

Minutes for Combined Annual Meeting (Fiscal Year 2017 Close-out) and First Council Meeting of 2018 Fiscal Year

(Virtual Meeting using FreeConferenceCall.com)

Attendees in Person – David Manuta, Joe Porcelli, Richard Goodman, Al Sagarese, Dick Schauer

Attendees on line – Steve Duerr, Bernie Ennis (first half), Jim Divine, Charlie Leonard

Meeting opened by President David Manuta at 1:01 pm.

Minutes of Annual Meeting – FY 17 “Close- out” approved – Motion by Goodman, seconded by Porcelli.

Minutes of First Council Meeting of FY18 approved – Motion by Goodman, seconded by Porcelli.

The Treasurer’s report had been distributed earlier electronically, but Duerr mentioned a few highlights. The position of the Association at the end of September 2017 was a profit of almost \$10,000 (\$9839.02). This unusually good result was largely due to an unusually high contribution from CHIs for completed or near-completed projects and a full year of low office expenses. 990 Short Form also submitted. A motion to approve this report was made by Goodman and seconded by Schauer.

(It was agreed that in the interest of time, since we had arranged for a one-hour conference call, we would combine what traditionally were three meetings – Closing meeting of completed fiscal year, Annual meeting, and First meeting of new fiscal year.)

The budget for the coming year was discussed. Projected Income and Expenses were equal at \$4,500. Major items were a projected income of \$1,200 from CHIs, and Market Expenses of \$1,000 and Website Expenses of \$1,200 for fixes and improvements proposed by Leonard, based on discussions with the webhost and our website developer, Frank Canova. Manuta pointed out that we could use a new brochure for the next Chem Show, but also giving some to each member for their own uses could help promote ACC&CE. The Budget was approved, with a motion by Leonard and seconded by Porcelli.

In Manuta’s message to Council, he stressed that we all miss John Bonacci and that we have a real appreciation for all the efforts he put out virtually single-handedly at previous Chem Shows. He also noted the passing of other members, most recently Muny. He thanks Duerr for informing all of us.

Manuta also noted that we have added a number of new members during the last year. It was also noted that we have accumulated quite a few business cards or other leads from the Chem Show including many younger people, some from other less-traditional industries and even some from other countries.

The Newsletter report was just that the next issue would be out before the end of December, but given Porcelli being out the country from December 18 to 28, submission of articles and other newsletter content was requested by no later than December 15. It was confirmed that Hays (ACS) was no longer an advertiser. Articles are requested from all members, with an ideal word count being no longer than 600 to 800 words.

Membership was the next agenda item and this led to a discussion for the need for a Membership Chair who would be responsible for receiving information on new applicants from Leonard, who will have downloaded their applications from our website, and who would lead the vetting of the applicants and

organize the vote to elect each new member. Ideally, the Membership Chair would suggest means of publicizing our Association and our desire to add new members. It was stressed that in our virtual organizations, most positions could be filled by anyone at any location. Long-term, backups or replacements are needed for Manuta, Ennis, Leonard and Porcelli. Schauer volunteered to be our Membership chair. Porcelli volunteered to take the Secretary slot in addition to being the Newsletter editor, but he expressed interest in finding someone else to share or takeover the editor spot soon. He will write up a description of the tasks regarding the Newsletter for future reference.

It was suggested that material for the newsletter might be generated by offering the opportunity to members and others to write "guest editorials". Also, it was suggested that we consider offering advertising opportunities to non-members. This will be considered at a future time, as well as another idea to evaluate the possibility of broadening our admission of members to include consulting organizations and non-technical people from the industry. This has been suggested before but a careful study of the issues seems worthwhile, and this will be discussed in a future Council meeting.

There was a description of the items of the budget for website improvement (and fixing). The costs estimated by Leonard and our web designer Canova are lower than the overall budget figure included in Duerr's budget, so it was agreed that Leonard could go forward with this work. Leonard will be approaching members who need to input appropriate keywords for their scope sheets.

Ennis mentioned that he had a 2015 priced list, approximately \$1,000, of needed equipment to allow the organization to hold GoToMeeting webcasts for Council Meetings and for possible Presentation meetings. He will circulate it for consideration. Porcelli suggested that this item relates to the Programming agenda item, and that depending upon the decisions made regarding our future Council meetings and programming of future events, this expenditure might not be justified.

Substantial discussion followed concerning the issues of who, one or more members, would have custody of an Association A/V system, where the various components might reside, and the potential need to transport it to the locations where a presentation or meeting would take place. For instance, to the 2019 Chem Show, for real time video of the presentations, the Q&A, and uploading to the web site for anyone to watch.

With encouragement by Duerr, Goodman volunteered to take on the Program Chair responsibility, and in cooperation with Leonard and Ennis, (and perhaps Borne) he will look into what kinds of programming might be possible which we might add to allow distribution of talks by members, academics and other speakers of potential interest to our members, and which could increase the exposure of the activities of the Association. The results of this investigation would lead to a decision on whether to purchase A/V equipment.

Porcelli pointed out that our Linked In group and related activities are "moribund, but that LinkedIn could be another vehicle to spread the word about our organization and members, and it was agreed to seek out information on how to revitalize our group and to make better use of the internet. Sagarese mentioned that IMC-PA (Institute of Management Consultants) would be having an evening meeting the evening of November 16, on the use of LinkedIn in marketing, and he would be attending and reporting back on lessons learned. He also mentioned that "Internet Radio" was growing, using interviews of knowledgeable scientists and business persons, and distributed over the internet.

The next virtual Council meeting, held via FreeConferenceCall.com, was proposed for December 12. In the next week, the date and time will be confirmed.

The meeting was closed at 2:13 pm.