

# Association of Consulting Chemists & Chemical Engineers, Inc.



514 Corrigan Way  
Cary, NC 27519  
1-908-500-9333

[www.chemconsult.org](http://www.chemconsult.org)

[accce@chemconsult.org](mailto:accce@chemconsult.org)

## MINUTES

### Virtual Council GTM Meeting of February 12, 2019

Attendees (all online) – David Manuta, Joe Porcelli, Charles Leonard, Jim Divine, Dick Schauer, Steve Duerr, Tom Vichroski and Richard Goodman.

Proxies – None

Meeting called to order by President Manuta at 7:01 pm EST.

The proposed agenda was approved. As mentioned at our Jan 8 meeting, the minutes of that meeting were attached to this meetings announcement. No attendees had any changes to them, and they were accepted. This procedure will be repeated at future meetings and represents a real saving of time.

Treasurer Duerr reported that the financial condition of the association is good and that we should allocate some funds to marketing the organization more effectively. Duerr noted that the prices obtained by Vichroski were very high, but that we do need to do advertising or some kind of marketing. Duerr reported that we have 33 paid up members including two complementary members. There are 4 still unpaid for the current year, and we lost a few members last year. He is concerned that the four have not been responsive to his emails, and Steve will try to call them. One member, Sammons, suggested we use Paypal for dues payments, and Steve has now set this up. There was a discussion, and the group was generally supportive of this addition.

Steve raised the question of whether we have a Certificate of Incorporation, and Manuta said he would find it in the box of papers passed on from Bonacci. Duerr asked for a scanned copy, so he could discover whether the move of our “headquarters” to North Carolina would require some changes in our certification. We have been in contact with the Federal government IRS, but we have not filed annually with the State of New York. Since we were originally incorporated in that state, our certification may be void. Duerr wants to perhaps put our surplus funds into a CD and that probably would require a proper certificate to prove we are a corporation. Manuta promised to find it, scan it, and email it to Duerr.

Manuta's President's remarks concerned primarily putting the draft Constitution in front of those on the call and then secondarily the need for back-ups for key members, succession planning, and how to increase participation. Manuta specifically expressed appreciation that Jim Divine was on the call, as all the others on the call were "regulars". As we have over 30 members, it would be excellent if we could get 10 or 15 on these calls, which should factor in with marketing, leading to more initiatives.

Moving on to the draft Constitution, it has been sent to five members who signed a petition as required by the original Constitution, signifying their acceptance of the new draft. This draft has also been emailed to the entire membership, also as required. We agreed that our objective is to get enough members to approve the new draft. After discussion, those on the call who were not among the five petitioners all expressed approval, for a total of 9 approvals. It was agreed that this call was the first of "two regular meetings" as required by the current Constitution. The nine approvals are Manuta, Porcelli, Leonard, Duerr, Ennis, Goodman, Schauer, Vichroski and Divine. The question was raised as to whether we needed a written ballot from each member to indicate approval, and the Constitution was reviewed. The wish was to stick to the old Constitution's intent on the procedure for revamping it. It was concluded that after two consecutive regular meetings, a letter ballot would be mailed to each member, giving up to 60 days to return their approval to the office of the association. It was agreed that the planned March 12 GTM meeting would be the required second meeting. We need to decide whether the letter ballot must be US mail or can be via email. Two members will be named as Tellers by Manuta, and both will count all votes received. Given the current membership, 17 ballots must be returned to make the election valid, and 75% of those votes need to be yes to give approval.

Should a US Mail ballot be decided upon, use of a stamped return envelope was suggested, although the effectiveness was questioned. Online use of Survey Monkey was suggested. Porcelli volunteered to address the envelopes, and it was agreed that a group would "word-smith" the letter over the next month, so it could be sent out right after the March meeting. It was recommended that the first notice of the March meeting should be sent out immediately, to confirm the one-month notice. Duerr asked that the link to the Constitution should be made more prominent.

There was a discussion of who might be designated as Tellers, which led to a discussion as to which directors were still in place, and that could not be Tellers. It was agreed that we had a month to decide this, but then it was recognized that Tellers for this vote were not as restrictive as those for the election of Officers and Councilors (formerly Directors).

The discussion returned to the subject of adhering to the original Constitution with regard to the definition of "mail", and it was ultimately agreed that we would use US Mail and designate one Teller to receive all returned ballots, that Teller then scanning each ballot and forwarding it to the second Teller.

The meeting moved to Programming Chair Goodman. He reported that he had one possible speaker, with the subject "Life on Mars". He will speak to him at the ACS meeting on Thursday, February 13. Porcelli stated that the next issue of the Newsletter is planned for the end of March and that next week requests will go out for possible content. Schauer reported that there have been no new

candidates for membership. Manuta announced that the ChemShow for 2019 was in planning, and once we completed our efforts on the new Constitution, we would turn our attention to that.

Regarding the website status, Leonard stated that our current webhost has been less responsive on requests for fixes of the website, but he preferred that we spend our last minutes of this meeting to a discussion of marketing.

Vichroski reported that he made contact with four periodicals, and the prices were very much higher than in the past. Oil & Gas Journal quoted a small ad for four weeks at about \$1,000. The others spoken to said that we should place a regular ad, and a classified ad wouldn't work. The Chemical & Engineering News, where we had tried ads quite a few years ago without success, was totally non-responsive. It was suggested that it would be great if Goodman were able to meet with Dr. Bill Carroll, a former ACS President, in order to add to Vichroski's attempts to speak to someone at ACS about ads.

Vichroski recommended that we come up with a total number of dollars that we would budget, and tell vendors what we are willing to pay and ask what we would get for it.

There was a short discussion on what we might get for a budget for advertising of \$1,000. Porcelli asked whether anyone had experience using Linked In, and it was suggested that Blumenthal might be helpful.

The next GTM meeting will be on March 12, 2019 at 7 pm EST. Adjourned at 8:04 pm EST.