

American Chemical Society
Division of Environmental Chemistry
Executive Committee Meeting
August 22, 1999
New Orleans, LA

ATTENDANCE

Name	Affiliation
V. Dean Adams	University of Nevada - Reno
Todd A. Anderson	Texas Tech University
Alan Elzerman	Clemson University
Allan Ford	Gulf Breeze, FL
Ruth Hathaway	Hathaway Consulting
Larry Keith	WPI
Larry LaFleur	NCASI
Charles Bennett	BL Associates
Glenn Miller	University of Nevada - Reno
Roger Minear	University of Illinois, Urbana-Champaign
Robert Paddock	Great Lakes WATER Institute
Kenneth Smith	Multi-Pure Corporation
Michael Trehy	Solutia Inc.
Victor Turoski	Neenah, WI
Martha Wells	Tennessee Technological University
Tracy Williamson	Office of Pollution Prevention and Toxics, USEPA
Joe Ramano	Waters Corporation
George Cobb	Texas Tech. University
Anne Wilson	ACS Books

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DIVISION EXECUTIVE COMMITTEE MINUTES

ADMINISTRATIVE ITEMS

A. **Introduction/Attendance:** Paddock

Corrections to the Roster: LaFleur

Division Table Sign-up: Hathaway

REPORTS

B. **Secretary's Report:** LaFleur

Previous Minutes (Executive Meeting)

Ken Smith's affiliation was incorrect.

Motion: Minutes shall be approved with (minor) corrections.
Moved: Dean Adams
Seconded: Alan Elzerman
Motion: **Passed**

C. Joe Breen and Green Chemistry: Williamson and Paddock

Robert acknowledged the significant contributions Joe Breen made to the field of Green Chemistry and the Environmental Division and noted he would be missed. He asked for a moment of silence in remembrance of Joe.

Tracy Williamson informed the Committee of Joe Breen's request that donations be made either to the American Cancer Society or to the Green Chemistry Institute internship Program. She then reported on a proposal made by Nina McClellan. Nina suggested that the Environmental Division offer its support for changing the Air Products Award to an award in Joe Breen's name. Air Products would not be approached without Division support. The Committee discussed various options and raised concerns that Air Products might not want to change the award, that they might withdraw financial support, and that renaming the award as a Green Chemistry award might narrow the scope of an award with a long tradition. After considerable discussion, it was the sense of the Committee that we should explore a new award in Joe Breen's name and, as a second alternative, consider renaming the Air Products award. Robert appointed Tracy Williamson, Roger Minear, and Dean Adams to look into the details.

Motion: The Division will make a contribution of \$1000 to the Green Chemistry Institute Internship Program in honor of Joe Breen.
Moved: Roger Minear
Seconded: Dean Adams
Motion: **Passed**

Robert indicated that he would work on a statement to go along with the donation. Larry Keith suggested that a symposium be held in conjunction with the donation.

D. Financial Reports

Treasurer's Report: Smith

Ken Smith reported that the Division was slightly above budget, partly due to higher than expected audio visual charges. The business office is running slightly over budget, but this could be due to some items being incorrectly classified. A more accurate accounting would require significantly more detailed reporting, which may be counterproductive. The checking account is at the usual low point for the year, but haven't received the last ACS allotment yet.

After some discussion, it was decided that Martha Wells would write a letter to ACS Meetings and Expositions stating the position that they should include all audio visual equipment, rather than the overheads and slide projectors as is current practice.

Motion: The Treasurer's report shall be accepted.
Moved: Chuck Bennett
Seconded: Alan Elzerman
Motion: **Passed**

Investment Report: Minear

Roger Minear reported that the bond funds are down for the year. Roger indicated that no steps were taken to diversify the investment portfolio, which was fortunate considering the market. Roger recommended that we leave the fund as it is until the market settles down. The sense of the Committee was that this was sound advice, and it agreed with the recommendation.

2000 Budget: Wells and Smith

Martha presented the proposed 2000 budget of \$97,808. She pointed out that these projections were based on two large meetings, certain assumptions as to how many members will elect the CR-ROM version of the pre-prints, and the potential number of student and "one time free" memberships. This is a very tight budget and leaves no room for support of any activities not already planned. Funding for any such activities would have to come from outside the budget.

