

## Long Range Planning Committee Report – F16, Philadelphia

### **ITEM 1: Progress on Issuance Updates Discussed S16, SD**

- i. AI 02 Division Organization – Update complete
- ii. AI 10 Articles of Incorporation Issuance added with suggested changes.
- iii. AI 118 Interim Committee and Other Meetings Issuance added as presented.
- iv. AI 504 “Treasurer Description and Duties” added as written by Neal when soliciting his successor. **Schedule in review.**
- v. AI 011 Execution of Contracts added with suggested changes.
- vi. AI 03 Stationery – Branding Link repaired

### **ITEM 2: Issuance Updates for Discussion - F16, Philadelphia**

- i. **In the S16 meeting it was suggested that AI 07 be updated for the electronic age. The following are the edits suggested by Neal.**

#### **DIVISION OF CHEMICAL HEALTH AND SAFETY**

#### **Administrative Issuance 07**

##### 0 Records Retention

##### 1 Function:

To preserve division records and history.

##### 2 Date:

Original Issuance: 9/26/08

Revised: 8/21/16

##### 3 Background

The records of the Division of Chemical Health and Safety (“CHAS”) of the American Chemical Society (“ACS”) are important assets. Records include essentially all records produced whether paper or electronic. A record may be as obvious as a memorandum, an e-mail, a contract or a case study, or something not as obvious, such as a computerized desk calendar, an appointment book or an expense record.

The law requires CHAS to maintain certain types of records, usually for a specified period of time. Failure to retain those records for those minimum periods could subject CHAS to penalties and fines, cause the loss of rights, obstruct justice, spoil potential evidence in a lawsuit, place CHAS in contempt of court, or seriously disadvantage CHAS in litigation.

The CHAS Record Retention Policy was developed to be consistent with the Society regulations, which state:

*Disposition of Old Files.* The officers and heads of SOCIETY activities for which funds are budgeted by the SOCIETY are authorized and instructed to destroy from time to time, in their discretion, old and useless papers not of permanent value, in accordance with retention schedules approved by the Executive Director. Unless other requirements apply, or unless otherwise specified by the Board of Directors, the period of retention of files is seven (7) years.

4 Definition

Record: Correspondence, reports, memoranda, governing documents, contracts, patents, copyrights, employment documents, and other records regardless of form of media.

5 Responsibilities:

The Treasurer with cooperation of the Secretary and Committee Chairs organize and store the Divisions Records.

6 Record Disposition:

<b>RT</b>	- <b>Retained Until Termination, Cancellation or Completion (of contract, project, etc.)</b>
<b>PR</b>	- <b>Permanently Retained</b>
<b>RS</b>	- <b>Retained Until Superseded</b>
<b>LOP</b>	- <b>Retained by Authority Until Record No Longer Serves a Legitimate Operational Propose</b>

**Type of Record**

**Retention Period**

**Authority**

<b>CORPORATE GOVERNANCE RECORDS</b>		
1. Articles of Incorporation, Bylaws, <u>Administrative Manual</u>	RS	Treasurer
2. <u>Administrative Manual</u>	<u>RS</u>	<u>Chair, LRP Committee</u>
<del>2.3.</del> Federal and State Tax Exemption Certificates	PR	Treasurer
<del>3.4.</del> Federal and State Tax Exemption Certificates	PR	Treasurer
<del>4.5.</del> Executive Committee Meeting Agendas and Manuals	PR	Secretary
<del>5.6.</del> Working Papers and Miscellaneous Drafts/Transcripts for the Executive Committee	1 year	Secretary
<del>6.7.</del> Executive Committee Meeting Minutes	PR	Secretary
<del>7.8.</del> CHAS Annual Report Final Copy	5 years	Secretary
<del>8.9.</del> CHAS Annual Report (Secretary/Treasurer Portions)	5 years	Secretary/Treasurer
<del>9.10.</del> CHAS Committee Agendas & Minutes	5 years	Committee Head

**CONTRACTS**

1. CHAS purchases of goods and services	RT + 4 years	Treasurer
2. CHAS sales of products and services	RT + 4 years	Treasurer
3. CHAS Workshop Records	4 years	Treasurer
4. Government Contracts	RT + 6 years	Treasurer
5. Other Contracts	RT + 4 years	Treasurer

