

Midland Section ACS Board of Directors Meeting Minutes

January 6, 2020

Midland Center for the Arts, Midland MI

Voting Board Members present indicated by * (9 required for a quorum):

*	Jones, Mark		Jackson, Lauren		Patankar, Kshitish
	Prange, Robbyn	*	Cummings, Michelle	*	Rivard, Michelle
*	Desroches, Maude	*	Sivy, Tami	*	Dilling, Wendell
*	McCullough, Lauren	*	Tomasik, Janice (Ph)	*	Huang, Wenyi
*	Palumbo, Amanda	*	Stubbert, Bryan	*	Keinath, Steve
*	LeCaptain, Dale	*	Wier, Kevin		

Non-Voting Board Members (Committee Chairs):

Yvon-Bessette, Andre	Stickles, Dave	Malczewski, Regina	Tulchinsky, Michael
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➤ **7:05 PM Call to order,**

- Mark Jones (“Chair”) called the meeting to order. The motion to approve the Meeting Minutes from December 2019 was approved by the Board. There was a round table to introduce the attendees.

➤ **7:10 PM Chair update,**

- Chair announced positions were still available and suggested we reach out to people who would be interested. Amanda Palumbo (“Past-Chair”) agreed to be publicity chair. Positions available were mentioned: diversity committee + public affairs and publicity, membership chair (currently Wendy), and Webmaster. Chair suggested we be more inclusive of the other companies around Midland to have a diverse representation and potentially increase funding.

➤ **7:10 PM treasurer update,**

- Lauren McCullough (“Treasurer”) provided a detailed budgeted expense for 2019 and 2020. The Treasurer highlighted changes and there was a discussion about balancing the budget in 2020 with granted funds that were not spent in 2019. Michelle Rivard (“Director and Past Treasurer”) and Treasurer will work together to balance the books before submitting to national in February. A new committee, H2OQ, was created with its own budget. Treasurer estimated the 2020 budget on the ACS allotment for 2019 since it has not been received yet, based on the assumption that the number of members is the same. Past-Chair made a motion to provisionally approve the budget. Treasurer will send updated budget before the February meeting. The budget was provisionally approved with a \$2500 adjustment.

➤ **7:25 PM Discussion and Selection of Auditors**

- Regina Malczewski suggested the Section establish a process to do taxes and financial review because some funding agencies require tax forms and audit in compliance with good accounting practices, preferably done by a CPA. There was a discussion around how taxes were done in the past and suggestions for new accounting practices. The ACS only requires internal audit.
- Regina Malczewski mentioned that the Section was not able to provide satisfactory forms and audit to a funding organization, H. H. & Grace Dow Foundation, in time by an external party. There were exchanges on the distinction between what was required in the contract when the funding was accepted and what the foundation wanted, which is still to be clarified. The Past-Treasurer will provide the required balance statement and income statement for 2017 to satisfy the foundation by the end of January.
- Chair and Past-Chair agreed that we need to understand the gaps and requirements for taxes and audits coming with granted funding. Past-Chair and Michelle Cummings conveyed the same questions around how the Section can abide by the funding agencies requirements.
- Michelle Rivard highlighted the challenges for a non-profit to have a CPA make an audit because of the liability in case of fraud. Michelle Cummings proposed that a CPA should be accounted for in the budget, if the service is required. Dave Stickles asked if the Section had advices from National on the matter and Regina Malczewski referred to Thomas Lane (absent) for more advices and details.

➤ **7:45 PM Discussion and Selection of the Executive committee**

- Chair asked the Section to assign the Executive Committee for 2020 consisting of 3 directors. Chair asked for volunteers and Michelle Cummings asked for any directors wishing to be taken off the ballot. Michelle Rivard and Janice Tomasik did not want to be considered. Kshitish Patankar was absent. Past-Chair described the Executive committee as a smaller representation of the board and can vote on behalf of the board. The Executive committee consists of the past-chair, chair, chair-elect, treasurer, secretary, and 3 directors. Regina Malczewski pointed that the actions of the Executive Committee must be documented in the meeting minutes. Wenyi Huang, Steve Keinarth, and Wendell Dilling volunteered to be on the executive committee. Tami Sivy motioned to accept Wendell, Steve, and Wenyi as the 3 directors on the Executive Committee. The motion was approved.

➤ **7:55 PM Other Items (Fellow Nominations, Forms/reports, Grants, PittCon)**

- Past-Chair reminded that the forms and reports were due on January 17, 2020 by email to the Past-Chair or in the system by February 1 to provide enough time to review and enter the forms in the system. Every event must be recorded and entered by the deadline, February 17, 2020. Past-Chair showed a table with all the required forms and the responsible party.
- ACS local Section grants updates: Past-Chair highlighted that the Local Section Activities Committee (LSAC) has migrated the Good Done Great grant management system. The outstanding final reports must be submitted through the link provided in the slides.
- The picture was reported to the February meeting.
- Chair suggested that the Section apply for another historical chemical landmark. Chair proposed the Insight™ catalysis system discovered 30 years ago and called for other suggestions.
- Regina Malczewski mentioned that 2020 is the 50th anniversary of Earth day. The exposition will be on April 19.
- Chair also asked for suggestions for Fellow nominations.

- The Section did not apply for another CERM yet, Regina Malczewski will provide the contact to Past-Chair.
- Andre Yvon-Bessette asked about funding sources and mechanics. There was a discussion about funding agencies and where to find a list of local grants for example the Midland Community Foundation, Rotary, and the ACS website.
- Regina Malczewski requested the meeting minutes to be uploaded on the website under admin, open to the general public.

➤ **8:15 PM Adjourn**

- The board meeting was adjourned by a motion that was moved and approved.