

**Division of Chemical Health & Safety**  
**Executive Committee ACS Fall 2018 Meeting**

Monday, August 20, 10 AM to Noon  
Seaport Hotel, Boston, MA

- 1. Approval of meeting minutes (June and July Teleconferences)**  
([attachments 1 & 2](#))
- 2. Reports of Officers**
  - a. Chair (Pickel) ([attachment 3](#))
  - b. Chair Elect (Sigmann) ([attachment 4](#))  
Reappointment of chairs to Standing committees > term
  - c. Secretary (Wilhelm)
  - d. Treasurer (Langerman) ([attachment 5](#))
  - e. Members-At-Large (Sweet, Kuespert)
  - f. Councilors (Wood-Black, Decker, Chance, Walters)
- 3. Report of the Cannabis Subdivision (Pham)** ([attachment 6](#))
- 4. Report of the Division Programming Committee (Decker)**  
([attachment 7](#))
- 5. Reports of the Standing Committees**
  - a. Nominations (Elston)
  - b. Membership (Stuart) ([attachment 8](#))
  - c. Long Range Planning (Sigmann) ([attachment 9](#))
    - i. Vote on proposed changes to Administrative Guide
  - d. Awards (Walters)
  - e. CHAS Publications (Elston) ([attachment 10](#))
- 6. Reports of Other Committees**
  - a. Sponsorships (Incarvito) ([attachment 11](#))
  - b. Regional Meetings (Lassiter)
  - c. Regulatory and Public Affairs (Serrano) ([attachment 12](#))
  - d. Social (Izzo)
  - e. Training and Workshops (Phifer) ([attachment 13](#))
- 7. Liaison Reports**
  - a. Corporate Associates (Langerman) ([attachment 15](#))
- 8. Special Discussion Item: Updating of Bylaws**
  - a. Vote on proposal to submit questionnaire (option 2) to C&B for purposes of updating bylaws ([attachment 16](#))
- 9. New Business**
  - a. Division nomination for ACS Committee on Science
- 10. Reminders and Adjournment**

# DCHAS Executive Committee Conference Call Minutes

## Action Items

- Advertise workshops
- Send Robin social ideas
- Publish to JCHAS
- Symposia Ideas for 2019

## Upcoming Calls

Every third Thursday  
at 8:30am Pacific/11:30 Eastern  
Next call: July 19, 2018

## Meeting Details

- Date and Time: June 21, 2018 at 11:31am ET, adjourned at 12:32
- Call in number: 866-740-1260, Passcode: 7547964
- Attendees: Larry Domini, Harry Elston, Ken Fivizzani, Marta Gmurczyk, Robin Izzo, Mary Beth Koza, Neal Langerman, John Palmer, Andrew Pham, Joe Pickel, Kali Serrano, Sammye Sigmann, Ralph Stuart, Doug Walters, Monique Wilhelm

## Discussion

- **Welcome and Attendance (Pickel)**
- **Secretary (Wilhelm)**
  - “CHAS Minutes 20180517” updated and approved
  - Report on Election results
    - The ballot was open May 22, 2018 - June 5, 2018.
    - It was sent to 1050 members with 198 responding.
    - 2019 Chair-Elect, 2020 Chair, 2021 Past Chair Robin Izzo
      - 195 votes, 98.48% Write In: 3 votes, 1.52%
    - 2019-2021 Treasurer Mary Beth Koza
      - 195 votes, 98.48% Write In: 3 votes, 1.52%
    - 2019-2021 Member At Large Dan Kuespert
    - 193 votes, 97.47% Write In: 4 votes, 1 abstain, 2.53%  
write in names will be contacted to see if they want more involvement and if they want to be included on next year’s ballot
  - Agenda book items requested by August 3rd
- **JCHAS Transition Editor's update (Elston)**
  - Please do not share transition info outside of the committee
  - Spoke with ACS Pubs
    - Wiley (not interested because too small), DeGruyter has not responded
  - ACS Pubs – proposal to offer to continue discussion
    - In their proposal: They get all control of the publication, their own editorial board, no longer tied to membership (purchase subscription)
    - Will need to discuss the heavy research language
    - Will push that contractual rights return to us if ACS Pubs decides to discontinue the journal
    - Next Step – talk to ACS Pubs to let them know we want to continue negotiations – EC agrees that negotiations should continue
    - Expect a contract to discuss in Boston

- **Membership Report (Stuart)**
  - Update on Innovative Project Grants (Attachment)
    - Translated into multi languages
    - Add subtitles
      - \$200 will ask from CCS
    - Need support letters from Joe and others
  - Grad student outreach proposal
    - Grad Stud Lab Safety Network is next step from Kali's workshop
    - Princeton Listserv will likely support
- **Government Relations Report (Serrano)**
  - Kali is taking over for Ellen
- **Programming (Pickel)**
  - Scheduling at National meetings; Strategy for Boston EC Meeting
    - Discussion on how to curtail EC meetings
    - Better coordination with CCS will help many members that are on both
    - Keep separate meetings but at same location
    - This may be inconsistent with bylaws during Fall meetings
    - Concern aised that we will not have enough time if we do this.
    - Will have short allotted times for each report. Please only big highlight items and items with motions discuss as details are in the Agenda Book. This will allow time for some committee breakout meetings, if needed.
  - Planning for 2019 Symposia- **Call for symposia due July**
- **CANN Subdivision Report (Pham)**
  - 217 members, 10 new, 5 drop
  - New campaign to address dropping with push in Boston, will target students
  - Strong donation \$3000
  - Safety workshop for CANN labs, can CHAS co-promote
  - Added to CHAS website landing page on the membership form
  - New website in design, should be up in August
  - Good progress on admin manual
  - Forming a CANN safety committee
- **New Business**
  - Federal Gov't System for Award Management
    - CHAS has maintained a spot on this registry
    - Is there a need to continue with this? We don't get gov grants, do we anticipate applying for these funds in the near future? It would take 90-120 days to re-apply. Neal and Mary Beth will decide on whether to continue
  - Admin manual & bylaws needs to update each year
    - Review bylaws before next meetings
- Attendance Confirmed

Respectfully submitted,  
Monique Wilhelm

## JCHAS Editor's Report – June 2018 EC Conference Call

At the March Executive Committee (EC) Meeting in New Orleans, I notified the EC that the JCHAS Transition Team reached out to Wiley and ACS Publications. We also reached out to Degruyter Publications (Germany) shortly after the March meeting. Wiley expressed they are not interested in publishing JCHAS in the future.

Degruyter is still in the process of evaluating the information we sent to them.

ACS has made a proposal to continue discussions. Here is the executive summary of the proposal:

On behalf of ACS Publications, we are pleased to submit our proposal to publish the *Journal of Chemical Health and Safety*.

ACS Publications proposes to acquire the *Journal of Chemical Health and Safety* from the Division of Chemical Health and Safety (DCHAS) and relaunch the Journal as a key component of a larger strategy built around providing resources to advance a safe working environment for global researchers. By leveraging the established reputations of DCHAS and ACS in the realm of chemical health and safety, in addition to the global reach of ACS Publications, this new suite of services will rapidly become a go-to resource for researchers.

The proposal for the Division of Chemical Health and Safety may be summarized as follows:

- ACS Publications acquires all rights to the Journal, for a one-time payment (amount to be defined)
- ACS Publications, in consultation with DCHAS, relaunches the Journal and refines its aims and scope, with the goal of broadening the appeal of the publication to relevant researchers and practicing specialists
- ACS Publications exclusively manages the Journal under the guidance and direction of ACS Governance (primarily the Governing Board for Publishing and the Joint Board-Council Committee on Publications)
- The Journal joins the ACS portfolio, benefiting from the breadth of systems, resources and oversight associated with these titles
- Access to the Journal is provided to DCHAS members through a mutually beneficial means (e.g. currently ACS members receive 50 free downloads annually, which may be applied to access Journal content; or as part of the All Publications subscription package, the Journal would be available to over 3,000 subscribing institutions; other options can be discussed with DCHAS)

ACS Publications envisages collaborating with DCHAS to take the Journal forward. The Journal will be a key component of a larger strategy to provide more health and safety resources to chemists. The expanded offerings could include training resources, a reference guide, an e-book library, and a searchable database, etc.

Simply put, ACS will acquire the property rights to the Journal (for a lump sum of cash to the division) and the division will be out of the publishing business. They will seek DCHAS expertise (like they do for other publications, i.e. seek out ORG members for Organic Chemistry, etc.) but we will not have control of editorial content. JCHAS will be treated as any other publication in the ACS lineup and membership <-> forced subscription will no longer be an issue. This summary is almost exactly what we expected from our meeting with ACS Pubs in March.

The Transition Team strongly recommends moving forward with ACS Publications.

# DCHAS Executive Committee Conference Call Minutes

## Action Items

- Advertise workshops
- Send Chris possible sponsors

## Upcoming Calls

Every third Thursday  
at 8:30am Pacific/11:30 Eastern  
Next call: NO AUGUST CALL due to Boston mtg

## Meeting Details

- Date and Time: July 19, 2018 at 11:31am ET, adjourned at 12:13
- Call in number: 866-740-1260, Passcode: 7547964
- Attendees: Debbie Decker, Larry Doemeny, Harry Elston, Ken Fivizzani, Barbara Foster, Marta Gmurczyk, Bob Hill, Chris Incarvito, Robin Izzo, Mary Beth Koza, Dan Kuespert, Neal Langerman, Kali ~~Miller~~ Serrano, John Palmer, Andrew Pham, Russ Phifer, Joe Pickel, Diane Schmidt, Sammye Sigmann, Ralph Stuart, Ellen Sweet, Doug Walters, Monique Wilhelm, Frankie Wood-Black

## Discussion

- **Welcome and Attendance (Joe)**
- **Secretary Report (Monique)**
  - June and July minutes to be approved at Boston meeting
- **Journal Update (Elston/Langerman)**
  - ACS Publications WILL take over the Journal, no chance of them not wanting this
    - Division will be utilized for editorial board function under ACS
  - Number of issues for next year is unknown at this time
    - Current dues structure will cover 6 issues for next year
  - Next step is to formally file to end contract with Elsevier. The letter that Elsevier was supposed to come in May has not been received. ACS Pubs is very interested but can't move forward until this has been filed. Harry has a letter to end the contract that will go out to Elsevier this week.
- **Planning for Boston**
  - Workshop Update (Langerman)
    - Registrations for Boston = all workshops will go
    - Safety=13, CHO=17, Waste=12, Reactive=6, CANN=4, Grad=23 (max 35)
      - 15-12 of grad students are from Northeastern
    - All registrants have been invoiced
  - Location Information, Booth Info (Decker/Pickel)
    - Sunday Presidential Session: Room 103 of Convention Center
    - Monday CCS meeting (7a-10a) and CHAS Business Meeting (10a-1p): Seaport Ballroom B at the Seaport Boston Hotel
    - Monday-Wednesday Technical Sessions: Seaport Ballroom A at the Seaport Boston Hotel.
  - CHAS at a Glance needs to be printed by Aug 9<sup>th</sup> (Decker)
    - Mobile friendly online single column format discussed-no cost

- Cost for print is typically just under \$200
  - Social Update (Izzo)
    - 6:30-8pm Monday at Sheraton Boston hotel in Seaport Ballroom B
      - Robin will print invitations to put out
      - Co-sponsored with Industrial group
      - Would like to send invites to those who self-identify as in the Health & Safety profession during registration
  - Deadline for officer and committee reports at EC meeting is Aug 3<sup>rd</sup> (Wilhelm)
- **Future Meetings (Decker)**
  - Orlando Call for Papers and deadlines
    - Call for symposia to be printed in C&EN has passed
    - MAPS opens for paper submission Aug 20<sup>th</sup> and closes Oct 29<sup>th</sup>
    - Proposal- The Moth: Short Stories About Lab Safety Incidents
- **CANN (Pham/Walters)**
  - Membership is up to 220
  - Boston Programming Check-in - request status of final schedule for the meeting to disseminate
    - check technical programming on ACS.org then CHAS at a Glance once Debbie completes it
  - Multiple Orlando symposia submitted
  - CANN senior advisory committee will be meeting to review CANN Admin manual
  - Safety Committee has been established
- **New Business (Pickel)**
  - Nominations for Committee on Science requested
    - Send Joe an email if you are interested
  - Boston will be Doug's last meeting as Awards Chair, Kimi Brown will take this role
  - Chris is making progress on finding a sponsor for the ACS award
  - Send Sammie updates for admin manual
  - Required Updates to Bylaws
    - Membership vote will be required
    - Update Journal Editor position
    - Special attention to student members and affiliates sections
- **Closing (Pickel)**
  - Reminder of NO Teleconference in August 2018
  - Reminder that EC meeting will be **MONDAY at 10am!**
  - Confirm Attendance and Adjourn
- **Attendance Confirmed**

Respectfully submitted,  
Monique Wilhelm

## Chair's Welcome

Welcome to the 2018 Fall Meeting, held this year in Boston, MA. This meeting promises to be jammed pack, hopefully with a little bit of something for everyone! Five full day workshops will have been run on the Friday and Saturday prior to the meeting, and in a change from the normal order of events- we will get started on Sunday morning this year with a symposium hosted by ACS President Peter Dorchout highlighting the Society's renewed focus on safety. On Sunday afternoon Peter will be providing the welcome at the Graduate Student Safety workshop on Sunday afternoon, and thanks to collaborations with the ACS Officer of Safety- the CHAS/CCS booth will appear in ACS Central in the heart of the exposition. To fit everything in, our business meeting has been moved to Monday morning immediately following the CCS meeting, followed by the annual awards and evening social (and if you're still standing... join me at SciMix from 8-10pm!). We'll still have two more days of programming with Safety through Storytelling and Cannabis Nanotechnology. An exciting meeting by any measure!

During the meeting we'll have an opportunity to congratulate many of our own for their achievements. CHAS members Kim Jeskie and Betty Ann Howson and friends of CHAS Susan Butts, Joe Sabol and Bill Carroll will be inducted into this year's class of 51 ACS Fellows. On Monday after noon, we will recognize our class of 2018 CHAS Fellows Brandon Chance, Bill Galdenzi, Robin Izzo, Sheila Kennedy, and Mark Lassiter at our awards session. Lastly, we congratulate our newly elected officers who will start their terms in 2019: Chair-Elect Robin Izzo, Treasurer Mary Beth Koza, and Member-at-Large Daniel Kuespert.

I want to take this opportunity to thank all the volunteers of CHAS for your efforts in this past year- it's amazing what can be accomplished when we work together. 2018 is not done yet, but already we have made great progress in developing a sustainable model for our sponsorship activities and working with ACS to fund a national safety award; finding a new home for the Journal that has the potential to expand the audience and improve the ability to recruit members; engaging members from all sectors of the society on topics of safety; and establish new and expanded collaborations with the new ACS office of Safety and likeminded organizations. On the eve of our 40<sup>th</sup> anniversary- the division is well positioned for success in its next 40 years!

