segal with a lifetime achievement award at the Boston meeting as well as a social event. This motion passed unanimously. Neal, Doug and John Palmer will jointly organize this for the Monday night in Boston. Russ will put together a powerpoint with pictures of Eileen. Please send photos of Eileen to Russ.

- **Long Range Planning and Strategic Planning Update (Larry Doemeny)**

Reminders: The chairs have the opportunity to put a page in the C&EN once per year. This is popular to do at the end of the year, so one should try to avoid the rush.

Survey Monkey: CHAS has a divisional license of \$20/month for Survey Monkey. Executive Committee members should feel free to use this for communication with the division membership.

Larry urged the Division to pursue further thematic programming opportunities, particularly in concert with other divisions. This idea was referred to the Programming Committee, with a particular eye to the 30th anniversary year, 2010.

- **Membership (Kim Jeskie)**

Kim's report will be provided electronically.

- **Workshops, Regional Meetings, Mentoring (Russ Phifer)**

Workshops: The workshop program at the Boston meeting is usually successful, but advertising will be helpful in an attempt to improve attendance this year.

Action Item: Russ proposed a one time budget spending not to exceed \$2500 on advertising the workshop program, pending a written plan for the use of these funds. This proposal was approved.

Regional meetings: Divisional experience has shown that Workshops at regional meetings are most successful when they are half day sessions that are conducted during the meeting. The Division will be represented at the Northwest Regional Meeting, SERM-ACS and MidAtlantic Regional Meetings in 2007 and NERM in 2008.

Mentoring: 250 copies of the journal have been sent to undergraduate chapters with no sign of success in recruiting new members. Russ suggested moving the target audience to high school teachers who are easier to track. This was approved without dissent. Another potential audience is stock room managers of science departments.

- **Nominations (Jim Kapin)**

The Committee approved a motion to utilize electronic voting this year. Analytical Chemistry uses Campus Voting for this purpose.

Upcoming Elections:

The Chair elect position has not been filled by election this year. Member at Large and Councilors positions also need to be filled.

A leading concern is what the appropriate length of term for the chair is, one year vs. two year. Organic, Rubber and one other division currently go two years.

Frankie made that a proposal that a by laws change to increase the length of the chair's term from one year to two be submitted to the membership to be voted on this year.

Motion passed: 6 in favor -5 opposed -1 abstention

Frankie separately moved that a position paper for each side of the question be distributed to the membership as part of the election process. Passed with 1 opposed. [The pro statement will be written by Jim; The con statement will be written by Frankie and Ken.](#)

Harry Elston was nominated for chair by Doug Walters. Ken Fivizzani and Pat Ceas were nominated to the Member at Large position by Doug Walters. George Wahl was nominated for Councilor by Ken Fivizzani. A full slate of nominees will be presented by the Nominating Committee at the next monthly conference call.

- Program (Debbie Decker and Stefan Wawzyniecki)

Thematic programming will be pursued through the development of personal relationships with other divisions. Boston programming will include Awards, Teaching Safety, RCRA developments, Did you see that? and Nanotech Safety.

- **Speakers Bureau (Russ Phifer)**

About \$4000 has been spent to support CHAS programming at regional meetings. There has been no external demand for the services of the speakers bureau. The future of similar innovative grant proposals was discussed.

- **Web Site (Ralph Stuart)**

Interest in Divisional wiki was expressed. There is one available; Ralph will publicize it's existence. To increase web site traffic, a "Member of the month" program will be started up. General support was expressed for this idea.

LIAISON REPORTS

• AIChE (Neal Langerman):

Joint programming will be developed for New Orleans. Neal is developing a workshop on reactivities safety.

The OSHA alliance on reactivities that includes ACS and AIChE needs to be renewed.

Motion: Neal proposed that the Division urge the ACS to maintain its alliance with OSHA on this issue. Motion passed

• AIHA, ANSI Z9 and 9.5, and ECSEI (Doug Walters)

The ECSEI web site is at <http://www.chemistshelpingchemists.com>

ANSI is developing a laboratory decommissioning standard to be released in 2008.

• Committee on Chemical Safety (Bob Hill)

Several documents are in progress, including one on laboratory security and one that lists chemicals that should be restricted from use in K-12

ONGOING BUSINESS

• Journal of Chemical Health & Safety Editor (Harry Elston)

There is a paper "pipeline" crunch for 2008 that is of concern. Symposium presentations have not been a fruitful source of papers for the past few years. Submissions from the editorial board are being used to fill the gap.

The electronic submission system is being fully used. This creates two challenges: viewers cannot mark a manuscript and it is easier for authors to "shotgun" their papers to a large number of journals. JCHAS is currently receiving several papers a month that are not at all appropriate for the journal.

A committee to revise the editor oversight process was appointed, to include Barbara, Frankie, and Neal. This committee will review the Journal's publishing status and recommend to the board whether to renew Harry's tenure and develop a written contract with the editor.

Executive Committee Shirts (Russ Phifer)

Russ suggested that the Divisional Executive Committee be given shirts with the CHAS logo. The Committee asked for a specific proposal with regards to numbers and prices. Erik will take the lead on developing this proposal.

NEW BUSINESS

Chemists without Borders (Neal Langerman)

Chemists without Borders works internationally to help mentor chemists. Neal will work to bring specific information about the program to Boston.

ADJOURNMENT

Attendance:

1. Barbara Foster
2. Erik Talley
3. Ralph Stuart
4. Larry Doemeny
5. Bob Hill
6. Doug Walters
7. Russ Phifer
8. Neal Langerman
9. Jim Kapin
10. Debbie Decker
11. Pat Ceas
12. Harry Elston
13. Stefan Wawzyniecki
14. John Palmer
15. Ken Fivizzani
16. George Wahl

17. Frankie Wood-Black

18. Tim Black

Memorandum

To: CHAS Executive Committee
From: James Kapin
Date: ~~3/20/08~~
Re: 2006 CHAS Financial Review

Ralph Stuart 3/20/08 11:44 AM

Deleted: 4/9/2007

CHAS Executive Committee members,

As Past Chair of the Division of Chemical Health and Safety (CHAS) of the American Chemical Society (ACS) I have reviewed the records and financial management practices of the division. I met with Dr. Neal Langerman, CHAS treasurer, and reviewed the electronic "Quickbooks" accounting system that he maintains as well as paper records of divisional income and expenses, member and executive committee expense reports, payment records and related documents. I found no discrepancies in any of these items.

In the interest of disclosure, it should be recognized that while conducting the financial review of CHAS financial practices I was an employee of the same firm (Advanced Chemical Safety) as Dr. Langerman and that during the time covered by the financial review that I worked daily with Dr. Langerman and enjoyed a close personal and professional relationship with him

Sincerely,

James Kapin