Motion: The proposed 2000 budget shall be accepted.
Moved: Roger Minear
Seconded: Allan Ford
Motion: **Passed**

E. Membership Report: LaFleur, Hathaway, and Adams

Ruth Hathaway reported she sent 895 letters to unpaid members. ACS indicated that about 100 members paid their dues and marked the box that indicated that the payment was in response to a letter from the Division. This is much higher than the usual 2 to 3% response to ACS reminders. Thus, the letters appear to be worthwhile.

Ruth indicated she had arranged to have Distinguished Award winners listed as Emeritus members, so that they should never see a bill for membership again.

Larry LaFleur reported on efforts he and Ruth had undertaken to try to provide an estimate of the retention of past "first year free" membership participants. The estimates will not be exact, but will provide a basis for evaluation of the success in retaining members.

Robert Paddock indicated that the mini-membership grant was rejected because ACS didn't like the ideas. They were looking for letters to members and social events at national meetings. Robert indicated that he would revise the application somewhat and re-submit it.

Robert reported that, in order to get Division membership approval of the 2001 dues before ACS requires the Division to report their dues, we need to set the dues and have them approved at the August 23 business meeting.

Motion: The 2001 dues should stay the same as the 2000 dues.
Moved: Alan Elzerman
Seconded: Dean Adams
Motion: **Passed**

F. Publications Reports:

Book Publications: Turoski

Victor Turoski reported that he had very accurate records of royalties going back to 1997, but prior to that year, the records become less reliable. Victor indicated he intended to modify the royalties spreadsheet to add a column for royalty splits and another to indicate any special distribution of the royalties (e.g., to the Hancock Fund, etc.) Anne Wilson reported the Brusseau book was published and that Larry Keith's book was in production.

Victor reported that Urbansky was intending to publish his Anaheim symposium book through Plenum with royalties to the Division of \$10 per book after the first 300. This resulted in a discussion of the Division publication and royalty policies.

Motion: The Division reaffirms its publication policy that ACS has first rights of refusal unless otherwise negotiated and that the royalties policy is that the editor will receive 60% and the Division 40% of all royalties.

Moved: Alan Elzerman

Seconded: Ken Smith

Motion: **Passed**

It was noted that all symposia organizers should be made aware of these policies and that, because the symposia are the property of the Environmental Division, they would have to comply with the policies. To assure that this is clearly communicated in the future, the program Chair will be responsible for ensuring that the information pack sent to all symposia organizers will include a written statement of these policies.

Robert Paddock will talk to Urbansky to inform him of the Division policies and try to resolve the problem if possible.

EnvirofACS: Keith

EnvirofACS is within \$10 of the budget. An error on the closing date of the ballot which went out with the last EnvirofACS was noted.

Motion: The closing date on the 1999 ballot be corrected from October 2000 to October 1999.

Moved: Ken Smith

Seconded: Dean Adams

Motion: **Passed**

G. Business Office: Hathaway

Ruth Hathaway reported that a letter was sent to all international members informing them that they would be receiving the CD-ROM version of the pre-prints unless they specifically requested the hardcopy version and agreed to pay the full mailing costs. Only one such request has been

received. The pre-prints are within budget and a larger number of members than expected have switched to CD-ROMs.

Ruth reported that there was no cost to the division for the production of the WTQA proceedings and, in fact, a small positive impact to the budget. The business office cost for one month was billed to WTQA instead of the Division. The same holds true for the Green Chemistry proceedings.

Motion: The closing date for the election ballot be corrected from September 30, 2000 to September 30, 1999.

Moved: Ken Smith

Seconded: Dean Adams

Motion: **Passed**

As the Business Office has been operating for about 11/2 years, Dean Adams and Alan Elzerman will be conducting a review of the office.

H. Awards

Division Awards: Miller

Glenn Miller reported that seven of the twelve applicants were awarded Certificates of Merit for First Presenters.

Motion: The Distinguished Service Award for Jergen Exner will be awarded in the New Orleans meeting but will be presented in person at the San Francisco meeting.