Thank you all for your hard work- let's keep going!

Joe Pickel

## Chair Elect Report for Fall National Meeting – Boston

Table 1 provides a snapshot of CHAS leadership for 2019.

Committee Chairs and others listed in **green** have either confirmed their interest in remaining in the position shown for 2019. Committee members shown in black are in the committee based on position. Committee Chairs listed in **blue** are new and being recommended to assume the committee tasks in 2019. Those positions in **red** are vacant or I have not received a response.

The members of the Interim Committee and the Executive Committee are provided so members know they are on those committees.

The full Editorial Board and renewal of the Editor was not included in this update pending the fate of the Journal.

**RECOMMENDATION 1: Renew committee chairs AND Liaisons in green.**

**RECOMMENDATION 2: Appoint committee chairs in blue.**

**RECOMMENDATION 2: Remove Committee on International Affairs Liaison and continue to try to contact Dennis.**

**INFORMATIONAL ITEM:** EC must approve two (2) Interim Committee members per Bylaw V, Section 4, (b) 1.

(1) Composition: The Chair, Chair-Elect, Secretary, and **two other officers named by the Chair with concurrence of the Executive Committee.**

Bylaw IV, Section 1:

**The officers** of the Division shall consist of the Chair, Chair-Elect, Secretary, Treasurer, two Members-at-Large, Councilors and Alternate Councilors.

At January 2019 conference call I will recommend 2 officers.

Eligible Persons: Debbie Decker, Frankie Wood-Black, Mary Beth Koza, Ellen Sweet, Dan Kuespert, Brandon Chance.

**ACTION ITEM 1:** EC vote to continue our “Other” committees (Audit, Regulatory & Public Affairs, Social, Regional Meetings, Development, Educational Program) per Bylaw V, Section 3, (a).

(a) The lifetime of an Other Committee shall not exceed ten years, subject to renewal, and stated as part of the charge to the Other Committee at the time it is established or renewed.

**ACTION ITEM 2:** Vote to renew Debbie Decker as Program Chair per Bylaw V, Section 4, (c)

Terms of service on the Program Committee shall be for at least three years but not more than five years; **no person shall serve more than two consecutive terms as Chair of this committee, except by vote of the Executive Committee.**

**ACTION ITEM 3:** Standing Committee Chairs serve five years. **Membership (2018), and Social (2019), Nominations & Elections (2019) Chairs are new.** Vote to renew Sammye Sigmann as LRP Chair and Harry Elston as CHAS Publications Chair per Bylaw V, Section 4, (d)

Members and Chairs of Standing Committee(s) serve at the pleasure of the Chair of the Division; service on a Standing Committee(s) may be renewed if desired by successive Division Chairs but **consecutive service shall not exceed five years, except by vote of the Executive Committee.**

**ACTION ITEM 4:**Vote to fill (or not) Vacant Alternate Councilor per Bylaw IV, Section 5.

Section 5. Except as provided elsewhere in this bylaw for vacancies in the office of Chair and as provided below for the offices of Councilor and Chair-Elect, **vacancies in any office occurring before the end of a term of office shall be filled by Executive Committee action.**

<b>Table 1: CHAS WHO's Who: 2019</b>				
<b>ROLE</b>	<b>Last</b>	<b>First</b>	<b>Affiliation</b>	<b>Email</b>
<b>Elected Positions (Term Ending)</b>				
Chair (2019)	Sigmann	Sammye	Appalachian State University	<a href="mailto:sigmannsb@APPSTATE.EDU">sigmannsb@APPSTATE.EDU</a>
Chair-Elect (2019)	Izzo	Robin	Princeton	<a href="mailto:rmizzo@PRINCETON.EDU">rmizzo@PRINCETON.EDU</a>
Immediate Past-Chair (2019)	Pickel	Joe	Oak Ridge National Laboratory	<a href="mailto:pickeljm@ornl.gov">pickeljm@ornl.gov</a>
Secretary (2020)	Wilhelm	Monique	Univ. Michigan at Flint	<a href="mailto:mwilhelm@UMFLINT.EDU">mwilhelm@UMFLINT.EDU</a>
Treasurer (2021)	Koza	Mary Beth	UNC Chapel Hill	<a href="mailto:mbkoza2@GMAIL.COM">mbkoza2@GMAIL.COM</a>
Councilor (2019)	Decker	Debbie	Univ. of California, Davis	<a href="mailto:dmdecker@UCDAVIS.EDU">dmdecker@UCDAVIS.EDU</a>
Councilor (2020)	Wood-Black	Frankie	Sophic Pursuits	<a href="mailto:fwoodblack90@gmail.com">fwoodblack90@gmail.com</a>
Alt. Councilor (2020)	Chance	Brandon	Southern Methodist University	<a href="mailto:bchance@mail.smu.edu">bchance@mail.smu.edu</a>
<b>Alt. Councilor (2019)</b>	<b>Replacement Needed</b>			
Member At Large (2020)	Sweet	Ellen	Cornell	<a href="mailto:ems325@cornell.edu">ems325@cornell.edu</a>

Member at Large (2021)	Kuespert	Dan	Johns Hopkins University	<a href="mailto:dankuespert@me.com">dankuespert@me.com</a>
CANN (2019)	Pham	Andrew	BelCosta Labs	<a href="mailto:acscannabiscchemistry@GMAIL.COM">acscannabiscchemistry@GMAIL.COM</a>
<b>Committee Chairs (Administrative Issuance)</b>				
Audit (AI 104)	Koza	Mary Beth	UNC Chapel Hill	<a href="mailto:mbkoza2@GMAIL.COM">mbkoza2@GMAIL.COM</a>
Regulatory & Public Affairs (AI 105)	Serrano	Kali	Univ. of Illinois Urbana-Champaign	<a href="mailto:mille138@illinois.edu">mille138@illinois.edu</a>
Program (AI 108) [Permanent]	Decker	Debbie	Univ. of California, Davis	<a href="mailto:dmdecker@UCDAVIS.EDU">dmdecker@UCDAVIS.EDU</a>
Membership (Web & Email) (AI 109) [Standing]	Stuart	Ralph	Keene State University	<a href="mailto:secretary@DCHAS.ORG">secretary@DCHAS.ORG</a>
Nominations & Elections (AI 110) [Standing]	Pickel	Joe	Oak Ridge National Laboratory	<a href="mailto:pickeljm@ornl.gov">pickeljm@ornl.gov</a>
Social (AI 111)	Avadhanula	Adi	Safety Stratus	<a href="mailto:adi@safetystratus.com">adi@safetystratus.com</a>
Awards (AI 112) [Standing]	Brown	Kimi	University of Pennsylvania	<a href="mailto:kimibush@ehrs.upenn.edu">kimibush@ehrs.upenn.edu</a>
Long Range Planning (AI 113) [Standing]	Sigmann	Sammye	Appalachian State University	<a href="mailto:sigmannsb@APPSTATE.EDU">sigmannsb@APPSTATE.EDU</a>
Regional Meetings (AI 117)	Lassiter	Mark	Montreat College	<a href="mailto:mlassiter@montreat.edu">mlassiter@montreat.edu</a>
Development (AI 119)	Incarvito	Chris	Yale University	<a href="mailto:chris.incarvito@yale.edu">chris.incarvito@yale.edu</a>
Educational Program (AI 506)	Phifer	Russ	Consulting	<a href="mailto:rphifer@WCENVIRONMENTAL.COM">rphifer@WCENVIRONMENTAL.COM</a>
CHAS Publications (as Editor) [Standing]	Elston	Harry	Midwest Chemical	<a href="mailto:helston@FGI.NET">helston@FGI.NET</a>
<b>Liaisons</b>				
CCS Liaison	Fivizzani	Ken		<a href="mailto:kfivizzani@WOWWAY.COM">kfivizzani@WOWWAY.COM</a>
American Institute of Chemical Engineers	Hendershot	Dennis		<a href="mailto:d.c.hendershot@att.net">d.c.hendershot@att.net</a>
American Industrial Hygiene Association	Galdenzi	Bill	Boehringer Ingelheim Pharmaceuticals, Inc.	<a href="mailto:bill.galdenzi@boehringer-ingelheim.com">bill.galdenzi@boehringer-ingelheim.com</a>
Division of Chemistry and the Law (CHAL)	Langerman	Neal	Advanced Chemical Safety	<a href="mailto:neal@CHEMICAL-SAFETY.COM">neal@CHEMICAL-SAFETY.COM</a>

National Registry of Certified Chemists (NRCC)	Phifer	Russ	Consulting	<a href="mailto:rphifer@WCENVIRONMENTAL.COM">rphifer@WCENVIRON MENTAL.COM</a>
Committee on International Affairs (IAC)	Vacant			
Division of Chemical Education (CHED)	Finster	David	Wittenberg University	<a href="mailto:dfinster@wittenberg.edu">dfinster@wittenberg.edu</a>
<b>Committee Members</b>				
<b>Interim Committee</b>				
Sigmann, Sammye	As Chair and LRP Chair			
Izzo, Robin	As Chair Elect			
Wilhelm, Monique	As Secretary			
	As Officer 1			
	As Officer 2			
<b>Executive Committee (Voting Members)</b>				
Sigmann, Sammye	As Chair and LRP Chair			
Izzo, Robin	As Chair Elect			
Pickel, Joe	As Immediate Past Chair and Nominations & Elections Chair			
Koza, Mary Beth	As Treasurer and Audit Chair			
Wilhelm, Monique	As Secretary			
Decker, Debbie	As Councilor			
Wood-Black, Frankie	As Councilor			
Chance, Brandon	As Alt. Councilor			
Vacant	As Alt. Councilor			
Kuespert, Dan	As Member at Large			
Sweet, Ellen	As Member at Large			
Decker, Decker	As Program Chair			
Stuart, Ralph	As Membership Chair			
Brown, Kimi	As Awards Chair			
Elston, Harry	As Publications Chair			
Serrano, Kali	As Regulatory & Public Affairs Chair			
Avadhanula, Adi	As Social Chair			
Lassiter, Mark	As Regional Meetings Chair			
Phifer, Russ	As Educational Programs			
Incarvito, Chris	As Development Chair			
Pham, Andrew	As Chair of Subdivision (Ex-officio)			
<b>Membership Committee</b>				
Chance, Brandon				
Izzo, Robin				
Pickel, Joe				
Serrano, Kali				

Sturdivant, James	Princeton University	<a href="mailto:js74@princeton.edu">js74@princeton.edu</a>
<b>Program Committee</b>		
Pickel, Joe (anticipated successor)		
<b>Long Range Planning</b>		
Doemeny, Larry	NIOSH (Ret)	<a href="mailto:ldoemeny@COX.NET">ldoemeny@COX.NET</a>
<b>Awards</b>		
Hill, Bob (National Award)	Battelle (ret)	<a href="mailto:roberth_hill@mindspring.com">roberth_hill@mindspring.com</a>
Doug Walters (Advisor to CANN Awards Program)		<a href="mailto:waltersdb@earthlink.net">waltersdb@earthlink.net</a>
<b>Social</b>		
Izzo, Robin		
<b>CHAS Publications</b>		
Wawzyniecki, Stefan	UCONN (Ret)	<a href="mailto:stefan.w@UCONN.EDU">stefan.w@UCONN.EDU</a>

# TREASURER'S REPORT

Boston, MA 2018

Neal Langerman

Mary Beth Koza

Data as of 27 July 2018

# Treasurer's comments

- Reimbursement requests due:
  - **15 September 2018**
  - Send reimbursement requests to
    - Mary Beth Koza ([mbkoza2@gmail.com](mailto:mbkoza2@gmail.com))
    - Note address changes in transmittal email & on form
  - All receipts in single PDF; XL file as Excel
  - Name files: Yourlastname\_Boston\_2018
- Financial condition of CHAS: **Improving**

# BALANCE SHEET SUMMARY

		As of ...	7 Feb 2018	23 July 2018
<b>ASSETS</b>				
	<b>Current Assets</b>			
		<b>Checking/Savings</b>	\$ 42, 920	58,988
	<b>Investments</b>			
	<b>TIAA-CREF inception value as of 1/6/2015</b>			
		<b>\$89,514</b>	\$ 104, 081	\$105,606
	<b>Reserve Goal: 1.5 x Operating Budget</b>	<b>\$189,750</b>		
<b>TOTAL ASSETS</b>				
<b>LIABILITIES &amp; EQUITY</b>	<b>Liabilities</b>		\$0	\$0
	<b>Equity</b>		\$147,001	\$164,594
<b>TOTAL LIABILITIES &amp; EQUITY</b>			\$147,001	\$164,594

# BUDGET SUMMARY

## Calendar Year, 2018

	Budget, \$	Actual, \$ To date
Income	\$126,500	\$78,694
Expenses	\$126,500	\$66,363
Operating Gain/Loss	\$0	12,331

# FINANCIAL DETAILS

- Documentation Attached
  - Balance Sheet
  - Profit & Loss Statement
  - Graphical Representations
  - CANN P&L all and current year
  - CANN Transaction Statement

# Division of Chemical Health & Safety

## BALANCE SHEET

As of July 26, 2018

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Bank Fee	317.32
CH1A CHECKING	59,196.66
<b>Total Bank Accounts</b>	<b>\$59,513.98</b>
Other Current Assets	
1499 Undeposited Funds	425.00
<b>Total Other Current Assets</b>	<b>\$425.00</b>
<b>Total Current Assets</b>	<b>\$59,938.98</b>
Other Assets	
C INVESTMENTS & OTHER ASSETS	-5,225.89
C1 INVESTMENTS/ASSETS - UNRESTR.	
C1D2 AMERIPRISE MUTUAL	-8,199.14
C1D2-1 FMV Adjustment, Ameriprise	8,226.70
C1D2-2 Ameriprise Setrtlement Fund	-27.56
<b>Total C1D2 AMERIPRISE MUTUAL</b>	<b>0.00</b>
<b>Total C1 INVESTMENTS/ASSETS - UNRESTR.</b>	<b>0.00</b>
C4 TIAA-CREF	105,606.00
<b>Total C INVESTMENTS &amp; OTHER ASSETS</b>	<b>100,380.11</b>
<b>Total Other Assets</b>	<b>\$100,380.11</b>
<b>TOTAL ASSETS</b>	<b>\$160,319.09</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Credit Cards	
CHAS DEBIT CARD	0.00
<b>Total Credit Cards</b>	<b>\$0.00</b>
<b>Total Current Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$0.00</b>
Equity	
1110 Retained Earnings	147,036.53
Net Income	13,282.56
<b>Total Equity</b>	<b>\$160,319.09</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$160,319.09</b>

