

Association of Consulting Chemists & Chemical Engineers, Inc.



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MINUTES OF THE ANNUAL CLOSING MEETING OF ACC&CE COUNCIL

HELD ON OCTOBER 6, 2020 VIA GTM

ATTENDED BY: David Manuta (President), Steve Duerr (Treasurer), Koki Doshi (Secretary), Charles Leonard, Joe Porcelli, Richard Goodman, David Morse, Marvin deTar, Cathy Byrne, John Wetzel and Al Sagarese. Koki has received Charles Leonard's proxy who managed to join later. Steve has Bernie's proxy according to his email.

AGENDA AND CHANGES: Meeting was called to order by David Manuta at 7:02 PM EDT after welcoming all present and mentioning that this will be a short meeting. The proposed agenda was accepted by all present. Acceptance motion for the proposed agenda was moved by Richard and seconded by Marvin.

APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES: The Minutes of August meeting were approved without any change. The motion to approve was moved by Marvin and seconded by Richard. The motion carried and the Minutes were accepted.

TREASURER'S REPORT by Steve Duerr:

The organization's financial spreadsheets including P & L were emailed by Steve to the council members. Richard observed that the fiscal year was a good one with increased CHI's. Steve, who was temporarily disconnected, re-joined the meeting and took the council through the figures for Profit & Loss. The CHI income was about \$1,500 compared to none last year. Income from member subscriptions is around \$2,475 and the expenses related to newsletter were slightly over budget. Since the meetings are all virtual, there are no expenses related to the same. Total income was \$4,644. Under the expenses heading, about \$1,200 was spent on website hosting and maintenance, \$382 on GTM charges, and about a thousand dollars Chem Show were related expenses. A reserve of \$2,000 is still intact. All expenses amount to \$4,648. This overall shows that we are even with our income and expense ratio. Steve suggested that the \$2000 reserve should be brought down to 1000. The budget figures projected for 2021 are taken as an average of the current and previous fiscal year. The Statement is correctly reconciled with the Wells Fargo bank statement as on September 30, 2020. The IRS form 990 which is to be filed on-line at the end of each fiscal year was filed for 2019 and the 2020 will be filed shortly as all the information is ready. Our current paid membership is 38 + one honorary and 11 paid newsletter ads; all of this is factored in the budget for next year. Our Cash in hand at the bank is \$29,000. Steve

remarked that we are doing well because we don't spend more than our income. Upon David Manuta's inquiry, Steve said that the spreadsheet for the next year's budget will be discussed in the next meeting.

Motion to accept the Treasurer's report was moved by Koki and seconded by David Morse. The report was accepted and the motion for approval carried.

REPORTS OF COMMITTEE CHAIRS

NEWSLETTER: Joe Porcelli

Joe confirmed that the newsletter went out a few days ago. One article will appear in the next newsletter towards the year end. He wishes that someone from the membership either helps out or preferably takes over the newsletter due to his persistent eye problem. There are 4 issues in a year and Charlie has been incredibly helpful even though he has a handful with the website. Koki volunteered to assist Joe and Richard and David said they would work to garner articles from contacts.

MEMBERSHIP: Dick Schauer

Dick not being present at this meeting, it was observed that no new membership issue had arisen.

OLD BUSINESS:

David Manuta congratulated Richard Goodman and Al Sagarese as incoming President and Vice President, Steve and Koki as Treasurer and secretary respectively, Al and Cathy, John and Marvin and David Manuta with one vacancy for councilor. The election results were circulated by Charlie.

A.O.B -There was nothing to discuss under Any Other Business

The motion to close this meeting was moved by Richard and seconded. The meeting was closed at 7:26 PM EDT.

Next council meeting is scheduled to start at 7:30 following the close of this first meeting.

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MINUTES OF THE 1st MEETING OF ACC&CE COUNCIL

FOR YEAR 2020-21 HELD ON OCTOBER 6, 2020 VIA GTM

ATTENDED BY: Richard Goodman (President), Al Sagarese (Vice President), Steve Duerr (Treasurer), Koki Doshi (Secretary), Charles Leonard, David Manuta, Joe Porcelli, David Morse, Marvin deTar, Cathy Byrne, John Wetzel. Steve's email mentioned he has Bernie's proxy.

AGENDA AND CHANGES: This Meeting was called to order by Richard Goodman at 7:28 PM EDT immediately following the closing meeting of year 2019-2020. Acceptance motion for the proposed agenda was moved by David Manuta and seconded by Joe.

TREASURER'S REPORT by Steve Duerr: Budget 2021

A detailed report was circulated by email to members. The summary was discussed as under:

Steve has averaged the CHI income from 2020 and 2019 to \$725 for the year 2021, expected subscriptions around \$2,675 and newsletter ad income to 580, with anticipated total income as \$3,980. Under averaged expenses are GTM fee, a marketing expense of \$1,500 and a reduced reserve to \$1,000. This is a balanced Budget. David Manuta remarked that an in-person Chem Show event may or may not be held and any info regarding it is not available due to the pandemic. He will notify us as and when he hears from the organizers. Steve said that the reserve gives a window to the council for any other additional expenses if necessary. He also said all efforts to increase the revenue in form of CHIs, increased visibility through on-line platforms and using the ACS and AIChE to our advantage should be explored. Steve closed with a question if our association is visible on the ACS or AIChE website. Response appeared that we are not.

Motion to accept the Treasurer's report was moved by David Manuta and seconded by Charlie. The report was accepted and the motion for approval carried.

President's Remarks:

Richard thanked David Manuta for the spectacular job done, shepherding the council activities and great work done at the Chem Show. This was followed by a hearty applause for David by everyone present.

Richard remarked that the organization's LinkedIn presence and potential greater visibility should be exploited to our organization's advantage. David Manuta responded that a member like Mike Blumenthal who was more conversant with this aspect could be approached and his experience and expertise be leveraged. Richard proposed forming an ad hoc committee for LinkedIn. A discussion ensued about how the Posts/notifications on LinkedIn reach more people. Based on Marvin's experience, Richard invited him to chair the ad hoc committee for LinkedIn which he has accepted.

REPORTS OF COMMITTEE CHAIRS

PROGRAM: Al Sagarese

Richard looked at various possibilities that Al can explore for creating a program calendar.

NEWSLETTER: Richard re-visited the transition aspect of newsletter editorship which was discussed in the immediate past meeting.

MEMBERSHIP: Dick Schauer

Dick not being present at this meeting, it was observed that no new membership issue had arisen to anybody's knowledge.

WEBSITE: Charles Leonard

Charlie will continue with the Website. We are in pretty good shape but need to work on Search Engine Optimization for attracting more traffic.

OLD BUSINESS:

Filling in the vacancy for a councilor post by communicating with members was discussed.

Next council meeting is scheduled for November 10, 2020 at 7:00 PM EDT.

Motion to close the meeting was proposed by Koki and seconded by Charlie. Meeting was closed at 7:58 PM EDT.

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