<b>INTELLECTUAL PROPERTY</b>		
1. Copyright and Trademark Registrations	PR	Secretary
2. Registered Patents	PR	Secretary
3. Domain Name Registrations	PR	Secretary

<b>MISCELLANEOUS</b>		
1. General Correspondence	2 years or LOP	Originator
2. General Reading/Chronicle Files	2 years or LOP	Originator
3. Diaries/Calendar/Phone Logs/Meeting Notes/Minutes	1 year	Originator
4. Information Only/Memos/Forms not requiring follow-up	1 year	Originator
5. Working files/Project files	RT + LOP	Originator
6. Annual or Statistical Reports	5 years	Originator

<b>PUBLICATIONS</b>		
1. Copies of published journals (at least one archive copy)	PR	Editor, JCHAS
2. Copyright assignment forms	PR	Publisher

<b>FINANCE ADMINISTRATION RECORDS</b>		
1. Audits	No more than three on file	Treasurer
2. Bank Statements/Deposit Slips/Cancelled Checks	5 years	Treasurer
3. Bond Records	PR	Treasurer
4. Budgets (including worksheets and detail)	5 years	Treasurer
5. Fixed Asset/Capital Information	PR	Treasurer
6. Insurance Policies/Certificates of Insurance	RT + 4 years	Treasurer
7. Annual Financial Statements	PR	Treasurer/QUICKBOOKS
9. General Ledgers/Journals	PR	Treasurer/QUICKBOOKS
10. Income Tax Returns (correspondence and workpapers)	7 years	Treasurer
11. All Other (invoices, media, vouchers, account records)	5 years	Treasurer
12. Donor/Pledge/Sponsor Records	5 years	Treasurer
13. Investment Records	7 years	Treasurer
14. Expense Reports, Reimbursement Requests	5 years	Treasurer

<b>LEGAL</b>		
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1. Litigation documents – In the event of litigation, a Defense committee will be established consisting of the elected officers and others as appropriate. All records of this group will be retained by the Treasurer.	RT + 4 years	Treasurer
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**MEMBERSHIP**

1. Monthly eRoster	RS	Membership Chair
2. Monthly JCHAS subscriptions	RS	JCHAS Editor

7 Storage

The respective officers, and committee chairs are responsible for keeping their reports and materials current and secure. Twice a year following each national meeting, officers and chairs should forward any revised material to the Treasurer for filing. The records should be stored electronically both on site and remotely as determined by the Treasurer. The document name shall have a title and include the date.

8 Document Naming

The document shall have a name and date in its title and file name. The following are examples of such file names

- [IRS Form 1040-2007 CHAS 990EZ 2015](#)
- Executive Committee Minutes Fall ~~2008~~2016
- Executive Committee Agenda Fall ~~2008~~2016
- [Administrative Manual May 2008](#)ADMIN 2016 August
- Presentations Fall ~~2008~~2016

ii. Update AI 111 Social Committee to better reflect current practices.

**DIVISION OF CHEMICAL HEALTH AND SAFETY      Administrative Issuance 111**

0 Social Committee

1 Function:

The Social Committee organizes the social activities including dinners, awards banquets, and other gatherings for the division, primarily at ACS national meetings.

2 Date:

Original Issuance:

Revision: 08/93; [8/16](#)

3 Tasks:

TASKS

TIME FRAME

The committee plans a Divisional ~~Luncheon/Dinner at spring ACS meetings and an awards dinner at fall ACS meetings~~ social event at the Fall and Spring meetings. This includes arranging for dining facilities.

At least four months before the national ACS meeting, the committee arranges a luncheon or dinner.

The committee announces the location and time of the ~~luncheon/dinner~~ social event in the Divisional newsletter and the official ACS program. It must coordinate with the national ACS office on publicity and ticket arrangements.

This announcement should appear in the issue of the Divisional newsletter that highlights the Divisional meeting program for that ACS national meeting. Time frames for publicity and ticketing are dictated by the ACS national staff and can be checked with the Program Committee or the Division Chairperson.

The committee also helps in other social affairs such as wine and cheese poster sessions and designated formal gatherings of the Division or its officers.

The social chairperson will be approached for help by other committee chairpersons or the Division Chairperson.