# Division of Chemical Health & Safety

## PROFIT AND LOSS

January 1 - July 26, 2018

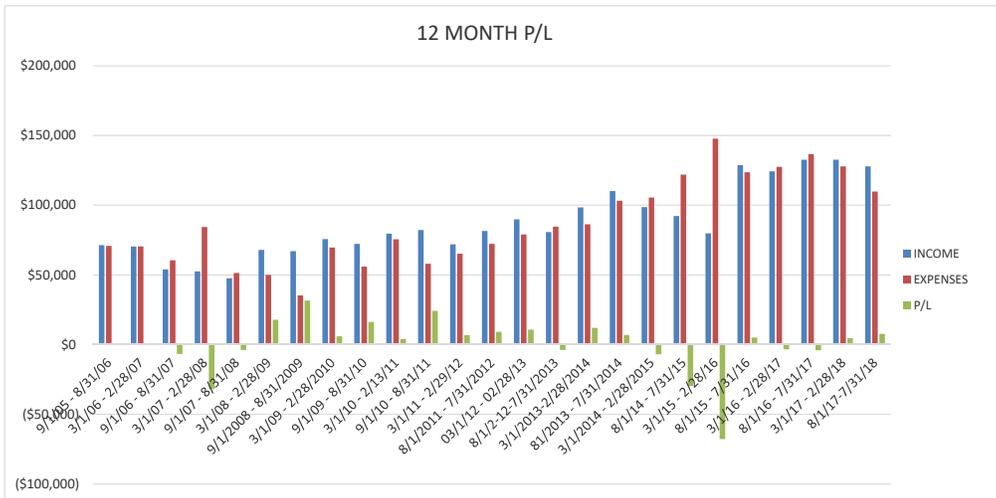
	TOTAL
Income	
A1 CONTRIBUTIONS	
A1F DONATIONS	1,550.00
A1F2 DONATION CANN SUBDIVISION	5,300.00
A1F2A Heidolph North America	7,500.00
A1F2B Perkin-Elmer CANN Donation	10,195.20
<b>Total A1F2 DONATION CANN SUBDIVISION</b>	<b>22,995.20</b>
A1F3 AMAZON Smile	17.45
<b>Total A1F DONATIONS</b>	<b>24,562.65</b>
A1G OTHER CONTRIBUTIONS	1,000.00
<b>Total A1 CONTRIBUTIONS</b>	<b>25,562.65</b>
A4 CONF/WORKSHOPS/MEETINGS	
A4A WORKSHOPS	-1,175.00
A4A1 CHO WORKSHOP	7,225.00
A4A2 LAB SAFETY WORKSHOP	3,400.00
A4A3 HAZWASTE WORKSHOP	5,100.00
A4A5 REACTIVES WORKSHOP	1,700.00
A4A7 CANNABIS WORKSHOP	425.00
<b>Total A4A WORKSHOPS</b>	<b>16,675.00</b>
<b>Total A4 CONF/WORKSHOPS/MEETINGS</b>	<b>16,675.00</b>
A5 DUES & ASSESSMENTS	
A5A ACS DUES - JAN - JUNE	25,250.00
A5D ANNUAL ALLOCATION FROM ACS	11,381.36
<b>Total A5 DUES &amp; ASSESSMENTS</b>	<b>36,631.36</b>
A8 OTHER	
A8B MISCELLANEOUS	
A8B2 Exhibit Hall Fee	1,400.00
<b>Total A8B MISCELLANEOUS</b>	<b>1,400.00</b>
<b>Total A8 OTHER</b>	<b>1,400.00</b>
Services	-550.00
<b>Total Income</b>	<b>\$79,719.01</b>
<b>GROSS PROFIT</b>	<b>\$79,719.01</b>
Expenses	
B1 CONTRIBUTIONS EXP.	
B1A MEETING GRANTS/AWARDS	
B1A4 OTHER AWARDS	98.89
B1A5 AWARDS COMMITTEE EXPENSES	676.14
<b>Total B1A MEETING GRANTS/AWARDS</b>	<b>775.03</b>
B1B INNOVATIVE FUNDING EXPENSE	
B1B10 2017 Video Development	7,500.00
<b>Total B1B INNOVATIVE FUNDING EXPENSE</b>	<b>7,500.00</b>
<b>Total B1 CONTRIBUTIONS EXP.</b>	<b>8,275.03</b>

	TOTAL
<b>B2 NATIONAL MEETING EXPENSES</b>	
B2A3 Other Miscellaneous Service Cost	1,900.00
B2B GUEST REGISTRATION	130.00
B2E PLANNING EXPENSES	
B2E1 EXEC. COMM. MEETING	
B2E1a A/V Expenses	812.94
B2E1b REFRESHMENTS	2,913.30
<b>Total B2E1 EXEC. COMM. MEETING</b>	<b>3,726.24</b>
B2E2 STRATEGIC PLANNING	120.00
<b>Total B2E PLANNING EXPENSES</b>	<b>3,846.24</b>
B2G A/V EQUIPMENT FEES	836.10
<b>Total B2 NATIONAL MEETING EXPENSES</b>	<b>6,712.34</b>
<b>B5 PUBLICATION EXPENSES</b>	
B5F OTHER	
B5F1 JCHAS Expenses	
B5F1a JCHAS (Subs paid Elsevier)	16,728.00
<b>Total B5F1 JCHAS Expenses</b>	<b>16,728.00</b>
<b>Total B5F OTHER</b>	<b>16,728.00</b>
<b>Total B5 PUBLICATION EXPENSES</b>	<b>16,728.00</b>
<b>B6 CONF/WORKSHOPS/MEETINGS EXP</b>	
B6B OTHER	
B6B2 CHO WORKSHOP	300.00
B6B2c CHO MANUALS, etc.	240.00
B6B2d CHO Profit Sharing	505.50
<b>Total B6B2 CHO WORKSHOP</b>	<b>1,045.50</b>
B6B3 HAZARDOUS WASTE WORKSHOP EXP	
B6B3a HAZWASTE INSTRUCTOR FEE	300.00
B6B3c HAZWASTE MANUALS, etc	210.00
B6B3d LAB WASTE Profit Sharing	471.30
<b>Total B6B3 HAZARDOUS WASTE WORKSHOP EXP</b>	<b>981.30</b>
<b>Total B6B OTHER</b>	<b>2,026.80</b>
B6D WORKSHOP A/V	683.24
B6E Workshop, Coffee	3,816.16
<b>Total B6 CONF/WORKSHOPS/MEETINGS EXP</b>	<b>6,526.20</b>
<b>B7 ADMINISTRATIVE</b>	
B7A OFFICER EXP. (9A)	3,733.25
B7B COMMITTEE EXP	1,742.72
B7C COUNCILOR EXP	4,149.04
B7F DLC/P2C2 CONF EXP	579.50
B7F1 DLC ATTENDEE EXP	425.00
<b>Total B7F DLC/P2C2 CONF EXP</b>	<b>1,004.50</b>
<b>Total B7 ADMINISTRATIVE</b>	<b>10,629.51</b>
<b>B8 OTHER EXP (9G)</b>	
B8A CREDIT CARD PROCESSING FEE	683.70
B8D EXHIBIT HALL PRESENCE	1,190.02
<b>Total B8 OTHER EXP (9G)</b>	<b>1,873.72</b>
<b>B9 CANNABIS SUBDIV EXP</b>	<b>1,019.00</b>
B9A1 Advertising/Promotional	3,389.75

	TOTAL
B9A2 Heidolph North America scholarship	7,788.42
B9A3 Perkin-Elmer CANN expenses	3,040.00
B9A5 CANN ADMIN & POSTAGE	454.48
<b>Total B9 CANNABIS SUBDIV EXP</b>	<b>15,691.65</b>
<b>Total Expenses</b>	<b>\$66,436.45</b>
NET OPERATING INCOME	<b>\$13,282.56</b>
NET INCOME	<b>\$13,282.56</b>

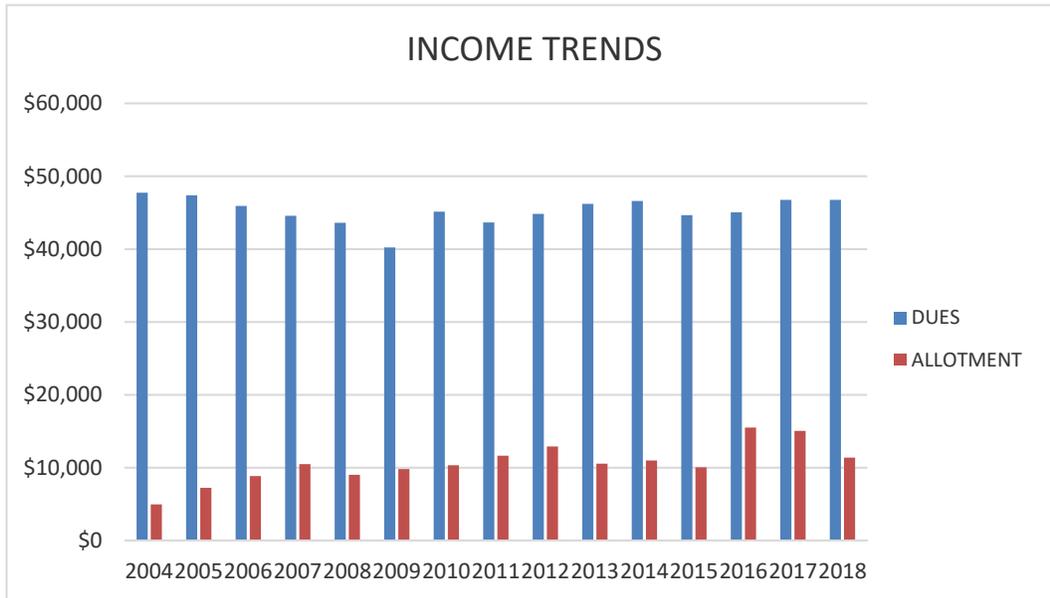
CHAS Financial Metrics - 7/27/2018

	OVERALL		
	INCOME	EXPENSE	P/L
9/1/05 - 8/31/06	\$71,348	\$70,872	\$476
3/1/06 - 2/28/07	\$70,356	\$70,450	(\$94)
9/1/06 - 8/31/07	\$53,881	\$60,500	(\$6,619)
3/1/07 - 2/28/08	\$52,524	\$84,443	(\$31,919)
9/1/07 - 8/31/08	\$47,615	\$51,427	(\$3,812)
3/1/08 - 2/28/09	\$67,939	\$50,108	\$17,831
9/1/2008 - 8/31/2009	\$67,091	\$35,377	\$31,714
3/1/09 - 2/28/2010	\$75,679	\$69,675	\$6,004
9/1/09 - 8/31/10	72,263	55,937	\$16,326
3/1/10 - 2/13/11	\$79,585	\$75,647	\$3,938
9/1/10 - 8/31/11	\$82,255	\$58,001	\$24,254
3/1/11 - 2/29/12	\$72,017	\$65,235	\$6,782
8/1/2011 - 7/31/2012	\$81,584	\$72,356	\$9,228
03/1/12 - 02/28/13	\$89,904	\$79,063	\$10,841
8/1/12-12-7/31/2013	\$80,796	\$84,635	(\$3,839)
3/1/2013-2/28/2014	\$98,395	\$86,284	\$12,111
8/1/2013 - 7/31/2014	\$110,174	\$103,187	\$6,987
3/1/2014 - 2/28/2015	\$98,659	\$105,502	(\$6,843)
8/1/14 - 7/31/15	\$92,244	\$121,906	(\$29,662)
3/1/15 - 2/28/16	\$79,887	147,726	(\$67,839)
8/1/15 - 7/31/16	\$128,727	\$123,654	\$5,073
3/1/16 - 2/28/17	\$124,285	\$127,571	(\$3,286)
8/1/16 - 7/31/17	\$132,718	\$136,627	(\$3,970.00)
3/1/17 - 2/28/18	\$132,610	\$127,866	\$4,653
8/1/17-7/31/18	\$127,849	\$109,894	\$7,683

