

# Association of Consulting Chemists & Chemical Engineers, Inc.



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## MINUTES

### Virtual Council Annual Meeting on November 19, 2018

Attendees (all on-line) – David Manuta, Joe Porcelli, Dick Schauer, Tom Vichroski, Charles Leonard, Steve Duerr, Bernie Ennis.

Proxies – Richard Goodman

Meeting called to order by President Manuta at 7:02 pm EST.

President Manuta asked for any changes to our agenda and Leonard proposed that we not try to cover all of the “Official Business” items as there was a lot to talk about. Porcelli suggested aiming for an 8 pm closing time; Manuta agreed.

The minutes of the last official Council Meeting on June 12. were summarized by Porcelli. (We had a GTM presentation meeting in October with a talk by Pete Sibilski which went very well, with 12 attendees). One of the points summarized by Porcelli referred to the case Manuta had described about the expert who had not reported some of the current literature. Manuta mentioned that “it wasn’t over” and that this week he would have a conference call with some other lawyers to discuss how to proceed. Vichroski moved to approve minutes, seconded by Leonard.

The Treasurer’s report was presented by Treasurer Duerr. Before he started, he made several points regarding our operations:

1. We no longer had a fax number and no number should appear on any of our documents.
2. We should use the term Committee Chair, rather than Chairman
3. Website should be one word with no space
4. Bylaws should be one word with no upper case I, no space, no hyphen.

Duerr used a Powerpoint slide to illustrate the end of 2018 fiscal year results. Highpoints were;

1. As of 9/30/18, we have 42 members, including 2 honoraries, and 3 new members.
2. As of that date with had 10 paid up newsletter ads

3. We recognized the unrestricted donation of \$1,000 by Vichroski
4. The IRS 990-N return was submitted on time.
5. Ending bank account balance was \$25,172.55

In his President's remarks, Manuta focused on three items;

1. Necessary revisions to Constitution and Bylaws,
2. Back-up for Key Members/Succession Planning, and
3. Increased Participation of Members in ACC&CE

Manuta plans to be a little stronger in the new year, because the future of the organization will depend upon the active members. We are willing to listen to any members with good ideas.

There was a discussion on the next steps to be made to update our Constitution and Bylaws. There are drafts of proposed changes which need to be further discussed and agreed upon.

Manuta read the Program Chair's report submitted by Goodman which reviewed the year and proposed developing more talks in the new year that should attract more viewers. Ennis said he felt an increased number of presentations should be planned for 2019 and that we should consider sharing our mailing list with North Jersey AIChE. A number of attendees discussed various ideas about sources of new speakers, including from our core members and newer members on interesting projects.

The Newsletter report by Porcelli stated there would be the next issue at the end of December, and that he would be seeking content from members of the group.

Schauer's Membership report was that there have been no candidates since the summer.

Vichroski suggested using some funds to take ads in various appropriate magazines. It was recognized that we've tried this before. Ennis suggested some periodicals, and Vichroski volunteered to receive suggestions of periodicals and check into costs.

Website report by Leonard included fixing some bugs, link to 2019 Chem Show, spent less than \$600. Several documents were posted. We are near the limit of the current basic website capacity. For less than double the price we can get 10 times the capacity. Some discussion of hits on site and other statistics. We cannot post Sibilski talk without expanding the capacity. Motion made, seconded, and approved to increase the capacity immediately

Ennis asked Leonard whether he could give a talk on his work in industrial hygiene. He agreed to consider it and several members expressed interest in sound analysis. He will look into making a list of possible projects to discuss.

Duerr asked how we can attract more people to our website, and one way is if there are links between our website and those of individual consultants.

The discussion continued on working on finalizing the Constitution and Bylaws, and it was agreed to have another GTM meeting to come to consensus on the changes.

Duerr presented the budget for FY2019. The total budget was balanced at \$4,820, with expenses deliberately high to allow for more improvements to the website and increased marketing of the association.

The next Council meeting was scheduled for December 11, at 7 pm EST and the next Bylaws working group GTM meeting was scheduled for 6 pm EST on November 27.

The meeting was closed at 8:04 pm EST.