

American Chemical Society
Division of Environmental Chemistry
Executive Committee Meeting
March 21, 1999
Anaheim, California

ATTENDANCE

Name	Affiliation
V. Dean Adams	University of Nevada - Reno
Joe Breen	Arlington, VA
Alan Elzerman	Clemson University
Jurgen Exner	Technology Systems
Allan Ford	Gulf Breeze, FL
Ruth Hathaway	Hathaway Consulting
Larry Keith	Waste Policy Institute
Larry LaFleur	NCASI
Charles R. Bennett	BL Associates
Roger A. Minear	University of Illinois, Urbana-Champaign
Robert W. Paddock	Great Lakes WATER Institute
Kenneth E. Smith	Carbon Block Technology, Inc.
Michael L. Trehy	Solutia Inc.
Victor Turoski	Fort James Technical Center
Martha J.M. Wells	Tennessee Technological University
Tracy Williamson	USEPA, Office of Pollution Prevention and Toxics
Ann Wilson	ACS Publications

DIVISION EXECUTIVE COMMITTEE REPORT SUMMARY

March 21, 1999
Anaheim, California

Annual Secretary's and Treasurer's reports were submitted to ACS. The Treasurer reported that the Division is below the projected budget at the present time. The Division has about \$23,350 in income over expenses, and should be within the 1999 budget.

The Committee reviewed the current investment strategy for the Division investment portfolio and gave the Investment Committee new guidance to look into reducing the portion of the portfolio which is in cash and to consider greater diversification if appropriate.

The Division continues to make progress in inventorying and tracking publications. Additional efforts to continue to publish from four to five books annually to assure continuation of the current level of revenue for the Division were discussed.

The Business Office is working smoothly and has made significant progress in developing a reliable membership roster for use in printing labels and for guiding the publication and distribution of the CD and book versions of the meeting pre-prints.

The Committee reviewed and approved nominations for the election of several Divisional officers.

The Committee examined several options for improving services to international members, controlling rising mailing costs, and developing increased membership. To achieve these goals, it was decided to provide international members with the CD version of the pre-prints in order to speed delivery and reduce the postal surcharge. The reduced surcharge will be \$4. To encourage participation of students in the Division, a student membership with \$10 dues was approved. Now that the Division has a more reliable membership roster, it was decided that the Division would re-enter the ACS new member free divisional membership program. To help offset the cost of these programs and to encourage member acceptance of the CD pre-prints, student and ACS new member free division members will receive the CD pre-prints rather than the books.

The Committee discussed and approved final revision to the Division by-laws in preparation for submitting them for membership approval at the next Members meeting.

American Chemical Society
Division of Environmental Chemistry
Executive Committee Meeting
March 21, 1999

Anaheim, California

DIVISION EXECUTIVE COMMITTEE MINUTES

ADMINISTRATIVE ITEMS

- A. Introduction/Attendance:** Paddock
Corrections to the Roster: LaFleur
Division Table Sign-up: Hathaway
Division Operations Handbook: Paddock
Announcements: Paddock

Robert clarified or announced the following appointments:

Mike Trehey - Assistant Program Chair
Victor Turoski - Publications Chair
Ruth Hathaway - Publications Coordinator
Chuck Bennett - Assistant Secretary

Robert reported on a letter received from Nina McClellan encouraging Environmental Division members to visit the Exhibition, especially since it was so far removed from the location of the Environmental Division symposia rooms.

Report

- B. Secretary's Report:** Hathaway

Previous Minutes (Executive Meeting)

The attendance record was corrected to include Alan Elzerman.

Motion: Minutes shall be approved with correction noted.
Moved: Dean Adams
Seconded: Ken Smith
Motion: **Passed**

Larry LaFleur reported that the Annual Secretary's report was submitted to ACS on time thanks to assistance from a number of Executive Committee members who helped in responding to new questions added to the report.

C. Treasurer's Report: Smith

Ken reported that the Division is \$23,000 ahead of expected expenses. There is \$104,000 in the Division checking account. He had received \$36,000 in dues from the Society. For the year-to-date, the Division has \$23,350 in income over expenses.

Motion: The Treasurer's report shall be accepted.
Moved: Roger Minear
Seconded: Larry Keith
Motion: **Passed**

Investment Report: Minear

Roger reported that the value of the investment portfolio at the end of 1998 was \$201,483; up 10.63% from 1997. There was considerable discussion about the conservative posture of the investments. The current portfolio is analogous to one typical of a retiree. It was suggested that it may be time to consider being a bit more aggressive. After considerable discussion of the potential risks versus benefits, it was the sense of the Committee that the Investment Committee should look into reducing the amount of cash in the portfolio, and that they were to use their judgment but should consider greater diversification if necessary. Roger and Jurgen agreed to use this guidance to reexamine the investment portfolio.

