

# Association of Consulting Chemists & Chemical Engineers, Inc.



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## MINUTES

### Virtual Council Meeting of July 9, 2019

Attendees (all on-line) – David Manuta, Steve Duerr, Dick Schauer, Koki Doshi, Charlie Leonard and Joe Porcelli.

Proxies – None

The meeting was called to Order at 7:02 PM EDT by President Manuta, with only one issue on the agenda, namely succession planning. The members present confirmed the Agenda did not require changes.

Minutes of the June 2019 Minutes were approved after Joe Porcelli confirmed that there was no feedback from members other than small corrections that were made prior to sending final the Minutes out. The motion to approve the Minutes was made by Leonard, seconded by Doshi and carried.

#### Treasurer's report

Treasurer Duerr reported that the Association currently has \$ 27,763.18 in its checking account and hardly any expenses so the number keeps growing. He said that he found we could not put funds into a CD, so we are stuck with that much money. A suggestion that membership dues should be lowered was met with rebuttal that dues are already low. Duerr posed a question as to what should be done to improve the Association, by way of newsletter, our website, or other means. He noted that there has been no CHI income this year, despite a number of CHIs coming in. Account books are reconciled with June statement as received from the Bank. Currently we have 35 regular members including one honorary member. The overall budget has an unused reserve of \$ 2000.00, which can be utilized for updating the website, but we have found that the cost of a one-time ad insertion for that amount is not justifiable. The problem appears to be less visibility for the association's website. Duerr noted that we seem to be visible on the ACS website based on a new member stating that he found us on the ACS website. He suggested that not only should our website be linked with those of ACS and AIChE, but we should show both the current and previous liability insurance information on our websites, to possibly improve visibility for our association, and as a service to our members.

The Treasurer's report was approved after a motion by Porcelli (seconded by Schauer).

**President's Remarks** consisted of two key issues:

- Need for candidates to fill officer positions on Council and

- How to increase participation by members when others are busy with their professional work.

Regarding marketing, Manuta said that the new brochures should be a great marketing tool at the Chem Show for connecting and generating more awareness with communities that need the members' services. Porcelli raised the question as to how many copies of our two brochures would be needed for the Chem Show. Some are available but more can be produced if necessary. First guess was 50 of each. Duerr said that funds would be available for printing.

## **Committee Reports**

### **Consolidated Working List of Candidates:**

Manuta noted that the Nomination Committee had done considerable work developing lists of possible candidates who might be approached for various openings. He stated that the Secretary position will be vacated by Porcelli, who will head the Nominating Committee and that there was a continued vacancy of Vice President. A discussion ensued as to the eligibility of officers to be on the nominating committee. The president, Manuta, appointed that committee, to consist of Porcelli, Ennis and Leonard, with Manuta as an ex-officio member. Porcelli described the process he had in mind to find willing candidates.

The report on consolidated working list of candidates for committees was agreed upon and accepted by all.

### **Program:**

In absence of Program Chair Goodman, his tentative plans for giving his own ACS talk for a GTM meeting and for the Chem Show were mentioned.

### **Newsletter:**

The newsletter is expected to be out in 2-3 days with the next scheduled for the end of September. Manuta asked whether we had anything in the newsletter on the Chem Show. The answer was "no" but it was agreed that Leonard would be able to add something, with information from Manuta or else the Chem Show website.

### **Membership:**

Membership Chair Schauer said there was nothing new but that he would follow up with Australian potential applicant, and Manuta suggested those new contacts who attended the Mars presentation should also be recontacted. It was agreed to send the brochures to all, as well as any new contacts of current members.

### **Website**

Webmaster Leonard mentioned that some of the plug-ins are old, and susceptible to attack and need to be fixed. A technician has been identified in New Orleans who has agreed to fix this for \$ 500 to be paid for from the budget for the website, mentioned earlier.

The FY19 budget for website was \$1200 out of which only \$741.49 has been used to date. The FY19 payments within budget will be for GTM, domain name and webhost renewal, bug fixes, and anticipated plug-in updates.

### **Official Business**

Discussion regarding the election of new councillors, back-up for key members, and increase in participation was re-visited.

A second discussion with regard to search engine optimization (SEO) for more on-line exposure, including using the LinkedIn feature of posting articles or posts. Suggestion was made that articles on current projects which had no legal encumbrance could be posted on it, including presentations made at Council meetings with appropriate reference to the respective authors/speakers.

The next Council meeting is planned for August 13, 2019.

The meeting was adjourned at 7:51 PM EDT after motion to adjourn was made by Manuta and seconded by Leonard.

Minutes by Kokila Doshi and Joe Porcelli