Moved: Glenn Miller

Seconded: Ken Smith

Motion: **Passed**

Student Awards: Anderson

Todd Anderson listed the student award winners. Glenn Miller suggested that the mailing list used for announcing the availability of the awards might need to be updated. Todd indicated that he had recently updated it to get correct mailing addresses. In order to get the largest distribution possible, Todd and Glenn will work with Ruth and use the roster to further expand and update the list. Alan Elzerman suggested announcement through the Association of Environmental Engineers and the possibility for an e-mail announcement.

H. Programming: Ford

New Orleans, August 1999

Allan reported we had a good program for New Orleans with Larry Needham's Children's Health Effects and Urbanski's Perchlorates symposia being particularly strong

San Francisco, Spring 2000

Allan indicated that San Francisco will have six symposia, including Environmental Chemistry of the Atmosphere: 2000 Beyond; Issues in the Analysis of Environmental Endocrine Disrupters; Exploring the Environmental Issues of Mobile, Recalcitrant Compounds in Gasoline; Specialty Chemicals in the Environment; and Computational Methods in Environmental Chemistry. There will also be a General papers section and the ACS Award for Creative Advances in Environmental Science and Technology symposium.

Due to the potential large size of both the San Francisco and Washington DC meetings, Allan asked for permission to schedule more than 400 papers.

Motion: The Program Chair will be allowed to exceed the 400 paper limit for year 2000 (only), provided that no more than 500 papers are scheduled and that symposia chairs be encouraged to consider a poster section, and that they should carefully examine the papers for quality.

Moved: Martha Wells

Seconded: Chuck Bennett

Motion: **Passed**

Motion: Programming will be restricted to even programming and any additional papers be presented as posters. This is not limited to year 2000.

Moved: Roger Minear

Seconded: Alan Elzerman

Motion: **Passed**

Allen Ford announced that he would be stepping down as program Chair if he gets elected as Chair-Elect. He has both the San Francisco and Washington DC meeting programs organized and has some symposia scheduled for the San Diego meeting, but the new program Chair will have to take it from there.

Mike Trehly agreed to become the new Program Chair. During the Long Range Planning Committee meeting, it was suggested that a Long Range Program Planning Committee be formed to assist the Program Chair in identifying suitable topics for future symposia. Mike agreed to organize and Chair this committee.

Symposium Expense Report: Bennett

Chuck Bennett reported that Larry Needham's request for \$2000 was increased to \$3000. This years budget was \$6000 and half of that was used for Larry Needham's symposium. The Division has applied for two \$2000 grants for year 2000 programming expenses.

Motion: Approval of \$1000 for speaker expenses for Alan Elzerman's symposium in year 2000 in the event that the ACS grants do not get approved.

Moved: Alan Elzerman

Seconded: Dean Adams

Motion: **Passed**

Long-Range Plan: Wells

Martha Wells reported that she plans to focus on membership during her term as Chair. There was discussion of the success that Alan Elzerman's booth had at the Exposition. The booth was mainly intended to promote development of teaching materials for environmental chemistry, but did attract many potential new members. Martha and Alan Elzerman will review past costs, will look into possible Division discounts, will consider other issues such as content and staffing, and will report back at the San Francisco meeting.

K. Divisional Activities: Adams and Hathaway

Most Divisions are reporting declining memberships. Six Divisions or Sections are being audited by the IRS. Some may lose their non-profit status. ACS is looking into incorporating all Divisions. This will not affect the Environmental Division, as we are already incorporated.

The ACS Board is discouraging Divisions from having rosters, especially ones that include anything more than just names. To prevent potential lawsuits, rosters should only include information if the member has given written and signed permission.

It was reported that the DAC voted to support graduated dues.

J. Councilor Report: Adams

Dean Adams asked for guidance from the Executive Committee on how the Councilors should vote on the proposed change in the designation of anniversary dates. This would involve a change from recording anniversary dates for new members from quarterly to monthly, with dues being prorated accordingly. Ruth Hathaway pointed out that the question as to when in this process a person became a fully paid member (therefore eligible for voting) has not been answered and has probably not been thought through. Concern was also expressed as to how ACS could keep track of such frequent updates and complicated billing when their current system cannot even provide reliable quarterly rosters.

It was the general consensus of the Executive Committee that the Councilors should not support the anniversary date proposal.

O. New Business

Robert Paddock reported on his communication with the Chemical Heritage Foundation concerning the potential archiving of Environmental Division records and information. This appeared to be a practical means of archiving past records.