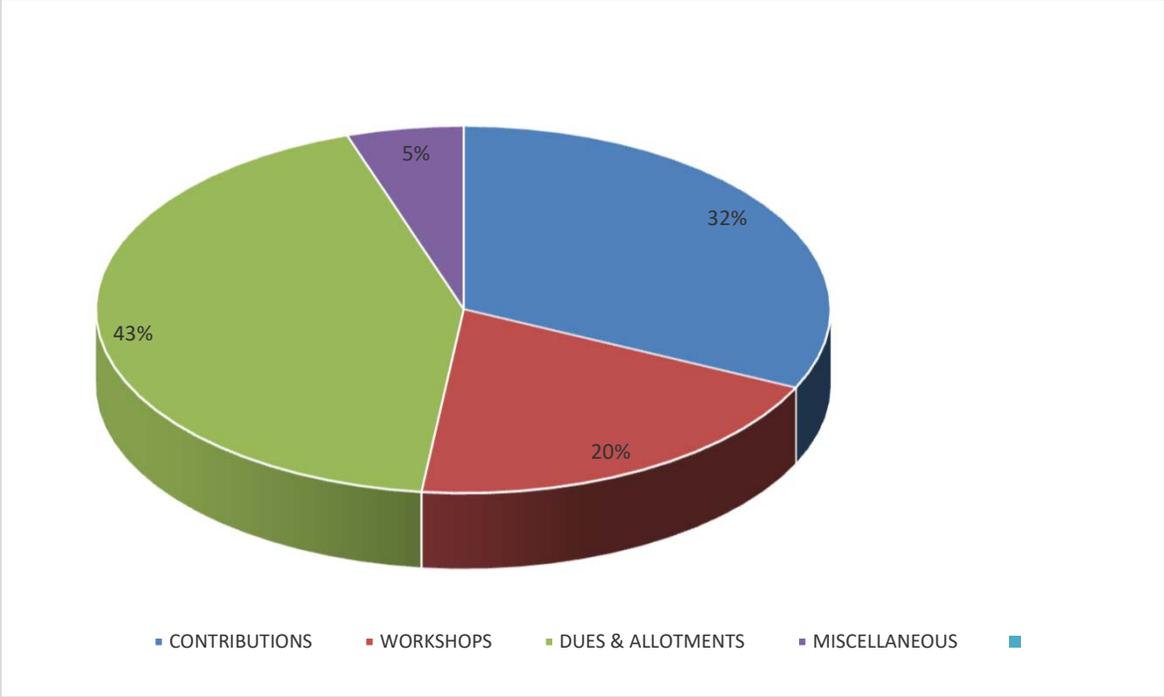


INCOME  
DUES                      ALLOTMENT

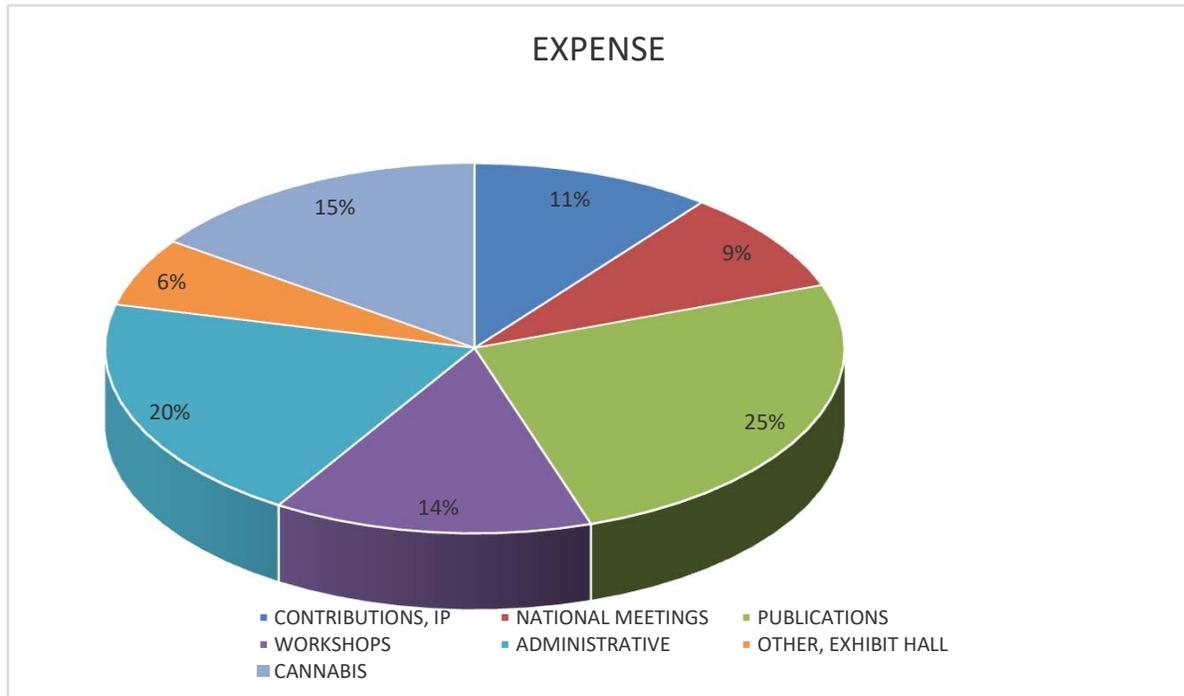
2004	\$47,732	\$4,954
2005	\$47,376	\$7,235
2006	\$45,919	\$8,842
2007	\$44,563	\$10,480
2008	\$43,599	\$9,020
2009	\$40,223	\$9,814
2010	\$45,135	\$10,340
2011	\$43,649	\$11,648
2012	\$44,833	\$12,908
2013	\$46,208	\$10,550
2014	\$46,601	\$10,985
2015	\$44,656	\$10,061
2016	\$45,056	\$15,505
2017	\$46,751	\$15,047
2018	\$46,751	\$11,381



		%
CONTRIBUTIONS	\$40,943	32%
WORKSHOPS	\$25,325	20%
DUES & ALLOTMENTS	\$55,012	43%
MISCELLANEOUS	\$6,569	5%
TOTAL INCOME	\$127,849	

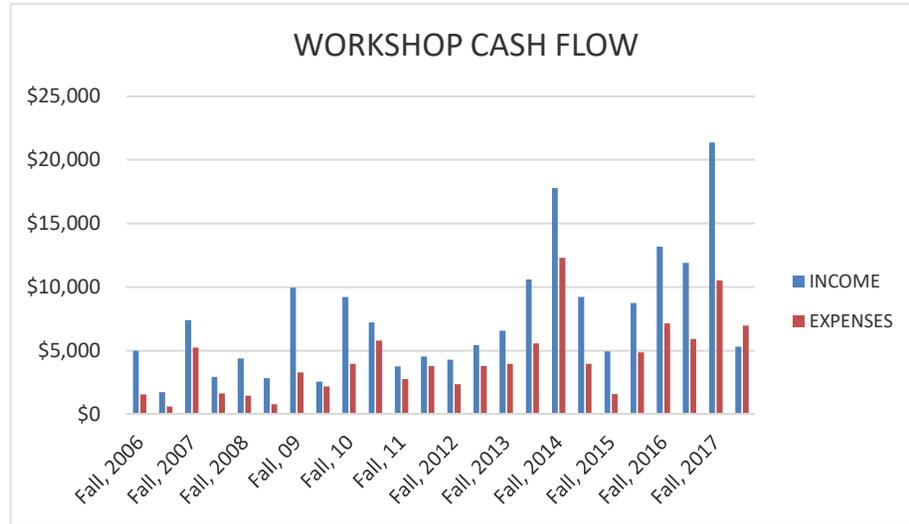


CONTRIBUTIONS, IP	\$11,574	11%
NATIONAL MEETINGS	\$9,812	9%
PUBLICATIONS	\$27,972	25%
WORKSHOPS	\$15,346	14%
ADMINISTRATIVE	\$21,873	20%
OTHER, EXHIBIT HALL	\$6,593	6%
CANNABIS	\$16,724	15%
OTHER		0%
TOTAL EXPENSES	\$109,894	



BY MEETING  
INCOME EXPENSE

	INCOME	EXPENSE
Fall, 2006	\$4,993	\$1,563
Spring, 2007	\$1,734	\$619
Fall, 2007	\$7,400	\$5,238
Spring, 2008	\$2,929	\$1,634
Fall, 2008	\$4,400	\$1,466
Spring, 09	\$2,850	\$779
Fall, 09	\$9,950	\$3,292
Spring, 10	\$2,550	\$2,186
Fall, 10	\$9,225	\$3,972
Spring, 11	\$7,225	\$5,803
Fall, 11	\$3,775	\$2,757
Spring, 2012	\$4,545	\$3,782
Fall, 2012	\$4,300	\$2,372
Spring, 2013	\$5,450	\$3,788
Fall, 2013	\$6,571	\$3,963
Spring, 2014	\$10,600	\$5,561
Fall, 2014	\$17,772	\$12,302
Spring, 2015	\$9,225	\$3,972
Fall, 2015	\$4,950	\$1,584
Spring, 2016	\$8,750	\$4,856
Fall, 2016	\$13,175	\$7,145
Spring, 2017	11,900	\$5,907
Fall, 2017	\$21,350	\$10,524
Spring 2018	\$5,325	\$6,963



# Division of Chemical Health & Safety

## CANN P&L

January 1 - July 26, 2018

	TOTAL
Income	
A1 CONTRIBUTIONS	
A1F DONATIONS	
A1F2 DONATION CANN SUBDIVISION	5,300.00
A1F2A Heidolph North America	7,500.00
<b>Total A1F2 DONATION CANN SUBDIVISION</b>	<b>12,800.00</b>
<b>Total A1F DONATIONS</b>	<b>12,800.00</b>
<b>Total A1 CONTRIBUTIONS</b>	<b>12,800.00</b>
<b>Total Income</b>	<b>\$12,800.00</b>
GROSS PROFIT	<b>\$12,800.00</b>
Expenses	
B9 CANNABIS SUBDIV EXP	1,019.00
B9A2 Heidolph North America scholarship	7,788.42
<b>Total B9 CANNABIS SUBDIV EXP</b>	<b>8,807.42</b>
<b>Total Expenses</b>	<b>\$8,807.42</b>
NET OPERATING INCOME	<b>\$3,992.58</b>
NET INCOME	<b>\$3,992.58</b>

# Division of Chemical Health & Safety

## TRANSACTION REPORT

January 1 - July 26, 2018

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT	BALANCE
<b>Invoice</b>								
02/21/2018	Invoice	209	SHELDON LOTSPEICH (deleted)	Donation to support CANN activity in NOLA	A1F2 CONTRIBUTIONS:DONATIONS:DONATION CANN SUBDIVISION	1200 Accounts Receivable	800.00	800.00
06/12/2018	Invoice	240	DAVID MARELIUS	Donation to support CANN activity	A1F2 CONTRIBUTIONS:DONATIONS:DONATION CANN SUBDIVISION	1200 Accounts Receivable	1,000.00	1,800.00
<b>Total for Invoice</b>							<b>\$1,800.00</b>	
<b>Bill</b>								
03/13/2018	Bill		NICK FISHENDEN	CANN WEB DEVELOPMENT	B9A1 CANNABIS SUBDIV EXP:Advertising/Promotional	2000 Accounts Payable	500.00	500.00
03/29/2018	Bill		ANDREW PHAM	New Orleans National Meeting promotional activities	B9A1 CANNABIS SUBDIV EXP:Advertising/Promotional	2000 Accounts Payable	562.65	1,062.65
04/03/2018	Bill		EZRA PRYOR	advertising costs	B9A1 CANNABIS SUBDIV EXP:Advertising/Promotional	2000 Accounts Payable	354.47	1,417.12
06/26/2018	Bill		EZRA PRYOR	MJBizCon Next in New Orleans	B9 CANNABIS SUBDIV EXP	2000 Accounts Payable	1,019.00	2,436.12
07/02/2018	Bill		Amber Wise	Event space rental - ACS CANN subdivision hosted a joint meeting with CANN-STEM, a Seattle-based cannabis science group,	B9A1 CANNABIS SUBDIV EXP:Advertising/Promotional	2000 Accounts Payable	800.00	3,236.12
<b>Total for Bill</b>							<b>\$3,236.12</b>	
<b>Deposit</b>								
05/03/2018	Deposit		WORKSHOPS - DIVISION:Shawnta Woods-Chatman (deleted)	The WERC Shoppe	A1F2 CONTRIBUTIONS:DONATIONS:DONATION CANN SUBDIVISION	CH1A CHECKING	500.00	500.00
07/02/2018	Deposit		DAVID MARELIUS	BKOFAMERICA MOBILE 07/01 3703629	A1F2 CONTRIBUTIONS:DONATIONS:DONATION CANN SUBDIVISION	CH1A CHECKING	3,000.00	3,500.00
<b>Total for Deposit</b>							<b>\$3,500.00</b>	
<b>Expense</b>								
01/17/2018	Expense			Scanner for NOLA meeting	B9A1 CANNABIS SUBDIV EXP:Advertising/Promotional	CH1A CHECKING	455.00	455.00
02/09/2018	Expense			Booth furnishing - NOLA	B9A1 CANNABIS SUBDIV EXP:Advertising/Promotional	CH1A CHECKING	217.00	672.00
03/05/2018	Expense			PARADE PERMIT NOLA CANN	B9A1 CANNABIS SUBDIV EXP:Advertising/Promotional	CH1A CHECKING	102.71	774.71
03/14/2018	Expense			NOLA PD PARADE PERMIT	B9A1 CANNABIS SUBDIV EXP:Advertising/Promotional	CH1A CHECKING	397.92	1,172.63
<b>Total for Expense</b>							<b>\$1,172.63</b>	
<b>TOTAL</b>							<b>\$9,708.75</b>	



## Division of Chemical Health and Safety Cannabis Chemistry Subdivision Report

Fall 2018, Boston, MA - 256<sup>th</sup> National Meeting

### CANN Executive Committee

**Chair**

Andrew Pham

[phamcongandrew@gmail.com](mailto:phamcongandrew@gmail.com)

**Vice Chair**

Kyle Boyar

[itskybo@gmail.com](mailto:itskybo@gmail.com)

**Past Chair**

Ezra Pryor

[ezra.pryor@gmail.com](mailto:ezra.pryor@gmail.com)

**Secretary**

Julia Bramante

[jmbramante@gmail.com](mailto:jmbramante@gmail.com)

**Programming Committee Chair**

Spring Ezra Pryor

[ezra.pryor@gmail.com](mailto:ezra.pryor@gmail.com)

Fall Markus Roggen

[roggenmarkus@gmail.com](mailto:roggenmarkus@gmail.com)

**Membership Committee Chair**

Bryant Jones

[jone3608@umn.edu](mailto:jone3608@umn.edu)

**Social Committee Chair**

Kyle Boyar

[itskybo@gmail.com](mailto:itskybo@gmail.com)

**Scholarship Committee Chair**

Kyle Boyar

[itskybo@gmail.com](mailto:itskybo@gmail.com)



CANNABIS CHEMISTRY SUBDIVISION OF CHEMICAL HEALTH AND SAFETY AT ACS

**Safety Committee Chair**

Eric Miller

[eric@phytophile.com](mailto:eric@phytophile.com)

**Development Committee Chair**

Ezra Pryor

[ezra.pryor@gmail.com](mailto:ezra.pryor@gmail.com)

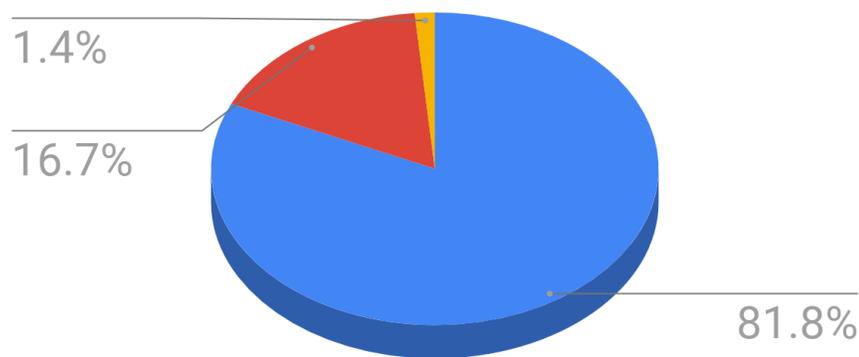
**Senior Advisory Committee Chair**

Vacant

**Membership Committee Report**

Total Members - 210

Membership demographics



Regular Members - 172

Division Affiliates - 35

Affiliates - 3



### New Website and Design

A new CANN website, including updated content and design has been launched. The new URL is:

[www.cannachem.org](http://www.cannachem.org)

### Social Committee Report

#### 2018 Networking Event Summary

To date in 2018, CANN in conjunction with sponsor Perkin Elmer held six networking events, with two additional networking events scheduled for the remainder of 2018.

#### College/University Informational Sessions

CANN has initiated College/University informational sessions, in which CANN members schedule a meeting with burgeoning college scientists to educate them on topics relating to cannabis sciences, with a focus on chemical health and safety and professional development.

#### Social Media Platforms

CANN actively utilizes Facebook and Instagram to communicate with Subdivision/Division members, promote education relating to cannabis, science, and chemical health and safety, and to promote relevant programming and events, namely the ACS National and Regional meetings.

#### Job Postings

CANN actively posts job opportunities in the cannabis scientific community and related fields to social media platforms and membership email lists to promote member benefits and affiliate networking.