**iii. Update AI 112 Awards Committee to better reflect current practices. This was sent to me in F14, but somehow was overlooked on that round of updates.** 

DIVISION OF CHEMICAL HEALTH AND SAFETY

Administrative Issuance 112

0 Awards Committee

1 Function:

The Awards Committee selects recipients for Division awards, formulates policies for selection of award recipients, and works with social and program committees to arrange presentations and symposia related to the awards.

2 Date:

Original Issuance:

Revision: 08/93; 08/21/16

3 Suggested Tasks and Time Frame

## TASKS

## TIME FRAME

The committee selects recipients for Division awards.

One month before the Spring national ACS meeting, the committee selects recipients and receives assurance the recipient is able to receive the award and attend and present a paper at the annual CHAS Award Symposium at the next Fall National ACS meeting.

The Committee announces the selection to the Executive Committee.

The Committee notifies the recipient they have been selected.

The committee formulates policies for selection of award recipients.

~~Three months before each national ACS meeting, committee selects recipients.~~

When a new award is proposed or an existing award is changed, the committee works with the sponsors or proponents, Executive Committee, especially the CHAS Treasurer, to develop guidelines for selection of recipients and presentation of the Award.

~~Whenever a new award is proposed, the committee works with the sponsors or proponents to develop guidelines for selection of recipients. After selecting a recipient, the Committee notifies the Chair, Social Chair, Program Chair, Treasurer, and JCHAS Editor.~~

Depending upon the nature of the award, a luncheon or dinner presentation or awards symposia may be arranged.

The committee helps in arranging presentations and symposia.

The Committee arranges for CHAS/ACS Plaques, pins or rosettes, and checks to be prepared in time for the Award presentation.

~~After selecting a recipient, the committee notifies the Chair, social Chair and program Chair. Depending upon the nature of the award, a luncheon or dinner presentation or symposia may need to be arranged.~~

- iv. **We discussed switching the advertising and go/no go date tasks from the treasurer the “Educational Program Team”? In fact, it seems as if many of the described duties of this committee are currently done by the treasurer. Should (is) the treasurer a member of the workshop committee. See below from AM under the Workshop Committee in AI 507.**

Workshop committee responsibilities:

1. Solicit, review and approve or disapprove applications to present workshops
2. Schedule sessions in conjunction with presenters and DivCHAS program chair
3. Schedule rooms & AV equipment (in conjunction with presenters and the DivCHAS program chair)
4. Handle promotion/publicity for workshop program
5. Manage the registration and fee collection process. On-line registration through the Division’s website is encouraged.
6. Determine whether workshops will be held based on advance registration.
7. Respond to questions regarding the program from presenters and participants.
8. Maintain a traceable document trail for all questions regarding finances and program quality.
9. Assist the Treasurer of DivCHAS with accounting.

- v. **In AI 506, “Education Program Team”, Section 7 is entitled “Presenter Responsibilities”, but there is no information there. I could not find any presenter responsibilities listed in the Workshop Manual (AI 507) either.**

Question: Is the “Presenter” mentioned in AI 506 the same as the “Organizer” in AI 507?

**From AI 506**

- 7 Presenter Responsibilities (Currently Blank)

Suggest:

- 7 Organizer Responsibilities

See “Organizer Responsibilities” in AI 507

**From AI 507**

Workshop Organizer responsibilities:

1. Develop programs
2. Prepare handouts and other presentation materials
3. Assist in fee accounting
4. Help with workshop promotion
5. Print certificates for attendees

vi. **In AI 507, add “(deceased)” after George Wahl’s name in the footnote.**

The Division recognizes the long history and contribution of Russ Phifer, George Wahl (deceased), and Jim Kaufman by presenting the CHO Workshop. With this recognition, the Division will cover these individual’s expenses with a flat sum of \$300 each. This “grandfather” exception will not apply to any other person or Workshop without the express approval of the Division.

vii. **Clarification of election process for Subcommittees.**

Question: Does this need to be created?

viii. **Clarification on reimbursement for EC service.**

According to AI 203, "Executive Committee Meeting Reimbursement", only elected members and the Program Committee Chair are to be reimbursed. If the CANN chair will now be elected, then I guess that person would qualify. Even if the CANN secretary was elected (they have no treasurer) they are not on the EC.