D. Publications Report:

Preprints: Hathaway

Ruth reported that 4500 pre-print books were printed at a cost of \$5.34 each. CD-ROMs cost \$2.50 to "burn" and only \$.55 to mail 1st Class. It was reported that there would be sufficient space on the Fall CDs to include both the Spring and Fall pre-prints. Due to the size (weight) of the Anaheim pre-print books, it cost \$19.00 each to send them to international members. This exceeds the \$8 postal surcharge for international members, creating a significant expense for the Division, especially considering that we still have to mail the Fall pre-prints. Of the approximately 400 international members, about 100 have requested the CD-ROM version. There was considerable discussion about how to deal with this problem, resulting in the following motion:

Motion: International members will only receive the CD-ROM version of the pre-prints unless they request the hardcopy version in writing and agree to pay the postage. Since the postage will be reduced, the international members' postage surcharge beginning in 2000 will be reduced to \$4, reflecting a savings to the international members.

Moved: Alan Elzerman

Seconded: Roger Minear

Motion: **Passed**

It was observed that another advantage to the international members was the faster delivery time they can anticipate for the CD-ROM version. It was agreed that a letter summarizing these changes and their many advantages would be sent to the international members as soon as possible.

It was observed that eventually it would be too costly to maintain the option of receiving either hardcopy or CD-ROM versions of the pre-prints. It was decided that the June EnvirofACS should remind members of the option. Notification of members that only the CD-ROM version would be available at some future date was discussed.

Ruth reported that she had received requests for "official" Environmental Division reprints of papers in the pre-prints. After some discussion, it was decided that the Division would respond to such requests and charge \$1 per reprint to cover costs of printing, handling and postage.

EnvirofACS: Keith

Larry Keith reported that EnvirofACS cost \$1313 to print and \$1566 for postage.

Book Publications: Turoski

Victor reported that he has been working closely with Ann Wilson of ACS Publications and now has a publication list that is as complete as possible. It was agreed that everyone should send royalty information to Ken Smith and that he would keep Victor informed.

Alan Elzerman noted that each book takes in about \$1500 per year for the first two years, so we would have to publish about five books per year to maintain the current \$10,000 in annual revenue. He questioned whether it was realistic for the Division to maintain such a publication rate, given the number of books published in recent years. Ann Wilson responded indicating that she expected four, or possibly five, books from this year's symposia. One book should be published this year. ACS publications targets 500 copies per year for each book published. Ann felt that with strong programming and support of the Division, it would be reasonable to continue publishing four to five books per year.

Ann reported that royalties from Oxford are the same as from ACS, but that ACS sells books at a 25% discount to ACS members. Since ACS Publication royalties stop after three years, it was suggested that the program Chair advise symposia organizers that there may be some room for negotiations and some alternatives to ACS Publications.

E. Social Activities: Bennett

Chuck reported that the Tuesday dinner was arranged at The Cellar in Fullerton. Roger Minear agreed to contact Olin Braids to get the arrangements for the New Orleans meeting dinner.

F. Awards: Breen/Miller

Hancock Award: Breen

Joe Breen reported that there were thirteen submissions for the Hancock Award and that the panel is in the process of reviewing them. The selection will be made in April. The award includes a \$1000 scholarship and airfare and expenses to attend the conference.

First Presentation and Student Awards: Miller/Anderson

Glenn reported that there were five First Paper and one First Poster awards granted from the Boston ACS meeting. Ten presenters requested consideration for the First Presentation Award at the Anaheim meeting.

Todd submitted a written report summarizing the fourteen Environmental Chemistry Graduate Student Awards. He reported that six Graduate Student Paper Award manuscripts were sent out for review.

G. Business Office/WTQC: Hathaway/Keith

Ruth reported that the Business Office will handle the publication of the Green Chemistry and WTQC proceedings, with the costs being billed back to the sponsoring organizations. This will cover about three months of Business Office expenses. Ruth also reported that she now has a complete membership database, including indications of whether the member prefers the hardcopy or CD-ROM pre-prints. Ruth reported she is now making up our own mailing labels.

Ken Smith noted that we are beginning to lose track of some of the detailed costs associated with running the Business Office. After some discussion, Jurgen suggested that we make reasonable efforts to split out costs but that we don't go overboard. It was agreed that this was the most practical approach and that we would proceed with the guidance until such time as it became apparent that something else was required.