### Programming Committee Report

#### Fall 2018, Boston, MA 256<sup>th</sup> National Meeting Schedule

Saturday, August 18<sup>th</sup>, 2018

Workshop: Health and Safety Training for Cannabis Businesses

Time: 8:00 AM-5:00 PM

Location: Room 204B, Boston Convention & Exhibition Center

Sunday, August 19<sup>th</sup>, 2018

Symposium: CHAS: Ask Dr. Safety About Safety Considerations in the Cannabis Industry

Time: 3:30 PM-4:30 PM

Location: Seaport Ballroom A, Seaport Boston Hotel

CANN EC Meeting

Time: 7:00 PM-9:00 PM

Location: 11 Pearl St. Unit 3, Boston, MA 02125

Monday, August 20<sup>th</sup>, 2018

Symposium: CHAS: Cannabis Nanotechnology, Genetics & Innovative Trends in Cannabis Production

Time: 8:00 AM-12:00 PM

Location: Seaport Ballroom A, Seaport Boston Hotel

Tuesday, August 21<sup>st</sup>, 2018

Boston Fall 2018 CANN Networking Event: CANN in conjunction with Perkin Elmer is hosting a networking event.

Time: 7:00 PM

Location: Lucky's Lounge, 355 Congress St. Boston MA 02210

Wednesday, August 22<sup>nd</sup>, 2018

Symposium: CHAS: Cannabis Nanotechnology, Genetics & Innovative Trends in Cannabis Production

Time: 8:00 AM-12:00 PM

Location: Seaport Ballroom A, Seaport Boston Hotel

Symposium: CHAS: Cannabis Nanotechnology, Genetics & Innovative Trends in Cannabis Production

Time: 1:30 PM-5:00 PM

Location: Seaport Ballroom A, Seaport Boston Hotel

### **Spring 2019, Orlando, FL 257<sup>th</sup> National Meeting Call for Papers Titles**

- ❖ New Frontiers in Cannabis: Analytical Tools, Post Processing, and Policy Directions
- ❖ Optimizing Cannabis Processing Dynamics Via Small Scale Experimentation and Analysis
- ❖ Health & Safety Concerns Around Cannabis Intoxication in the Workplace
- ❖ Cannabis Cultivation Chemistry: Innovating to Optimize Legitimacy, Health, and Efficiency in a Rapidly Growing Industry
- ❖ Analysis and Purification of Cannabis Extracts for Consumer Safety

### **ACS Symposium Series eBook**

CANN approached by ACS Associate Editor of Books for the potential of publishing the abstracts presented in the upcoming symposium “Cannabis Nanotechnology, Genetics & Innovative Trends in Cannabis Production”

### **Development Committee Report**

#### 2018 Fundraising Summary

Perkin Elmer  
Heidolph North America  
Carbon Chemistry  
The Werc Shop  
Other

### **Safety Committee Report**

#### Safety Related Programming

Fall 2018, Boston, MA 256<sup>th</sup> National Meeting

Abstracts: 12

Workshops: 1

Chair Appointed: Eric Miller

Monthly meetings scheduled to commence following the Fall 2018 ACS National Meeting in Boston

### **Senior Advisory Committee Report**

#### CANN Administrative Manual

To date, half of the manual is complete. The CANN Administrative Manual is scheduled to be completed in its entirety by the Spring 2019 National Meeting in Orlando, Florida.

Chair Position

### **Scholarship Committee Report**

#### Four Awardees Selected:

Dr. Monica Vialpando

Dr. Michael Coffin

Bryant Jones

Stephen Goldman

CANNCHASHNA Scholarship Award renamed “The ElSohly Award” after the renowned professor Dr. Mahmoud ElSohly at Ole Miss (University of Mississippi). He has agreed to present at each Award Symposium moving forward.

## WORKSHOPS

(see <http://www.dchas.org> for registration information)

All workshops are at the Boston Convention Center

**Fri. Aug. 17, 2018 - 8:30AM - 5:00PM**

- **Laboratory Safety - Beyond the Fundamentals**  
Conv Ctr Rm. 204A
- **Laboratory Waste Management**  
Conv Ctr Rm. 203

**Sat. Aug. 18, 2018 - 8:30AM - 5:00PM**

- **Reactive Chemical Management for Laboratories and Pilot Plants**  
Conv Ctr Rm. 203
- **How to be a More Effective Chemical Hygiene Officer**  
Conv Ctr Rm. 204A
- **Health and Safety Training for Cannabis Businesses**  
Conv Ctr Rm. 204B

**Sun. Aug. 19, 2018 - 3:00PM - 6:00PM**

- **Developing Graduate Student Leadership Skills in Laboratory Safety**  
Westin Waterfront – Marina Ballroom III

Coffee is available at 8:00 AM,  
One hour (no host) lunch break.

## Committee on Chemical Safety

*preceded by breakfast*

**Date:** Monday Aug. 20, 2018

**Time:** 7:30 to 10:00

**Location:** Ballroom B,  
Seaport Boston Hotel

## CHAS Executive Committee Meeting

**Date:** Monday Aug. 20, 2018

**Time:** 10:00 to 12:00

**Location:** Ballroom B,  
Seaport Boston Hotel

## Social Hour

*an Industry Member Programs  
networking event*

**Monday Evening, Aug 20, 2018**

**6:30 PM - 8:00 PM**

*Sheraton Boston Hotel, Back Bay B Room*



**Sheraton**

39 Dalton Street

Hosted by CHAS & SCHB

## Monday, Sci-Mix

**Organizer:** D. Decker, J. Pickel

**8:00 - 10:00**

- Programmatic method for classifying chemicals according to California fire code. *K.N. Lamb, R.N. Vernon*
- Chemical Safety for Laboratory Animal Handlers. *C.R. Brennan*
- The development of a high pressure hydrogen gas generator as a replacement for hydrogen cylinders in the chemistry laboratory. *R.V. Jones, F. Darvas*
- Division of Chemical Health and Safety information poster. *J.M. Pickel*



**ACS**

Chemistry for Life™

## 256th ACS National Meeting & Exposition

**Boston, MA**

**August 19-23, 2018**

**CH&S**

CONNECTING CHEMISTRY  
AND SAFETY

## DIVISION OF CHEMICAL HEALTH AND SAFETY

Debbie Decker,  
& Joseph Pickel  
**Program Chairs**

Please plan on attending the Division of Chemical Health and Safety's Technical Program and Workshops in Boston, MA, August 2018. We have listed for your consideration our workshops and technical programming. We believe we have put together the best technical program to help you be successful and work safely in your laboratory.

## DIVISION OF CHEMICAL HEALTH AND SAFETY

### About US

DCHAS is a technical division of the American Chemical Society. We have about 1700 members and very active in partnering with other technical divisions and committees of the ACS, as well as sister organizations outside the ACS. We are also the parent division of the ACS Cannabis Subdivision.

### Vision Statement

Improving people's lives through the power of best chemical health and safety practices

### Mission Statement

The ACS Division of Chemical Health and Safety provides authoritative technical resources and mentorship in chemical health and safety for all.



## On Campus Or On Site, SafetyStratus is Your Complete, Cloud-Based Safety Solution

SafetyStratus provides an online, integrated platform to protect your team, reduce risk, and stay compliant

## Sunday Sessions

Convention Center, Room 103

### Moving ACS's Safety Goals Forward

**Sponsored by PRES**

**Cosponsored by CHAS**

**Organizer:** P. Dorhout

**8:30:** Introductory Remarks.

**8:40:** Safety in the Context of the ACS Strategic Plan.

*R. Stuart*

**9:10:** Chemical Safety Information Opportunities.

*C. Nitsche*

**9:45:** Intermission

**9:55:** Communicating Chemical Safety. *K. Jeskie*

**10:25:** Empowering ACS Members to Be Safety Leaders.

*K. Serrano*

**10:55:** Industrial perspective- CA direction...

*D. Mason, D. Schmidt*

**11:25:** Concluding Remarks.

### Break

**1:30:** Introductory Remarks.

**1:35:** Partnering to strengthen safety. *J. Maclachlan*

**2:05:** Developing an Education Path for all Chemists.

*D. Finster*

**2:35:** Intermission

**2:50:** Building a Chemical Safety Ecosystem. *L. McEwen*

**3:20:** Strategic connections between Chemical Safety and Green Chemistry. *J. Wissinger*

**3:50:** Panel Session

**4:20:** Concluding Remarks

### Ask Dr. Safety About Safety Considerations in the Cannabis Industry

Seaport Boston Hotel - Ballroom A

**Cosponsored by CCS**

**Organizer & Presiding:** H. J. Elston, N. R. Langerman

**3:30:** Opening Remarks.

**3:35:** Cannabis Chemistry Subdivision - Promoting Public Safety Through Sensible Science. *A. Pham*

**4:00:** Anecdotal Cannabis: Stories from the Road. *L. Pelger*

**4:25:** Ask Dr. Safety: Chemical and occupational safety in the cannabis industry. *H.J. Elston, N.R. Langerman*

**4:50:** Closing Remarks.

## Monday Sessions

Seaport Boston Hotel - Ballroom A

### Chemical Health and Safety of Cannabis: Guiding Public Policy Through Better Science

**Cosponsored by AGFD**

**Organizer:** N. Arora, B. J. Greene, J. Marcu, J. Payack, E. M. Pryor

**Presiding:** E. M. Pryor, B. Greene, A. Pham

**8:00:** Introductory Remarks.

**8:05:** Complicating What is Simple vs. Simplifying What is Complex: The Two Camps in Cannabis Safety. *M. Lewis*

**8:30:** Bridging the Cannabis Safety Gap: The need for an Institute on Cannabis for Mental Health and Well-Being.

*J. Roberts, J. Marcu, M. Wolfe*

**8:55:** Cannabis Extraction and Laboratory Safety. *J. Marcu, E.M. Pryor*

**9:20:** The role of laboratories in ensuring safe and effective cannabis for consumers. *J. Churchill, E.M. Pryor*

**9:45:** Heavy Metal Contaminants in Cannabis: Regulation to Remediation. *C.J. Hudalla*

**10:10:** Intermission.

**10:20:** Alternatives to Address Cannabis Intoxication in the Workplace and Clinical Trials. *J. Marcu, R.W. Phifer*

**10:45:** Testing Cannabis in Massachusetts: Effects of Sampling and Testing Methodology on a Budding Industry. *B. Cassidy, E.M. Pryor*

**11:10:** Cannabis: The EXIT Drug. *U. Dhanabalan, E.M. Pryor*

**11:35:** Further evidence of the utility of Cannabis as a substitute for opioids in pain management. *E.M. Pryor*

### Nanomaterials:

#### Applications, Safety Considerations, & Implications for Human Health & the Environment

**Cosponsored by CCS and I&EC**

**Organizer:** J Pickel

**Presiding:** D. Decker, J Pickel

**1:00:** Introductory Remarks.

**1:05:** Role of the National Nanotechnology Initiative in the Safe and Responsible Development of Nanotechnology. *M.A. Meador*

**1:30:** Nanotechnology: Where is it Today and is EHS a Part of Successful Commercialization. *C.L. Geraci*

**1:55:** Back from the future: What nanotechnology can teach us about chemical safety today. *K.M. Kulinowski*

### CHAS Awards Symposium

**Cosponsored by CCS**

**Organizer:** D. B. Walters

**2:30:** Introductory Remarks.

**2:35:** Looking forward: Fifty years experience in chemical safety. *N.R. Langerman*

**3:00:** Zooming out: The future of chemical-research health and safety through a wide-angle lens. *K.J. Brown*

**3:25:** Innovation transforming lives through the power of clean water. *D.G. Schmidt*

**3:50:** Yale's Safety Advisor Model for Supporting and Integrating Safety into Research. *P.A. Reinhardt*

**4:15:** Fostering a culture of safety at the University of North Carolina at Chapel Hill. *C.R. Brennan, N.A. Eskew*

**4:40:** Dow Lab Safety Academy: Lessons Learned & Future Opportunities. *L. Seiler*

## Tuesday Sessions

Seaport Boston Hotel - Ballroom A

### Learning Laboratory Safety through Storytelling

**Cosponsored by CCS**

**Organizer:** R. Stuart

**Organizer & Presiding:** S. B. Sigmann

**9:00:** Introductory Remarks.

**9:05:** Enhancing the Culture of Safety through Good Storytelling. *M.B. Koza*

**9:30:** How personal stories can support safety training. *D.M. Decker*

**9:55:** What's the point of your story? *K.P. Fivizzani*

**10:20:** Intermission.

**10:35:** Urban legends, fairytales and documentaries: Effective storytelling for safety education. *H. Weizman*

**11:00:** Playing with Fire. *S.B. Sigmann*

**11:25:** An unknowing, unthinking, uncaring graduate student learns a lesson about safety. *R.H. Hill*

### Learning Laboratory Safety through Storytelling

**Cosponsored by CCS**

**Organizer:** S. B. Sigmann

**Organizer & Presiding:** R. Stuart

**1:30:** Introductory Remarks.

**1:35:** The genres of scientific storytelling. *R. Stuart*

**2:00:** Turning safety observations into messages. *T.C. Gallagher, R. Brian, R. Stuart*

**2:25:** From Storytelling to Storymaking. *R.M. Izzo*

**2:50:** Preserving Institutional History of Chemical Incidents. *P.A. Reinhardt*

**3:15:** Intermission.

**3:30:** Using Risk Management Techniques to Improve Situational Awareness and Accident Reduction. *R. Lippman*

**3:55:** Chemical safety information in PubChem. *J. Zhang, P. Thiessen, A. Gindulyte, E. Bolton*

**4:20:** Using the chemical inventory system to create research articles that include safety information. *R.N. Vernon, K.N. Lamb*

## Wednesday Sessions

Seaport Boston Hotel - Ballroom A

### Modern Innovations in Cannabis Science, Research and Technology

**Cosponsored by AGFD**

**Organizers:** N. Arora, B. J. Greene, J. Marcu, J. Payack, E. M. Pryor

**Presiding:** K. Boyar, B. Greene, A. Pham

**8:00:** Introductory Remarks.

**8:05:** The Role of Innovative Technologies in Protecting Cannabis Consumer Safety. *J. Appen, J. Siegel*

**8:30:** Latest Advances in Cannabis Production Processes. *M. Roggen*

**8:55:** From cannabinoids and terpenes to medicine and open data. *N. Arora*

**9:20:** Exploring Innovations in Third Party Support of Regulatory Compliance and Chemical Safety in Cannabis Laboratories. *E.M. Pryor, J. Marcu, A. Martinez*

**9:45:** Intermission.

**10:00:** Extraction and Purification of Research-Grade Cannabinoids with Supercritical CO<sub>2</sub>. *N. Mortillaro*

**10:25:** The DRUID App to Measure Drug-Induced Impairment. *M. Milburn, E.M. Pryor*

**10:50:** Medical Cannabis Pharmacogenomics. *T. Parr, J. Marcu*

**11:15:** New Perspectives on Cannabis and the Endocannabinoids. *A. Makriyannis, E.M. Pryor*

**11:50:** Concluding Remarks.

### Chemistry of Cannabis: The Domain Beyond THC

**Cosponsored by AGFD**

**Organizer:** N. Arora, B. J. Greene, J. Marcu, J. Payack, E. M. Pryor

**Presiding:** J. Bramante, B. Greene, A. Pham

**1:30:** Introductory Remarks.

**1:35:** THC and its metabolites in blood: Public safety, regulatory, and scientific challenges in the context of cannabis DUI. *A. Pham*

**1:35:** Innovations in Cannabis Potency Testing for the Non-Expert. *J. Payack, M. Diaz, E.M. Pryor*

**2:05:** Terpene Chemistry and Thermal Byproducts. *R.M. Strongin, J. Meehan-Atrash*

**2:35:** Intermission.

**2:50:** Terpene Therapy. *R.D. Zaklin*

**3:20:** Analytical SFC applications for the Cannabis Industry. *J.P. Preston, S. Sadjadi*

**3:50:** Functionally High: Innovations in the Pharmacological Foundations of Cannabis Chemovars. *E.B. Russo, M. Lewis, K. Smith*

**4:20:** Concluding Remarks.

## DCHAS Membership Committee Report

### August, 2018

With the ongoing challenge of the high membership dues associated with the required individual subscription to the Journal of Chemical Health and Safety still unresolved, the DCHAS membership committee has been pursued a variety of projects in 2018, in partnership with the Committee on Chemical Safety and the ACS Safety Program office which focus on providing services to existing members, who have demonstrated a willingness to pay these dues.

