



SERMACS, Inc. Steering Committee Minutes

19 October 2014

Nashville, TN

The Open meeting began at 8:45 am.

ATTENDANCE: Executive Committee: Chris Bannochie (*Savannah River*); Tim Hanks (*Western Carolina*); Stu Burris (*Nashville*); Tad Whiteside (*Savannah River*); Ann Sullivan (*Virginia*); Terry Say (*Georgia*); Dennis Merat (*Memphis*);

Steering Committee: Brian Gregory (*Alabama*); Anil Banerjee (*Auburn*); Jordan Poler (*Carolina-Piedmont*); John W. Stone (*Coastal Georgia*); Al Hazari (*East Tennessee*); Bommanna Loganathan (*Kentucky Lake*); David Newsome (*North Alabama*); Marc ter Horst (*North Carolina*); Sen Li (*Northeast Tennessee*); Mary Roslonowski (*Orlando*); Stephanie Myers (*Savannah River*); Jennifer Kelley (*South Carolina*); John Shugart (*Southwest Georgia*); Marie Bourgeois (*Tampa Bay*); Linette Watkins (*Virginia*); Maria Puccio (*Virginia Blue Ridge*); Herman Holt, Jr. (*Western Carolinas*); Cameron Gren (*Wilson Dam*);

Non-voting members: Brent Feske (*Coastal Georgia*); Abby Parrill (*Memphis*); Patricia Vond**** P**nna, (*Pittsburg*);

The Steering Committee Meeting was called to order at 9:15 am on Sunday October 19, 2014 in the Sheraton Music City, Nashville, TN.

1. Chair's Report – Chris Bannochie

- Nashville Acknowledgement - Chris Bannochie acknowledged and thanked the Nashville Local Section, the General Chair, Stuart Burris and the SERMACS 2014 LOC for a great meeting.
- Steering Committee Representative Registration Offer was a success with 17 local section representatives attending the SERMACS Steering committee meeting because of registration offer at an expenditure of approximately \$2550. A motion was made to renew the program for 2015. Passed and approved.
- **Motion:** A motion was made by Terry Say to approve the Atlanta Steering Committee Meeting Minutes posted on sermacs.org at <http://sermacs.org/documents.html>. The motion was seconded by Jordon Polar. Minutes were approved.
- Chris Bannochie explained the Board's actions at prior meetings of the Executive Committee
 - April 16 Conference Call. The minutes of this meeting are available on the SERMACS website. The following items were discussed. The Board
 - Approved a SERMACS *Code of Conduct for ACS Volunteers and Meeting Attendees*. This code appears in the 2014 Nashville meeting program book

- Approved the SERMACS *Awards Selection Procedure*. This document is available on the SERMACS website. The changes to the procedures include \$1000 for the Nalley Volunteer Service Award winner to be paid by the Board. The document clarifies the responsibilities and roles of the Board, the Meeting Awards Chair and designated members of the Awards Committee.
- Approved SERMACS 2015 preliminary budget.
- August 28 Conference Call. The minutes of this meeting are available on the website.
The Board
 - Approved withdrawal of a 2011 initiative for Undergraduate Travel Awards.
 - Approved a conservative investment of the endowment funds
 - Approved paying for AACT memberships for all HS Teacher Award nominees in the 2014 consideration pool and for all new nominations beginning in 2015 (to be discussed in Immediate Past Chair's Report)
 - Approved amendments to the Bylaws to be sent to the local sections
- Bylaw Amendments Update on local section votes
The Bylaws were emailed to all Chairs of the 37 Local Sections in the Southeast Region with a request to ratify the changes on the Bylaws. As of the Board meeting today, 34 local sections had replied with an approval to accept the changes. A motion was made by Marie Bourgeois, Tampa Bay, to approve the Bylaws as amended. Discussion. Two periods are present in Article XIII, A at the end of the paragraph. The motion was seconded. The changes to the Bylaws were approved by a majority of the local section representatives with correction to Article XIII, A.
- Articles of Incorporation of SERMACS, Inc.
 - Every two years, SERMACS, Inc. must submit articles of incorporation. 2010, 2012, and 2014 were never filed by ACS National office. Corrections were sent to National to retroactively submit the Articles for 2010, 2012 and 2014. The fees were paid. The Articles must be submitted in 2016 by the ACS National office.
 - The proposed changes to the Articles include a name change from "Southeast Regional Meeting of the American Chemical Society" to "Southeastern Regional Meeting of the American Chemical Society" to reconcile the corporate name with the Bylaws
 - **Motion:** Marc ter Horst, North Carolina, moved to approve the proposed name change in the Articles. John Shugart, Southwest Georgia seconded. Motion passed