H. Councilor Report: Adams

Dean reported that the Council would be voting on the removal of the dues reinstatement fee in order not to discourage past members from re-joining. The Committee supported this change.

I. Divisional Activities: Paddock

Robert reported on the formation of an Office of Technical Programming and Conferences Advisory Board. This office would develop symposia outside of National Meetings. It would have to be self-sustaining within five years. Programming in Combinatorial Chemistry and Endocrine Disrupters are being considered. There was concern that this would be in conflict with the function of the Environmental Division. Dean Adams agreed to discuss our concerns with Nina McClellan.

Robert mentioned that the Division Activities Committee recently distributed two-year planners and generic procedures manual. The two items were well received and it was noted that the procedures manual information would be a great help in facilitating the current updating of the Environmental Division operations manual. Robert reported that the next activities to be undertaken will be information on funding for programming and address labels and membership roster information.

J. Nominations/Elections: Exner

The following candidates have been nominated for the Fall election:

Chair: Martha Wells

Chair-Elect: Alan Ford

Treasurer: Ken Smith

Secretary: Larry LaFleur

Members-at-Large: Todd Anderson, Olin Braids, Janet Hering, Mike Trehy, Tracy Williamson, Chuck Bennett

Alternate Councilors(2): Joe Breen, Rob Paddock

Councilor: Alan Elzerman

Motion: To approve nominations as recommended.

Moved: Jurgen Exner

Seconded: Larry Keith

Motion: **Passed**

K. Membership: LaFleur/Hathaway/Paddock

Larry reported on a letter sent to members with unpaid dues. Of 605 letters, only 13 members sent in dues. Larry Keith has added a hot link to the Environmental Division web site which links to the ACS online membership application site.

Robert reported on a membership retention grant he prepared and submitted to ACS. A proposal to publish a Division Membership Directory was included.

Robert introduced the subject of membership dues and the need to consider ways of expanding membership. Reduced student membership dues and re-entering the ACS new member free divisional membership program were mentioned. It was mentioned that the Division had dropped from the free membership program previously because it was impossible to determine how many members were retained. With the Business Office now in better control of the membership roster, this may no longer be a problem. To help offset the losses in revenue with many of the proposals and to further move members towards acceptance of the CD-ROM pre-prints, the possibility of offering only the CD pre-prints with certain special classes of membership was discussed. The following three motions reflected the outcome of the discussions.

Motion: That there be no change in the 2000 dues except that the international members postage surcharge be reduced to \$4 and that international members only receive the CD-ROM pre-prints.

Moved: Alan Elzerman
Seconded: Dean Adams
Motion: **Passed**

Motion: That the Division offer reduced dues of \$10 to student members (student member as defined by the ACS) and that student members only receive the CD-ROM pre-prints.

Moved: Allan Ford
Seconded: Ken Smith
Motion: **Passed**

Motion: That the Division re-join the ACS new member free membership program and that these free memberships include receiving the CD pre-prints only.

Moved: Alan Elzerman
Seconded: Allan Ford
Motion: **Passed**

L. Programming: Ford

Anaheim, March 1999

Allan reported there were a total of 270 papers in the program. There were several strong symposia, including Persistent Bioaccumulative and Toxic Compounds, and Natural Organic Material and Disinfection By-products.

New Orleans, August, 1999

Allan reported that we have filled the meeting with five symposia. However, he did express concern that the symposium on Environmental Issues on the Gulf Coast may not come together in time.

San Francisco, Spring 2000

Allan is working on the programming, and may add Field Methods in Analytical Chemistry.

Washington D.C., August 2000

Allan indicated that he is trying to feature EPA programs and research. Another topic might be Chlorinated Solvents in the Environment. He is working to get several other Divisions to co-sponsor or coordinate programming.

Allan expressed some concern over attendance of Division members at the National Meetings. Alan Elzerman pointed out that the booth at the Boston meeting was quite successful. It was also pointed out that we should get the word to members to be sure and check the Environmental Division box on the registration form, as that is how ACS determines participation by Division members. The possibility of adding a "promotions manager" to the programming team might help provide resources to assure that the symposia are well advertised. It was also suggested that we exchange ads with magazines like Environmental Testing and Analysis to be sure we reach as many members as possible.

M. Symposium Expense Report: Bennett

Chuck reported that \$3000 had been approved for Larry Keith's Boston symposium. That brought the total for the year to \$4200 of a budgeted \$6000. For 1999, only \$900 had been approved. Regarding the New Orleans meeting, there could be seven \$300 requests which should be well within budget.