In addition to on-going management of the DCHAS-L e-mail list and web site, the committee led development of the Laboratory Risk Assessment video with the support of an ACS Innovative Project Grant and support for the CHAS graduate student safety leadership skills workshop at the 2018 national meetings. The video has been downloaded about 2300 times since it was published in June, 2018 and attendance at the graduate student workshops was 20 students. The ACS President, Dr. Peter Dorhout, has expressed interest in welcoming the workshop attendees in Boston. Another outreach effort that the committee has assisted with is an ACS Webinar panel discussion on lab safety scheduled for October.

Looking forward, there are three initiatives that the Committee would like to address:

- 1. Membership in the DCHAS-EC e-mail list.** The DCHAS-EC e-mail list currently includes 58 e-mail addresses. Some of these are duplicates to help members manage their e-mail more effectively. Other addresses are present for historical reasons and represent inactive people. The Membership Committee proposes that the EC e-mail list be limited to Division officers, committee chairs and others by annual request. If the EC approves of this at the Boston meeting, a list clean-up will take place in September this year and then in January of each year as the new Executive Committee takes form for that year.
- 2. Leveraging DCHAS-L discussions.** The membership committee believes that the Division members benefit from a wide membership in and distribution of the DCHAS-L. All e-mail is public communication, as it may be forwarded without the knowledge of the author. For this reason, the DCHAS-L archives are currently publicly available on the ilpi.com site via a chronological index. The committee has been working with ACS web staff to explore opportunities to improve access to these archives by establishing a web page on the ACS Network that will allow easier searching of the archives, as well as an "Ask CHAS a Safety Question" feature for people not on the DCHAS-L. Ralph Stuart is currently exploring how this feature of the ACS Network can best be leveraged to improve the Division's visibility on these topics within the chemistry community.
- 3. Divisional Technical Task Forces.** The committee has been approached by a several safety professionals and other interested parties in getting more involved in divisional activities. These people are generally interested in understanding technical

opportunities for Divisional involvement. Currently, our opportunities, as with most ACS Technical Divisions we have reviewed, tend to be more administrative than technical in nature. For example, the primary technical opportunity in the Division is helping to organize the national meeting technical program which includes technical foresight but is primarily an administrative task.

At the same time, the Division has also been asked to help work on technical EHS questions that are outside the general scope of the Committee on Chemical Safety. Examples of such opportunities include:

1. Peer review of the Laboratory Chemical Safety Summaries sources and format as published by PubChem;
2. Development of a laboratory glove selection guide that unifies and adds value to manufacturer's compatibility charts;
3. Ongoing participation in production of lab safety videos appropriate to the research laboratory audience when funding is found for these videos.

To provide more opportunities for people with appropriate expertise to get involved in the Division, the Committee proposes to establish a group of ad hoc Technical Task Forces. Specifically, the Membership Committee proposes to develop a program that matches these opportunities with interested members and non-members. This program will include a Technical Task Force proposal form (see attached for the blank form as well as an example completed for) that specifies the question to be addressed, a timeline for completion of the project, and expected deliverables. The deliverables will be collected on the DCHAS web site.

The membership committee will be tasked with recruiting members of the task force and identifying partnerships with sister professional groups to help support work of the task force. The task forces will be expected to report to the Division Chair routinely as their work progresses, but their work will be conducted outside of the monthly Executive Committee call schedule.

The membership committee is interested in feedback from the Executive Committee on these proposals.

**Membership committee:**

Ralph Stuart, chair, <membership@dchas.org>

Robin Izzo <rmizzo@Princeton.EDU>

Joe Pickel <pickeljm@ornl.gov>

Kali Serrano <mille138@illinois.edu>

Brandon Chance <bchance@mail.smu.edu>

James Sturdivant <js74@princeton.edu>

## DCHAS Technical Task Force Project Plan

**Instructions:** Complete the fields below to describe your idea for a topic that DCHAS should address. Include a clear idea of what outcome you are interested in (e.g. a document describing best practices for an specific issue; a listing of relevant information resources, other). If you have suggestions for people who are interested in participating in a task force, please include them below, but we will help recruit people for your project as needed. Peer review of the deliverable from the project will be provided by the DCHAS Executive Committee before posting on the DCHAS web site.

**Project title**

**Specific question(s) to be answered**

**Task force leader**

*to be determined*

**Task force members (up to 4)**

*to be determined*

**Partner organizations**

ABSA	CSHEMA	AIHA				
Other:						

**Start date**

**End date (goal)**

**Deliverable**

*Describe task force output*

## DCHAS Technical Task Force Project Plan

**Instructions:** Complete the fields below to describe your idea for a topic that DCHAS should address. Include a clear idea of what outcome you are interested in (e.g. a document describing best practices for an specific issue; a listing of relevant information resources, other). If you have suggestions for people who are interested in participating in a task force, please include them below, but we will help recruit people for your project as needed. Peer review of the deliverable from the project will be provided by the DCHAS Executive Committee before posting on the DCHAS web site.

### Project title

*Pubchem LCSS review*

### Specific question(s) to be answered

*What order should the sources of PubChem LCSS data be reported in?*

*Are there data points available to PubChem that should be included in its LCSS?*

### Task force leader

*to be determined*

### Task force members (up to 4)

*to be determined*

### Partner organizations

<i>ABSA</i>	<i>CSHEMA</i>	<i>AIHA</i>	<i>ACS Safety Advisory Panel</i>		
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<i>Other:</i>	<i>National Library of Medicine</i>			
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### Start date

*10/1/18*

### End date (goal)

*6/1/19*

### Deliverable

*Recommendation to PubChem for LCSS data inclusion and formatting*

## Long Range Planning Committee Report – F18, Boston, MA

### ITEM 1: Progress on Issuance Updates Discussed S18, NOLA

- i. AI 503 – Secretary Duties – Agenda updated
- i. AI 707 – Lifetime Achievement Award added.
- ii. AI 706 – Scholarship for Academic Excellence of Commitment (CANN) – Updated
- iii. AI 703 – Tillmanns-Skolnik Award – Updated
- iv. AI 704 – College and University Health and Safety Award – Updated
- v. AI 109 – Membership Committee – Updated
- vi. AI 119 – Development Committee - Added

### ITEM 2: Ethics Statement for Review

Rather than adding an ethics statement to all awards, suggest creating an AI for the Ethics Statement. The statement shown here has been proposed. However, we may want to move this over to the Awards Committee for comment/editing and table.

DIVISION OF CHEMICAL HEALTH AND SAFETY  
(To be created)

Administrative Issuance 708

0 Ethics Statement for Awards

1 Function:

To ensure a high standard of ethics in nominations

2 Date:

Original Issuance: **TBD**

3 Nominators:

Nominators are expected to learn enough about their candidate so that issues relating to lapses in safety ethics are considered before the nomination is submitted.

Nominators are expected to inform the Division and the ACS should questions or issues about safety practices arise concerning their candidate after nomination and before award.

4 Nominees:

Nominees should not have been involved with any scientific misconduct or serious safety issues that could, if reported after the award presentation, embarrass the American Chemical Society or the Division of Chemical Health and Safety.

Nominees for divisional awards are expected to have the highest ethical standards, should have a demonstrated past performance in ethical safety behavior, and should have a good record of compliance with their organization's safety policies. Additionally nominees should have demonstrated skills in ethical conduct in their written, electronic, and telecommunication communications.

- 5 Nominees and Nominators are expected to review any conflict of interest that might influence or damage the credibility of the award.

### **ITEM 3: New Issuance Proposal [AI 12] – Leadership Institute**

Joe has requested that the AM have better guidance on the selection process for the annual Leadership Institute. Below is the proposed AI.

#### **DIVISION OF CHEMICAL HEALTH AND SAFETY (To be created)**

#### **Administrative Issuance 12**

0 Leadership Institute

1 Function:

To establish a process for selecting those in divisional leadership roles attending the annual [ACS Leadership Institute](#).

2 Date:

Original Issuance: **TBD**

3 Eligible Persons

Newly elected officers, committee chairs, and active committee members are eligible to attend the ACS Leadership Institute.

The Division will cover the attendance of up to two persons per year.

4. Order of Selection

Members can self-identify. Preference is given to those who have not previously attended a Leadership Institute. Additionally, preference is given in the following order:

Chair Elect

Additional new officers

Newest Chair of a Standing Committee (Membership, Program, Nominations, Long Range Planning, Publications Committee)

Newest Chair of any non-standing committee

Active committee members

5. Subdivision Member Participation

If a subdivision member wishes to attend the Leadership Institute, they can request sponsorship from the subdivision.

6. Nominations

The Executive Committee will nominate its delegation for the January Leadership Institute at the fall meeting.

**JCHAS Editor's Report  
Fall 2018  
(Boston ACS Meeting)  
Prepared 8 August 2018**

Pipeline

The current pipeline is urgently thin, with manuscripts in the pipeline for publication to the until the end of 2018 plus two. We are desperately thin.

Continuity of Business

We have been in communications with ACS Publications whom we expect will have a contract prepared for us at the Boston Meeting to discuss. I expect that ACS will publish the Journal starting in January 2020 which means that 2019 (Volume 26) will be a "short year." This is only a minor concern; recall that Volume 1 was also a "short year." A written report of the transition proceedings was provided for the June Conference Call. Only one update to that report: DeGruyter priced themselves out of the discussion.

Without a contract in hand (at the time of the preparation of this report) there is little to discuss regarding continuity of the Journal, only to re-iterate that the process is moving forward.

D-CHAS Development Committee Report  
Fall 2018, Boston, MA – 256<sup>th</sup> National Meeting  
Christopher Incarvito

The CHAS Development Committee was established to enhance opportunities for external funding and sponsorship to advance the mission of the division. It serves to support the mission of CHAS by holding responsibility for the solicitation of funding (primarily external to ACS and CHAS membership) for CHAS activities such as: National Award for Achievement in Chemical Safety, other awards under CHAS stewardship, grants and fellowships, CHAS-operated workshops, outreach events, etc.

In its first full year of operation the Committee efforts have focused on developing workflows necessary for sponsor tracking, continued outreach to known and existing sponsors, establishing priority opportunities for the division, and surveying CHAS members for new opportunities.

**New Workflows:**

Ideally the Development Committee will act upon requests made by CHAS stakeholders (e.g. officers and committee chairs) in support of current or new CHAS activities. Recognizing that alignment of goals will not always match the interest of sponsors the following workflow will help identify new sponsor leads:

New sponsorship leads

1. CHAS members forward contact information and any additional context of the potential sponsor to the Development Chair.
2. Development Chair contacts lead with copy to the CHAS member who generated the lead and/or relevant stakeholders. This initial contact includes a list of ongoing interests and needs of CHAS, or more specific opportunities depending on the context of contact.
3. Confirmed sponsorship will be copied to the Treasurer for invoicing.
4. Thank you notes should originate from CHAS Chair and/or originating stakeholder

Continued sponsorship leads

1. Development will provide regular updates to existing sponsors and encourage increased donations. (\*This is dependent on cooperation from CHAS stakeholders)
2. Priority consideration and right of first refusal should be granted to existing sponsors, but funding levels should be adjusted to match actual cost increases
3. New Division priorities will be offered to continued sponsors – “early access opportunity”

### **Setting Priorities (proposed)**

It is critical for CHAS leadership to determine Division priorities so that external funding can be applied in a manner consistent with the Division's goals. To that end the following review process is proposed:

1. All activities that require funding should be submitted to the Treasurer for consideration and include a full financial breakdown of expected costs accounting for administrative and other assessable fees (e.g. credit card fees)
2. Treasurer compiles these requests for consideration at CHAS EC ACS National Meetings.
3. CHAS Leadership (Chair, Treasurer, Secretary + ???) approve and rank priorities
4. This creates a working list for Development to pitch to sponsors, shifting commitments as needed

### **Potential Priorities for consideration at Boston EC meeting**

1. Social
2. Conference At-a-Glance
3. Awards – specifically the (SafetyStratus) College and University Award
4. Workshops – specifically the continuation or “road-ready” graduate student / JST workshop
5. Symposium support – travel expenses, coffee breaks, etc.
6. Student travel
7. Regional ACS events
8. Assistance for international attendees
9. 1-day National Meeting registration for atypical speakers
10. Unrestricted funds

### **Update on National Award for Achievement in Chemical Safety**

Work continues in collaboration with ACS Office of Development. At last report, a prospective funder for the award has been identified and negotiations are moving forward.

### **6-month Goals for Development Committee**

1. Attract and confirm 5 new sponsors
2. Increase giving from current sponsors by 20%
3. Fully fund the National Award for Achievement in Chemical Safety
4. Establish CHAS priorities for sponsorship
5. Establish more regular advertisement opportunities for sponsors

**2018 Sponsorship Activity**

<b>Sponsor</b>	<b>Sponsor contact</b>	<b>CHAS stakeholder</b>	<b>Status</b>	<b>Comment</b>
ThalesNano Energy	Richard Jones	Neal Langerman	New, committed	\$1500 Social
SafetyStratus	Adi Avadhanula	Neal Langerman	Continued, committed	\$1000 Award (year 4 of 5) \$500 CAAG
Scientific Plastics	Brett Bartley	Sammye Sigmann	New	
PerkinsWill	Bevan Suits	Russ Phifer	New	Potential Orlando Social
Withee Works	David Withee	Ralph Stuart	New	
WorkRite	?	Neal Langerman	Continued	
Labster	Julianne Tournas	Chris Incarvito	New	

**ACS Division of Chemical Health & Safety**  
**Fall 2018, Boston, MA – 256th National Meeting**

Regulatory and Public Affairs Committee Report

Chair: Kali Serrano

Member(s): Ellen Sweet

Since the Spring ACS Meeting in New Orleans, Kali has been working with Ellen to take over as Chair of the Regulatory and Public Affairs Committee. Function and tasks of this committee from the DCHAS bylaws are as follows:

- The Regulatory and Public Affairs Committee will monitor regulatory issues and social awareness of chemical safety issues and prepare materials that can be used by ACS, Committee on Chemical Safety, and Division officers and division officers to comment on or respond to questions about these concerns.
- The committee should keep abreast of regulatory activities of interest to the Division.
- If necessary, the committee will work with any ACS committee and the Office of Public Affairs to formulate public comment.
- CHAS input in comments shall be approved by the elected CHAS Executive Committee.
- Public comments which have been approved by the CHAS EC shall be submitted to the soliciting agency by an official representative of the Society.
- A written report detailing the committee's activities and regulatory developments relevant to the Division shall be submitted to the Division Secretary.