- Amendment of the *Awards Selection Procedure*. This document is available on the SERMACS website.
 - Discussion of the P3 award criteria and procedures.
 - Change the last attachment on the P3 award to the final program guidelines and amended award language to use description present on the website about this award. The award documents have a very broad description but we can set our own selection criteria for the award.
 - Because this is a temporary award dependent upon the amount of excess funds available and number of regional meetings that opt in, the maximum amount of the award will be \$1000 inclusive of travel, for at most five years.
 - Questions about the viability and longevity of the award are discussed. Terry Say asked, “Do we want to continue this award after the initial money runs out?” Should the award be considered every year or every other year?
 - The procedures for who would be responsible for collecting and evaluating the award packets is not defined yet.
 - 2015 meeting – Dennis Merat, Memphis – thinks it might be possible to make an award at the 2015 meeting; 2016, 2017 meeting chairs agree.
 - **MOTION:** Dennis Merat, Memphis, moved to opt in to the P3 award for the 2015 meeting. Motion seconded and passed.
 - **Motion:** Jordan Poler, Carolina-Piedmont moved to establish an adhoc committee to flush out the details of the P3 award. Discussion: The membership of this adhoc committee was suggestion to be the award chairs or general chair of the 2015, 2016, 2017, 2018 and 2019 meetings. The motion was amended to include the membership of the awards or general chair for the next five meetings. The motion was seconded. The question was called. The motion passed.
 - Tim Hanks, Western Carolina suggested changing the language in the Awards Guidelines to indicate whom appoints the awards nomination committee for the meeting. The SERMACS board and the meeting should have equal input into the selection of award winners.
- Review of Historical SERMACS Meeting Performance has generally seen an increase in the number of attendees with an average attendance of approximately 1500 since the 53rd Regional meeting in 2001. The attendance for Nashville was 1735. The number of papers is also generally increasing, while the number of attendee to paper ratio is mostly stable at 1.6. The number of exhibitors has been a low of 14 and a high of 51 with an average of approximately 40 since 2001. The average net revenue is approximately \$69,000 with 20% paid to the corporation.

- Chris Bannochie explained the items that were purchased to provide marketing of the SERMACS brand at the National meetings. Microfiber screen cloths and Magnets containing the SERMACS logo were purchased and will be distributed beginning with the Denver meeting in March. Requests for individual meeting materials for distribution were also made.
- A request was made to appoint members to a Nominating Committee (Bylaw VI, E) to find persons with experience of regional meetings and the region for 2015 Steering Committee Elections. This is essential because national relies on these individuals to keep the Region in order. The duties of this Nominating Committee are to select an appropriate 2016 chair elect. No other officers are needed in 2016. Marie Bourgeois, Tampa Bay and Marc ter Horst, North Carolina volunteered to serve on the committee. The Past chair of the Board will chair the committee. The Duties of Chair include organizing an April and August executive meeting by teleconference, the SERMACS board meeting at the Regional meeting, and initiating communication with local sections about the upcoming meeting.
- Chris Bannochie provided some advice to future SERMACS, Inc. Chairs

2. Treasurer's Report

- SERMACS 2013 Final Financial Report
 - Terry Say, Georgia, gave the final report for the Atlanta 2013 meeting. His main points were
 - The meeting had a total registration of 1754 attendees, with 34 vendors and 27 schools participating in the graduate fair. The total income for the meeting was almost \$230,000, with expenses of almost \$185,000. The total revenue of the meeting was almost \$45,000 with almost \$9000 paid to SERMACS, Inc. The LOC wanted to put more into the meeting so the LOC decided to book a better hotel, with a higher general food cost, which resulted in higher expenses.
 - The LOC decided to limit the number of exhibitors to make more room for a greater number of posters, which resulted in lower income.
 - The meeting received a loan from the host local section, which has been paid back.
- SERMACS, Inc. Overall Financial Review
 - 2014 Budget Status – total income approximately \$9000 from SERMACS 2013 meeting with expenses slightly less, net income approximately \$500. The largest expenses were marketing items with the SERMACS logo at \$3200; Registration of local section representatives at \$2550 and award distributions of approximately \$2000. Upkeep of the website was an expense of almost \$1000.