However, it appears that other "appointed" committee chairs are not necessarily reimbursed unless they fall into the second statement category? Possibly, it was decided at some point before my involvement to reimburse all active committee chairs?

Question: Do we want to reword the following?

**From AI 203**

Generally, one night's room and one day's meals will be made available to elected CHAS Executive Committee members and the Program Committee Chair whose attendance is required at meetings preceding the start of the national ACS meetings and who have no form of financial support for attending these meetings.

Other Executive Committee members may be reimbursed upon a determination of need by the elected CHAS Executive Committee members.



- vii. **Table 1 below is for informational purposes to show which portions of the manual have been updated and maybe look for AIs that should be updated.**

**Table 1 – List of Issuances with Most Recent Revision Date**

	<b>Topic</b>	<b>Most Recent Revision Date</b>
<b>Part 0</b>	<b>General</b>	
AI 01	Bylaws of the Division	05/26/2006
AI 02	Division Organizations	03/13/2016
AI 03	Stationery	07/31/2016
AI 04	Membership Roster	08/2015
AI 05	Mission. and Vision Statements	08/2015
AI 06	Division Brand, Logo and Tag Line	03/11/2008
AI 07	Records Retention	8/21/2016 (proposed)
AI 08	Best Practices for Election Procedures: A Guide for Conducting Elections	08/2015
AI 09	Establishment of Subdivisions	11/01/2015 (created)
AI 10	Articles of Incorporation	03/13/2016 (created)
AI 11	Execution of Contracts	03/13/2016 (created)
<b>Part 1</b>	<b>Committees</b>	
AI 101	Formation and Dissolution of Committees	No date
AI 102	Appointment of Committee Chair	01/01/1983
AI 103	Appointment of Committees	No date
AI 104	Audit Committee	04/93 (in revision)
AI 105	Regulatory and Public Affairs Committee	08/2015
AI 106	Member-at-Large	11/12/2015
AI 107	Publicity Committee	10/2014
AI 108	Program Committee	01/07/2015
AI 109	Membership Committee	08/1993
AI 110	Nominations and Elections (N&E) Committee	11/13/2013
AI 111	Social Committee	08/21/2016 (proposed)
AI 112	Awards Committee	08/21/2016 (proposed)
AI 113	Long-range Planning Committee	02/1998
AI 114	Councilor	05/01/2008
AI 115	Website Committee	No date
AI 116	CHAS Publications Committee	No date (needs development)
AI 117	Regional Meetings Coordinator	01/08/2015
<b>Part 2</b>	<b>Travel</b>	

AI 201	Speaker Travel	03/26/1999
AI 202	-----	-----
AI 203	Executive Committee Meeting Reimbursement	05/01/2008
AI 204	Speaker Registration	No date
AI 205	Individual and Corporate Reimbursements	04/15/2009
<b>Part 3</b>	<b>Budget Preparation (No AIs)</b>	
<b>Part 4</b>	<b>Books and Publications</b>	
AI 401	Publishing Agreement for Editors	03/26/1999
<b>Part 5</b>	<b>National Meetings</b>	
AI 501	CHAS Chair Schedule	08/2001
AI 502	Guest Registration	No date
AI 503	Secretary	11/13/2013
AI 504	Treasurer	08/21/2016 (proposed)
AI 505	CHAS Sponsor's Table	09/07/2003
AI 506	Educational Program Team	01/18/2016
AI 507	Workshops Manual	01/07/2015
<b>Part 6</b>	<b>Placement (No AIs)</b>	
<b>Part 7</b>	<b>Awards</b>	
AI 701	Howard Fawcett Chemical Health and Safety Award	04/2014
AI 702	Service Award	03/26/1999
AI 703	Tillmanns-Skolnick Award	03/27/1999
AI 704	College and University Health and Safety Award	04/2014
AI 705	CHAS Fellow	10/19/2012
<b>Part 8</b>	<b>Memoranda, Correspondence and Miscellany</b>	
AI 801	Chair Annual Letter for C&E News	08/20/2000
AI 802	Thank You Letter for Collegiate Award Support	No date
AI 803	Model Intellectual Property Agreements/Copyright Transfer Agreements	05/2008