It was mentioned that there are several other places to get funds, including grants for industrial programming.

Allan Ford brought up a request from Larry Needham for a total of \$2000 in support for the children's health symposium planned for the San Francisco meeting. It was suggested that we ask for the request in writing, and that we consider publishing a book as a pre-requisite for approval.

N. Long-Range Plan: Wells

Martha reported that the long-range challenges for the Division are concerns over membership, continuing and maintaining the high quality of programming, and involving more and new members in the governance of the Division. Efforts to address these challenges will continue, and any ideas or suggestions would be appreciated.

O. By-laws: LaFleur

Larry summarized the changes that had been distributed to the Committee earlier via e-mail. A number of the changes were straightforward and/or required by the ACS, and thus were considered together.

Motion: To adopt the following changes to the by-laws:

- Grammatical changes to remove reference to specific gender.
- Bylaw III, Section 1 - Add "No two offices can be held by the same person."
- Bylaw III, Section 2c. - Add "and affiliate" references.
- Bylaw III, Section 3a. - Board of directors to include four members at large.
- Bylaw III, Section 4e - Substitution of "certified" for "checked" and "ballots are prepared and mailed" for "election is held."
- Bylaw III, Section 5c. - Change "elected members" to "members at large."
- Bylaw III, Section 5d. - Change "members" to "members at large" and have all officers assume office on January 1.
- Bylaw III, Section 5e. - Changed wording on filling vacancies.
- Bylaw V, Section 1 -
- Bylaw VII, Section 2. - Add requirement for 4 week notice to members.
- Bylaw VII, Section 3. - Recommended wording changes
- Bylaw XI - Recall procedures.

Moved: Alan Elzerman
Seconded: Allan Ford
Motion: **Passed**

Discussion turned to Bylaw III, Section 2d., a proposed modified process for audit which included an option of audit by committee rather than requiring a CPA. There was much discussion about the cost of a formal CPA audit, and Ken Smith pointed out that the

records we keep are not detailed enough for a full CPA audit. There was concern that the Executive Committee should have flexibility, but that there should be a requirement that an audit of some sort would be performed at least at the end of a Treasurer's term. Larry LaFleur agreed to craft some revised text to reflect this input and to re-submit it to the Committee for approval via e-mail.

Revised wording on balloting procedures (Bylaw III, Section 4d.) was considered next.

Motion: To accept the following changes in the by-laws:

The Nominating Committee shall submit a list of nominations to the Executive Committee for approval. Once approved, the Secretary shall prepare a mail ballot that will include the nominees' biographies, and any statements they wish to make. The mail ballot and biographical information may be included in the appropriate issue of its newsletter, EnvirofACS, or mailed separately to the members of the division. Instructions for returning the ballot, including time and place of receipt, shall be included with the ballot and biographies. A deadline for the closing of the elections will be included with the ballot and will be set to all the Division to conform with SOCIETY requirements.

Moved: Ken Smith
Seconded: Alan Elzerman
Motion: **Passed**

Larry LaFleur pointed out that the amendment procedures needed revision. The proposed revisions were taken directly from SOCIETY guidance documents, and after a brief discussion, there was a motion.

Motion: To adopt the proposed revision to by-law X, Amendment procedures.
Moved: Chuck Bennett
Seconded: Ken Smith
Motion: **Passed**

The last item discussed was Bylaw IV, which requires approval of the proposed dues by the membership at the annual business meeting. This is a matter of practicality, as the Executive Committee usually sets the dues at the Spring meeting so that ACS has the information in time for billing and advertising purposes. Options included holding two business meetings, moving the business meeting to the Spring meeting, or dropping the requirement for member approval. It was finally decided that the Executive Committee would address the issue of dues at the Fall meeting 1½ years in advance, thus allowing them to be approved at the Fall business meeting. Using this approach, the Executive Committee will consider the 2001 dues at the Fall 1999 meeting. As this only involved when the Executive Committee considered the subject of dues and would fall within the existing Bylaws, no further action was required.

P. New Business

The status of the Fraser Johnson and Edward Bartow Awards was brought up. It was observed that these have not been awarded since 1969 and 1966 respectively.

Motion: To drop the Fraser Johnson and Edward Bartow Awards from the Division Awards.

Moved: Ken Smith

Seconded: Alan Elzerman

Motion: **Passed**

Having no further business to conduct, Robert declared the meeting adjourned.

Respectfully submitted,

Larry LaFleur
Secretary