- o Financial overview has assets of \$162,000 with approximately \$8400 in liabilities.
- o endowment fund – the treasurer is proposing that the money presently in a CD be placed in a conservative fund with about 5% interest return to insure up to 10% of the approved budget
- o meeting loss fund – SERMACS, Inc. can provide loans to a meeting up to 10% of meeting loss fund
- o Questions to the treasurer
 - Is SERMACS independent of National funds? – yes.
 - Has there been a comparison to other regional meetings? – no.
 - What were the biggest expenses? Items with SERMACS logo to be put out at national meetings
 - Income projection is going down – being conservative in projections
- o 2015 Budget
 - Proposed income from SERMACS 2014 meeting and investment income of approximately \$15,700. Proposed expenses include Marketing (\$2000) Steering committee meeting registrations (\$5500); Travel of executive committee (\$4000) and Awards (\$4000) for a total of approximately \$16000. Net loss of approximately \$400.
 - **Motion:** A Motion to approve 2015 budget was made by Cameron Gren, Wilson Dam. Seconded by Marie Bourgeois, Tampa Bay. The motion passed.

3. Chair-Elect report

- Proposal – Support for Scientific Conferences document
 - o Historically the Board kept a \$ 20K for a special projects fund to be redistributed to local sections, present assets are over \$100K – SERMACS, Inc. needs to invest in the southeast region – Presently our primary function is the meeting – but we can invest in the SE region.
 - o The document describes the mechanism of how the board can support other types of meetings other than SERMACS within the SE region with a maximum grant of \$5000 per event.
 - Question: When will the award be given? Award after the event?
 - When will the board consider proposals? Rolling award dates or locked into 4- 6 weeks before fall meeting
 - o No decision or motion was made to adopt this proposal.
- A proposal was made to allow the 2021 meeting selection to be shifted from district III to district IV and the 2022 meeting from district IV to district III to allow Puerto Rico the option to bid on the 2022 meeting in order to hold a joint meeting with the Latin American

Federation of Chemical Associations or more properly La Federación Latinoamericana de Asociaciones Químicas (FLAQ), which has their meeting only on even years. No motion was made and no objections to the proposal were voiced.

- The website is out of date in several items, an effort will be given to updating the website and changing the website to allow for a “mobile friendly” format.
- A question was voiced for an App that would have information about the meeting, the schedule and program similar to the app used by National meeting. An app is being considered by the National Regional Meeting Office.

4. Immediate Past Chair’s Report

- The past chair reported on a proposal to pay the AACT memberships for all teachers nominated for the SERMACS High School Award. This was discussed and approved during the August 2014 Executive Committee conference call. This will begin with all teachers considered for the 2014 award which includes nominated teachers for the past two years and any new teachers nominated for 2014 cycle. For the 2015 award, we will only pay memberships for any new teachers nominated.

5. Secretary’s Report

- Chris Bannochie, Savannah River, reported on the minutes of the April 2014 and August 2014 meetings in the Chair’s report.
- Each year, a new Chair-Elect is nominated and begins a three year cycle as Chair-Elect, Chair and Immediate Past Chair. A call for nominations for this office was made.
- **Motion:** A motion was made by Chris Bannochie, Savannah River, to nominate Linette Watkins, Virginia, as Chair-Elect. Tad Whiteside, Savannah River, seconded. Linette Watkins introduced herself. Linette recently moved to Virginia from Texas to be the Chair of the Chemistry Department of James Madison University in Harrisonburg. She was the General Chair of the Southwest Regional meeting in 2011. Question called, motion passed.
- During this meeting, due to the formal resignation by Keith Hollis, Secretary 2014 – 2017, a special election needed to be held to fill the remainder of Secretary’s term of office.
- **Motion:** A motion was made by Tad Whiteside, Savannah River, to nominate Ann Sullivan as Secretary from 2015 -2017. Linette Watkins, Virginia, seconded. Question called, motion passed.