Present Goals:

- Identify potential committee members and re-evaluate the committee structure to focus on allocating some responsibilities to new committee members.
- Develop a network of key members and staff within ACS that can be contacted when the committee identifies regulations that are of interest and who will also know to contact the committee with requests for technical expertise.
- Compile a list of regulators and relevant regulations to monitor proposed changes.
- Establish a working relationship with the Office of Public Relations and others in order to be invited to relevant writing teams throughout ACS.
- Submit a full report for Orlando detailing progress in regulatory developments.

Current Progress:

- Meetings (face-to-face time) planned in Boston with Brandi Neifert (maybe also Ray Garant) from the Office of Public Affairs, and Tony Noce from the Committee on Environmental Improvement.
- Currently compiling a list of relevant listservs and websites to watch. Currently: ACC SmartBrief, NIOSH monthly newsletter, Regulations.gov, etc.
- Working to become familiar with organizations internal and external to ACS. Currently: American Chemistry Council, ACS CCS Safety Advisory Panel, ACS Division of Chemical Information, Committee on Environmental Improvement, ACS Committee on Chemical Safety, ACS Office of Public Affairs, etc.

## CHAS Workshops Committee Report

### Fall Meeting – Boston 2018

The Boston meeting is shaping up as an excellent one for CHAS workshops, as every planned workshop is a “go”. Thank you to Neal & Mary Beth for keeping things running smoothly! As of July 23, here are the advance registration numbers:

Lab Safety Workshop – Beyond the Fundamentals	13
Chemical Hygiene Officer	17
Laboratory Waste Management	12
Reactives	6
Developing Graduate Student Leadership Skills	23
Cannabis Extractions & Analysis	4

Respectfully submitted,

Russ Phifer  
CHAS Workshops Committee

**National Registry of Certified Chemists**

**Liaison Report – CCS/CHAS**

**Fall Meeting – Boston 2018**

The Chemical Hygiene Officer certification program continues to be popular, particularly among university EH&S departments. There are currently 320 active CHOs, with approximately 100 additional applicants who have yet to pass the exam. The exam is both challenging and comprehensive, covering a wide variety of chemical safety topics. Any member of CHAS is invited to submit exam questions at any time.

The CHAS/CCS representatives on the NRCC Board for 2018 are Larry Doemeny and Stefan Wawzyniecki.

Respectfully submitted,

Russ Phifer  
Executive Director, NRCC  
rphifer@nrcc6.org

## CORPORATION ASSOCIATES – CHAS LIAISON REPORT

Boston, 20 August 2018

### **Awards & Recognitions**

The Division of Chemical Health and Safety is recognizing three members of Corporation Associates for their contributions to safety. The **Tillmanns-Skolnik Award** named in honor of Emma Jean Tillmanns-Skolnik and which was established in 1984 to recognize and honor outstanding, long-term service to the Division of Chemical Health and Safety is being presented to **Diane Grob Schmidt**. The **Howard Fawcett Chemical Health and Safety Award** which recognizes outstanding individual contributions to the field of Chemical Health and Safety is being presented to **The Dow Chemical Company**. The award citation specifically recognizes the creation of the Dow Lab Safety Academy and will be accepted on behalf of the company by **Lori Seiler**. CHAS has created a Life-time Achievement Award to recognize its members career-long accomplishments to chemical health and safety. **Neal Langerman** and Larry Doemeny are the initial recipients of the award. The awards will be presented during a symposium on Monday 20 July. The time and location are 14:30 – 17:05 in the Seaport Ballroom A - Seaport Boston Hotel.

### **The Industrial Safety Forum**

This sub-committee will transition to the Industrial Safety Forum upon approval of the forum proposal at the Boston meeting. The Industrial Safety Forum has been established by Corporation Associates to (1) provide an industrial voice on safety to the ACS and (2) to serve as a pilot for developing the forum model. Attached is a draft proposal for the Industrial Safety Forum. A separate conversation to address the forum proposal and review process must take place within CA.

The discussion of this forum should focus on the role of the forum and the proposed implementation. In addition to the obvious – are the objectives and goals realistic and achievable – there are a few items that also must be addressed.

**Funding/membership.** During the July Future State retreat, the group decided there would be a cost for membership on all forums. It is my recommendation that this fee be initially waived, for at least five years. The fee, regardless of its level, represents a barrier in an area where all barriers should be avoided. This implies that ACS will need to provide for the time of the ACS Staff member.

The safety forum will routinely interact with CCS and CHAS. Each should have a place on the Forum Leadership Team. This was not addressed during the retreat.

Is the forum a venue through which to reach out to and cooperate with ACC, AIChE, and SOCMA? These organizations have robust chemical safety functions, all CA members are aware of them, and yet there is no organized communication between ACS and them.

### **Continuity of Leadership**

The Subcommittee/Forum is soliciting volunteers to work with the current Chair to provide back-up and continuity into the future. This is based on business management principles regarding key-persons.

**American Chemical Society  
Board Committee on Corporation  
Associates  
FORUM  
Information Sheet**

<b>Forum Name</b>	Industrial Chemical Safety Forum
<b>Type</b>	<b>Forum</b>
<b>Name &amp; email of Forum Chair</b>	Neal Langerman <a href="mailto:neal@chemical-safety.com">neal@chemical-safety.com</a> (Note: for continuity, CA should recruit a 2 <sup>nd</sup> Forum Chair – Co-chairs) (Note: A separate CA member should be part of the Forum leadership team)
<b>Forum Purpose Statement</b>	<p>The two goals of the Forum are (1) to provide an industrial safety voice across “safety central” of the ACS, and (2) to provide the chemical enterprise, <i>writ large</i>, with a mechanism to improve enterprise-wide chemical safety under the leadership of the ACS.</p> <p>This forum will in no way compete with or supplant activities or leadership of CCS and CHAS. Within ACS, the very narrow goal (1) makes this clear. The forum will add a voice to existing CCS and CHAS activities, as appropriate.</p> <p>These goals will initially be addressed as listed below. These activities will evolve over time.</p> <ul style="list-style-type: none"> <li>• ACS-related activity <ul style="list-style-type: none"> <li>• Work with CA, CCS, CHAS and IMP to define the needs of industry in the areas of safety.</li> <li>• Maintain safety as part of all CA conversations</li> <li>• Lead ACS Committees in safety awareness</li> <li>• Leverage and support ACS industry efforts to improve safety culture throughout the chemical enterprise</li> </ul> </li> <li>• Chemical Enterprise – related activity <ul style="list-style-type: none"> <li>• Improve safety practices in internal and external research and development</li> <li>• Improve safety awareness among new-hire candidates</li> </ul> </li> <li>• Involve companies with chemical safety interest more directly with CA</li> </ul>
<b>List all member companies, company representatives (with email)</b>	<ul style="list-style-type: none"> <li>• The Safety Forum requests all CA company reps to recruit and provide a representative to this forum.</li> <li>• At least one CCS member and one CHAS member should be part of the Forum Leadership Team.</li> </ul>

	<ul style="list-style-type: none"> <li>• Companies with strong sales-related safety activity should be invited to join the forum as “Charter Members”. Some of these include: <ul style="list-style-type: none"> <li>○ Sigma-Aldrich</li> <li>○ ThermoFisher</li> <li>○ Thales-Nano</li> <li>○ Several of the dry-box and fume hood companies</li> <li>○ Safety Stratus</li> <li>○ BioRaft</li> <li>○ And more</li> </ul> </li> <li>• A call for membership will go out to CCS and CHAS</li> </ul>
<p><b>Operating Procedures</b></p>	<p>As this is a totally new venture, it will draw upon the GCI and PHARMA models for guidance. The plan is to recruit some companies using many contacts within ACS and the Enterprise, (I must avoid a personality cult to provide business continuity). The plan is to set up a conference call and outline the vision and goals. At that point, an open the conversation to <i>quo vadis</i>. The projects below are a starting point.</p> <ul style="list-style-type: none"> <li>• The first step, which should occur in September, is for a conference call with CCS, CA and CHAS (if they so desire) to assure that this project is consistent with and complimentary to the activities of CCS and CHAS, as well as other safety elements within ACS.</li> <li>• A call for interested parties will be issued to CHAS, CCS, CA, CHED, I&amp;EC, BGMT, SCHB and other elements within ACS.</li> <li>• One or more conference calls will be scheduled to the respondents to organize the forum.</li> <li>• Respondents will be invited to become members.</li> <li>• One or more conference calls will be held no later than 31 January 2019 among members to move forward.</li> </ul> <p><b>NL OPINION:</b> Experience supports the need for aggressive leadership to launch a new endeavor. There is a need for a second and third in the leadership team who will shares passion and assertiveness to make this project succeed. I am professionally very concerned with the evolving separation of the chemical enterprise into academia and other. This must be stopped before it becomes tribal. I see the Forum as a mechanism to bridge and close this divide. CHAS and CCS are highly academic; this is an opportunity to provide balance and bring a powerful industrial voice to a clear enterprise need.</p>

<p><b>Describe no more than 5 projects the forum might undertake within the first three years</b></p>	<ul style="list-style-type: none"> <li>• Organize &amp; recruit member companies. Goal for 2019 is 10 companies, with five being non-current CA member companies.</li> <li>• Develop a company recruiting plan with emphasis on National Meeting exhibitors. Set membership goals for years 2 – 5.</li> <li>• Develop a 2-year plan to support CHAS &amp; CCS.</li> <li>• Develop a statement of value of this forum to its company members.</li> <li>• Organize an Industrial Safety Symposium for 2020.</li> </ul>
<p><b>Normal Meeting Schedule (Conference calls, National/Regional Meetings, other)</b></p>	<p>The Safety Forum will initially meet via conference call only. It is anticipated to convene three-times per year.</p>
<p><b>Funding – explain proposed sources of funding. Is CA/ACS financial support needed? Please be very specific</b></p>	<p>Membership on the Safety Forum should be at no cost to companies. A cost will represent a barrier that has no significant ROI.</p>

<p><b>Explain how the forum furthers the ACS Strategic Plan Goals</b></p>	<p><b><i>Passion for Chemistry and the Global Chemistry Enterprise</i></b>  <i>We believe in the power of chemistry and the chemical enterprise to provide solutions to the world's most pressing problems. We promote the health of the chemical enterprise by supporting investments in education, training, entrepreneurship, research, and innovation.</i></p> <p>A pressing need is the global safe stewardship of chemicals. Bringing the industrial chemist into ACS' safety conversation will allow the principles of Stewardship to be introduced into the chemical education process.</p> <p><b><i>Focus on Members</i></b>  <i>We provide programs, products, services, and experiences that make ACS indispensable to the success of our members and others in the global chemistry enterprise. Celebrating and recognizing the achievements and contributions of ACS members is crucial to the Society's member-value proposition.</i></p> <p>No direct connection</p> <p><b><i>Professionalism, Safety, and Ethics</i></b>  <i>We support and promote the safe, ethical, responsible, and sustainable practice of chemistry coupled with professional behavior and technical competence. We recognize a responsibility to safeguard the health of the planet through chemical stewardship.</i></p> <p>The safety forum provides an industrial input to this ACS Core Value</p> <p><b><i>Diversity and Inclusion</i></b>  <i>We believe in the strength of diversity in all its forms, because inclusion of diverse people, experiences, and ideas leads to superior solutions to world challenges and advances chemistry as a global, multidisciplinary science.</i></p> <p>No direct benefit.</p>
<p><b>Explain the value of the forum to the member companies</b></p>	<ul style="list-style-type: none"> <li>• Improve new-hire preparedness by influencing ACS safety education guidelines. <ul style="list-style-type: none"> <li>○ (Note: the just revised guidelines had almost no input from industrial chemists. The result are guidelines which lack industrial-relevant operational skills.)</li> </ul> </li> <li>• Provide a venue to share pre-competitive safety information.</li> <li>• Provide a venue to benchmark and expand industrially relevant safety information.</li> <li>• Provide networking opportunities with senior leadership of ACS.</li> </ul>

<b>Sunset Timeline</b>	Choose one sunset timeline and explain the rationale 5 years This time-frame is expected to be sufficient to test the forum concept and determine if the ACS will support the concept.
<b>Original Date of Application</b>	20 August 2018, Boston NM
<b>CA Review Comments</b>	
<b>CA Action</b>	Accept Reject Request additional information

Report on Bylaws – Prepared by Joe Pickel

The Division received notification in June and July that [our current bylaws](#) are out of date (it was noted that bylaws are to be updated or at least submitted for review every ten years). The Committee on Constitution and Bylaws (C&B) provided additional information in July regarding the mechanism by which the bylaws need to be updated as follows

- 1) Prepare new/updated bylaws using one of the following options (these are available online at <https://www.acs.org/content/acs/en/about/governance/committees/bylaws/documents.html>)
  - a. Use the model bylaws provided
  - b. Use a question/answer form which C&B will use to customize the model bylaws.
  - c. Use our current bylaws and add required text from the model bylaws (they do not recommend this)
- 2) The Executive committee agrees on the update bylaws and submits these to C&B for review
- 3) Once accepted, the bylaw changes must be approved by the membership in accordance with our CURRENT bylaws within 18 months of C&B acceptance (which means, in short:)
  - a. Changes must be submitted by 3 members of EC or 15 members of division
  - b. Changes must be discussed at a Division Business meeting before it is presented to members for a vote
  - c. Secretary shall send copies of the amendments to the division together with a ballot
  - d. A 2/3 favorable vote of all ballots received is required for adoption of changes
  - e. Bylaws become effective upon approval of C&B

I have compared the existing CHAS Bylaws with the required elements of the model bylaws and found the changes to be significant with respect to our current bylaws, but not unreasonable.