Motion: The Division should archive appropriate records with the Chemical Heritage Foundation.
Moved: Martha Wells
Seconded: Allen Ford
Motion: **Passed**

Robert indicated he would work with Ruth and Larry Keith to prepare guidelines for archiving documents, to finalize the arrangements with the Chemical Heritage Foundation, and to begin the steps to ship the documents.

Larry Keith informed the Executive Committee that other Divisions (I&EC and CHAS) were offering workshops in conjunction with the National meetings. Fees for these workshops ranged from \$175 to \$475. He indicated that a number of workshops were held along with the WTCA '99 conference, with the presenter getting 80% of the fees and the conference getting 20%. He suggested that the Environmental Division might consider offering workshops to improve attendance.

Ruth reported that CHAS had four workshops and three have lost money as the Division has to pay for the room and not enough people signed up to offset expenses. The fee was \$199.

Martha recalled that the Environmental Division had previously offered three workshops and only one of the three (Mike Trehy's internet course) made money, the others were canceled due to poor sign-up.

Motion: The Division should establish guidelines for workshops which will include specifying the presenters receive no more than 80% of profit with the remainder to go to the Division and that all workshop organizers must submit a written proposal which must be approved by the Executive Committee.
Moved: Martha Wells
Seconded: Chuck Bennett
Motion: **Passed**

Allan Ford reported that Dr. Pietro Tundo had requested ACS endorsement of the IUPAC Synthetic Pathways and Process in Green Chemistry Symposium to be held in Venice. The Committee on Environmental Improvement had suggested that he seek such support from the Environmental Division. Dr. Tundo was seeking non-financial support.

It was pointed out that the Program Chair had the authority to grant non-financial support to Symposia, but that ACS required that a special International co-sponsorship form be filled out and approved. Allen was asked to do what he could to facilitate this process if possible as the symposium was scheduled for October 1999.

Motion: The meeting shall be adjourned.
Moved: Alan Elzerman
Seconded: Allan Ford
Motion: **Passed**

Respectfully submitted,

Larry LaFleur
Secretary

DRAFT - To Do List
Environmental Division Executive Committee
New Orleans, August 22, 1999

1. Tracy, Roger and Dean: Work out the details and arrangements necessary to establish a new ACS award in the name of Joe Breen
2. Robert: Prepare a statement to the Green Chemistry Institute re: Environmental Division contribution of \$1000 to Internship in honor of Joe Breen.

Ken: Issue check accordingly.
3. Martha: Send letter to ACS Meetings and Exposition stating the Environmental Divisions opinion that ACS should begin to cover all costs associated with audio visual equipment rather than just overheads and slide projectors.
4. Robert: Revise membership mini-grant as appropriate and re-submit to ACS.
5. Robert: Talk to Urbansky about symposia book royalties and advise him of Environmental Division policy.
6. Allan Ford: Add statements of Division policies on (1) first rights of refusal to ACS books and (2) distribution of royalties to information packets sent to symposia organizers.
7. Robert: Contact Jergen and Olin re: arranging Division dinner in San Francisco.
8. Todd, Glenn and Ruth: Work on current awards announcement mailing list to assure broadest appropriate distribution. Consider possibility of distribution through Association of Environmental Engineers (through or with Roger's help); possible e-mail announcements and/or using the roster to identify other appropriate recipients.
9. Mike (with assistance of Martha and Allan Ford): Identify members of Long Range Program Planning Committee.
10. Martha, Alan Elzerman and Allan Ford: Look into cost, staffing, deadlines, content and other logistical aspects regarding an Exposition booth for the Washington DC meeting and report back to the Executive Committee in San Francisco.
11. Robert (assisted by Ruth and Larry Keith): Prepare guidelines for archiving documents with the Chemical heritage foundation; make arrangements with CHF for archiving and begin steps to organize papers for shipment to CHF.
12. Allan Ford: In response to Pietro Tundo's request for co-sponsorship of the IUPAC Synthetic Pathways and Process in Green Chemistry Symposium; obtain the necessary forms and submit to ACS for approval of Environmental Division (non-financial) co-sponsorship.

13. Dean Adams and Alan Elzerman: Conduct a review of the Business Office and report back to the Executive Committee in San Francisco.