6. ACS Regional Meeting Office Report –

- removed from agenda – no report

7. Meeting Status Reports

- 2014 Nashville
 - Stuart Burris, Nashville, reported a total attendance of 1735; total estimated revenue of \$243,000 ~8.5% margin; 600+ undergraduate attendance; Vendors were happy about traffic and cost of exhibit.
- 2015 Memphis
 - Dennis Merat, Memphis, reported the meeting is scheduled for November 4 – 7 at the Sheraton in Downtown Memphis.
 - The Sheraton is connected to the convention center which will be used for the meeting
 - Hotel is on the street car route – Memphis offered free tickets for attendees to use for transportation.
 - Projecting 950 participants
 - Projecting 40 booths
 - The meeting will present the awards during an awards ceremony, Events include WCC luncheon, student and teacher receptions and BBQ with band as major expenses
 - This meeting is a joint meeting between Southeast and Southwest regions. Southeast has control of this joint meeting.
 - **Motion:** A Motion was made to approve the final budget for the 2015 meeting by Tim Hanks. A correction was made to indicate the payout to the regional meeting of 10% of net to each region. Tad Whiteside, Savannah River, seconds. Question called, motioned passed.
- 2016 Columbia South Carolina
 - The meeting will be held from Sunday, October 23 through Wednesday, October 26. This is due to the unavailability of hotels in the fall during football season. No hotels wanted the business during the end of the week and weekend, which is traditional period when SERMACS is held.
 - Jennifer Kelly presents the proposed budget
 - \$10,000 loan from local section
 - Projected total revenue of \$294,000 with approximately \$107,000 from registration based upon an attendance of 1200 (average from the previous 5 years), approximately \$100,000 from grants and contributions and \$36,000 from exhibits. Total expenses of \$234,000.
 - **Motion:** A Motion to approve preliminary budget was made by Tad Whiteside, Savannah River. Seconded by Jordan Poler, Carolina-Piedmont. Question called, motion passed.
- 2017 Charlotte North Carolina.
 - Jordon Poler, Carolina-Piedmont, reported that preparations for the meeting are progressing. The meeting will be held from November 7 – 11 at the Sheraton in

Charlotte. The LOC is working toward putting together a program and gathering support from local academe and industry.

- 2018 Augusta Georgia
 - Chris Bannochie, Savannah River, reported that preparations for the meeting are progressing. The Augusta Marriott Hotel at the Convention Center has been contracted and the meeting will be held October 31 to November 3. Presented the meeting logo.

8. Bids for SERMACS 2019

- The preferred section is District II which includes Alabama, Auburn, Mobile and North Alabama.
- Alabama proposes a meeting location near Sanford University in Birmingham, Alabama
 - There was no formal bid package presented to the board before the meeting, no proposed plan, committee, possible hotel location and no apparent approval by a host local section.
 - Auburn and Huntsville were willing to share meeting responsibilities.
- Coastal Georgia – formal bid for the 2019 meeting to be held in Savannah
 - The local section has a history of successful meetings. 1978 and 2001 with over 1100 attendees at the Marriott.
 - The proposed hotel would be the Riverfront Marriott for a late September date
- Bylaws state that if no formal bid is presented to the board, nominations can be opened to accept bids from other districts. Since Alabama did not present a formal bid package, the bid package from Coastal Georgia can be accepted. District II Local sections can bid for 2021 meeting.
- **Motion:** Jordon Poler, Carolina-Piedmont moves to accept the bid package from Coastal Georgia for the 2019 meeting to be held in Savannah, Georgia. Seconded by Stephanie Meyers, Savannah River. Question called, motion passed.

9. Bids for SERMACS 2020 to be taken in Memphis

- Bids for the 2020 joint meeting between Southeast and Southwest will be accepted at the Board meeting in Memphis in 2015. District VI is the preferred host which includes Memphis, Louisiana, Ole Miss and Mississippi.
- **Motion:** A Motion to continue to pay for advance registration to the local section representatives if the representatives attends the Board meeting was made by Tad Whiteside, Savannah River. Cameron Gren, Wilson Dam seconded. Question called, motion passed.

10. Old Business

- **none**

11. New Business

- Selection of 2015 Steering Committee Meeting date/time
 - During the joint meeting, generally three meetings are organized. Each regional board meets separately and then the two boards meet in a joint meeting.
- Tim Hanks made an acknowledgement of Chris Bannochie for his leadership as Chair in 2014.
- Motion to adjourn at 12:30 pm. Passed. Meeting adjourned.