Current Bylaws	Model bylaws (required unless otherwise noted)
Allows students to be division affiliates at reduced rate	Provides the option to allow students to hold appointed or elected positions other than Councilor (incl. alternate or Temp. Substitute)
Officers are: Chair, Chair-elect, Treasurer, Secretary, Councilors and alternates and Member at Large.	Officers are: Chair, chair-elect, Treasurer, and Secretary. (adding others is NOT recommended)
EC is officers, Immediate past chair, Chairs of Program, Standing and Other committees (chair of subdivision is ex-officio voting member)	EC is officers (as above), Councilors and alternates, Members-at-Large, and chairs of Standing committees
Establishes the CHAS Publications committee, JCHAS editor position and board of editors appointment process, and the privilege of receiving JCHAS at a reduced rate	(not included)
No specific verbiage for annual audits by disinterested persons	Model bylaws (bylaw IX sect 4) requires an annual audit of the books by 2 or more disinterested parties
Establishes an Interim committee for acting on business between regular meetings of the EC	Does not include specification for an interim committee; establishes specific requirements for the announcement and conduct of EC meetings
Establishes a process for appointment of liaisons and affiliations with other units of the Society and other organizations with shared interest	Specifies requirements for internal and societal approval of affiliations with other technical organizations.

CONTINUED ON NEXT PAGE...

I propose that the EC consider approval of option 2 (Submit questionnaire as completed in subsequent pages) at the Fall business meeting. This would meet the necessary requirements for discussion/acceptance of the proposed changes at a Division business meeting for both the C&B requirement as well as our current Bylaws. If approved, we would submit the questionnaire to C&B following the meeting and put the changes to a vote during our next election cycle. Note that the questionnaire has been annotated with notes as follows:

- GREEN Highlight: Response is consistent with current Bylaws
- GREY Highlight: Current Bylaws do NOT consider this specific item
- RED/PURPLE Highlight: Response is not consistent with current bylaws (these are answered as such because a response consistent with the current bylaws is not available)

Should the proposal fail, that is if the EC decides that additional time is needed or that we would like to pursue option 3 (starting with our existing bylaws), then I will ask the EC to establish an *ad hoc* committee charged with developing the modified bylaws based on the feedback in Boston. The committee would be expected to work with C&B, provide feedback at the monthly EC meetings, seek EC acceptance of the proposed changes no later than January 2018, such that the bylaws can be presented to the full membership special business meeting held next spring in Orlando.

I look forward to our discussion in Boston.

- Joe

## QUESTIONS DOCUMENT option for Divisions to UPDATE their BYLAWS

### American Chemical Society

Introduction and instructions: Divisions have two fast and easy options to update their bylaws: 1) respond to this questions document and bylaws will be generated for you by the Society's Committee on Constitution and Bylaws (C&B); or 2) use the MODEL BYLAWS and make choices. If you use option 1, please respond to the questions below; default responses are given. After your Executive Committee approves the responses, an officer or committee chair should email this completed questions document to C&B at [bylaws@acs.org](mailto:bylaws@acs.org). Within two or three weeks, if possible, C&B will prepare bylaws for the Division based on your responses and send next steps to the officers. The Division's members (and affiliates, but only if permitted in the current bylaws) must then VOTE on the bylaws in accordance with your **current** bylaws. If you have any questions or need help, contact C&B at [bylaws@acs.org](mailto:bylaws@acs.org).

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**DEFAULT OPTION(s)**: do you accept ALL default responses below? **Yes or no?**  **NO** **OR** give your responses below; if any options below are left **blank**, the **default** will be used.

#### BYLAW I [BYLAW and Sec. numbers, if given, refer to those in the **model bylaws**.]1

1. What's the name of your Division as given in the Division's current bylaws?

#### BYLAW III, Sec. 2

2. Do you want to permit STUDENT MEMBERS to be **appointed as committee chairs**? **Yes or no?**  **Yes**  **Default = yes**. [If you allow this for a Division Affiliate and a Society Affiliate, you should allow this for a STUDENT MEMBER, who is a person who is actively working toward an undergraduate degree. (Bulletin 5: [www.acs.org/bulletin5](http://www.acs.org/bulletin5)); they are members, not affiliates.]
3. Do you want STUDENT MEMBERS to be permitted to hold an elective position of the Division? **Yes or no?**  **Yes**  **Default = yes**. [If you replied "yes", then "members", not "MEMBERS", which excludes STUDENT MEMBERS, must be used in BYLAW V, Sec. 1]

#### BYLAW III, Sec. 3

4. Do you want to have Division Affiliates? **Yes or no?**  **Y**  **Default = yes**. [You are not required to have Division Affiliates, but all Divisions have these in their bylaws.]
5. Do you want Division Affiliates to have the right to **vote** for an elective position (other than for Councilor(s) and Alternate Councilor(s)? **Yes or no?**  **Y**  **Default = yes**.
6. Do you want to permit Division Affiliates to be appointed as a committee chair? **Yes or no?**  **Y**  **Default = yes**. [If you want committee chairs to be members of the Executive Committee (see #16), Division Affiliates may be only **nonvoting** members of the Executive Committee.]

**Commented [PJM1]**: This is NOT ADDRESSED in existing bylaws (previously, students were only noted as being accepted as Division affiliates with reduced dues)

**Commented [PJM2]**: NOT ADDRESSED in existing bylaws

**Commented [PJM3R2]**:

**Commented [PJM4]**: **CONSISTENT** with existing Bylaws

**Commented [PJM5]**: **CONSISTENT** with existing Bylaws

**Commented [PJM6]**: **CONSISTENT** with existing Bylaws

**BYLAW III, Sec. 4**

- 7. Do you want to permit a Society Affiliate to be appointed as a committee chair? Yes or no?  Y  N. Default = yes. [If you want committee chairs to be members of the Executive Committee (see #16), Society Affiliates may be only **nonvoting** members of the Executive Committee.]
- 8. Do you want to give Society Affiliates the right to vote for an elective position (other than for Councilor(s) and Alternate Councilor(s)? Yes or no?  N  Y. Default = yes.

**Commented [PJM7]:** CONSISTENT with existing Bylaws (current bylaws allow society affiliates to be member of EC which is limited to officers and committee chairs)

**Commented [PJM8]:** CONSISTENT with existing Bylaws

**BYLAW IV, Sec. 1, Officers**

- 9. Do you want your officers to be 1) “members”, which includes MEMBERS and STUDENT MEMBERS, or 2) “MEMBERS”, which excludes STUDENT MEMBERS?  Y  N. Default = 1 [More Divisions are permitting STUDENT MEMBERS to be officers; see #3 above.]
- 10. If the terms for the Secretary and Treasurer are more than one year and if they will serve the same number of years, do you want to add this sentence? The Secretary and Treasurer positions may be held by the same person. Add sentence or delete it?  DELETE  ADD. Default = add sentence. [This sentence is permissive; the Executive Committee would make this decision.]

**Commented [PJM9]:** NOT ADDRESSED in existing bylaws

**Commented [PJM10]:** CONSISTENT with existing Bylaws

**BYLAW IV, Sec. 2, Executive Committee**

- 11. Do you want the Immediate Past Chair to be 1) a member of the Executive Committee or 2) an officer?  1  2. Default = 1. [Either way, they will have the same voting privileges. Most Divisions have this position as members of the Executive Committee, not as officers.]
- 12. Do you want the Councilor(s) to be 1) members of the Executive Committee or 2) officers?  2  1. Default = 1. [Most Divisions include them on their Executive Committee, not as officers.]
- 13. Do you ALSO want the Alternate Councilor(s) to be 1) members of the Executive Committee or 2) officers?  2  1. Default = 1. [Most Divisions include them on their Executive Committee, not as officers.]
- 14. If your current bylaws include other position(s) as members of the Executive Committee, or if you wish to add any of these positions, please respond to the following; if not, skip to question #15.
  - a. Member(s)-at-Large: Default = skip to question #15.
    - i. Do you want to have one or more Member(s)-at-Large? Yes or no?  Y  N. Default = no. [If you currently do not have Member(s)-at-Large, C&B recommends that you not add them; some Divisions have difficulty in getting people to run for office. If “no”, skip to #15.]
    - ii. If yes, how many?  2  1.
    - iii. Are they elected or appointed?  Elected  Appointed. If appointed, by the Chair or Executive Committee?  N/A  Chair  EC
    - iv. Do you want the Member(s)-at-Large to be members (including STUDENT MEMBERS) or MEMBERS (excluding STUDENT MEMBERS)?  members  MEMBERS
    - v. What is/are their term(s) of office? One year, two years, or three years?  One year  Two years  Three years
  - b. Others

**Commented [PJM11]:** CONSISTENT with existing Bylaws

**Commented [PJM12]:** CONSISTENT with existing Bylaws

**Commented [PJM13]:** CONSISTENT with existing Bylaws

**Commented [PJM14]:** CONSISTENT with existing Bylaws

**Commented [PJM15]:** CONSISTENT with existing Bylaws

**Commented [PJM16]:** CONSISTENT with existing Bylaws

**Commented [PJM17]:** CONSISTENT with existing Bylaws

**Commented [PJM18]:** NOT consistent with existing bylaws (if interpreted that student members were limited to division affiliate: the fact that division affiliates cannot hold office makes it inconsistent)

- i. Do you have any other **elected** officer or member of the Executive Committee? **Yes or no?**  **N** . **If no, skip to #15. Default = no, skip to #15.** If yes, what is the title of this position? .
- ii. Is this position an **officer** or a **member of the Executive Committee**? . [C&B recommends that they be members of the Executive Committee, not officers.]
- iii. If they are a member of the Executive Committee, are they a **voting** or **non-voting member**? . **Default = voting member.**
- iv. Are they **members** (including **STUDENT MEMBERS**) or **MEMBERS** (excluding **STUDENT MEMBERS**)?  **Default = members.**
- v. What is/are their **term(s) of office**? **One year, two years**, or more?  **Default = one year.**

Commented [PJM19]: CONSISTENT with existing Bylaws

15. Regarding chairs of the standing committees, do you want **1) all chairs, 2) only specific chairs (please specify), or 3) no chairs** to be members of the Executive Committee?  **1** . **Default = 1.**

Commented [PJM20]: CONSISTENT with existing Bylaws

16. If you want chairs of the standing committees to be members of the Executive Committee, do you want the chairs to be **1) voting members\*** or **2) nonvoting** members of the Executive Committee?  **1** . **Default = 2.** [\*Affiliates may NOT be **voting** members of the Executive Committee; you must enter #2 if you responded “yes” in #6 and 7, permitting affiliates to be appointed as committee chairs.]

Commented [PJM21]: CONSISTENT with existing Bylaws

**BYLAW IV, Sec. 3, Terms of office**

17. What are the **terms of office** for the Chair and Chair-Elect? **1) one year; 2) two years; or 3) three years?**  **3**  **Default = 1 year.**

Commented [PJM22]: CONSISTENT with existing Bylaws (noting that Chair-elect position is 3 years (first as chair elect, 2<sup>nd</sup> as Chair and 3<sup>rd</sup> as immediate past chair)

18. What are the **terms of office** for other elected officers?  **3**  **Default = 2 years each for Secretary and Treasurer.** Specify others and give the terms of office for each if not listed:

Commented [PJM23]: CONSISTENT with existing Bylaws

19. Do you want the terms of office to begin **January 1**? **Yes or no?**  **Y** . **Default = yes.** If no, what date do you want for the terms of office to begin?

Commented [PJM24]: CONSISTENT with existing Bylaws

20. If the terms of the Secretary and Treasurer are more than one year, do you want to add this optional phrase: **they shall be elected in alternate years, whenever possible, to provide for a rotation of terms.** **Yes or no?**  **Y** . **Default = yes.**

Commented [PJM25]: CONSISTENT with existing Bylaws

21. With the exception of the Chair and Chair-Elect, do you want the incumbent of any position to be **eligible for reelection**? **Yes or no?**  **Y** . **Default = yes.** Although not normally done, would you like your Chair to be eligible for reelection? **Yes or no?** . **Default = no.**

Commented [PJM26]: NOT ADDRESSED in existing bylaws

**BYLAW IV, Sec. 4, Duties of officers [and others, if applicable]**

22. Duties of the Chair. **Choose option 1 or 2: 1):** Chair appoints all committee chairs and members; or **2):** chair appoints these **with the approval of the Executive Committee.**  **1**  **Default = 2.**

Commented [PJM27]: NOT ADDRESSED in existing bylaws (But Admin guide indicates that Chair appoints chair persons and the chair of the committee appoints members of the committee)

23. C&B recommends the following **duties**. Do you accept these, including the optional phrase? **Yes or no?**  **Y** . **Default = yes.** Or would you prefer to **include these in the Division’s operations manual**, not in the bylaws? . **Default=include in bylaws** [If you make any changes to the following, use either Track Changes or all capital letters.]

Commented [PJM28]: CONSISTENT with existing Bylaws

- a. The duties of the Chair shall be to preside at meetings of the Executive Committee, to carry into effect the decisions and recommendations of that Committee, to preside at meetings of the Division to conduct governance business, to appoint, [Optional:] **with the approval of the Executive Committee**, all committee chairs and committee members except as stated elsewhere in these bylaws, and to carry out the duties required by the Constitution and Bylaws of the SOCIETY. [Keep or delete the optional phrase:]  DELETE  Default =keep
- b. The duties of the Chair-Elect shall be to assist the Chair with the direction and management of the Division. In the absence of the Chair, the duties of the office shall devolve upon the Chair-Elect.
- c. The duties of the Secretary shall be to keep a record of the minutes of the meetings of the Division and of the Executive Committee, to maintain a list of members and affiliates, to send to members and affiliates such notices as the business of the Division may require, to submit a report to the Division at its annual meeting, and to carry out the duties required by the Constitution and Bylaws of the SOCIETY and elsewhere in these bylaws. The Secretary shall preside over meetings in the absence of both the Chair and Chair-Elect.
- d. The Treasurer shall have charge of the funds of the Division, keep an accurate record of all receipts and disbursements, receive dues, and make those disbursements approved by the Executive Committee. The Treasurer shall render an account of all transactions and of the financial condition of the Division to the Executive Committee at times set by the Committee, and shall submit such reports as are required by the Constitution and Bylaws of the SOCIETY.

[Include the following only if you have Member(s)-at-Large.]

- e. The duties of the Member(s)-at-Large shall include bringing before the Executive Committee such items of concern to members of the Division as shall have been brought to their attention, as well as any duties assigned by the Executive Committee.

**BYLAW IV, Sec. 6, Councilor(s), Alternate Councilor(s), and Temporary Substitute Councilor**

24. Vacancies: you **MUST choose one** of the following 3 paragraphs (per SOCIETY Bylaw V, Sec. 8, e); **most** choose the first one (F1). **Which one do you choose?**  F1  F2. Default = F1. [If you choose F2, please add the details below.]

**F1:** Any vacancy in the position of Councilor or Alternate Councilor shall be filled for the remainder of the unexpired term at the time of the next annual election. The vacancy may be filled until the next annual election by appointment by the Executive Committee.

**F2:** Any vacancy in the position of Councilor or Alternate Councilor shall be filled for the remainder of the unexpired term in a predetermined order of succession from among Alternate Councilor(s) and/or unsuccessful candidates for these positions in the following manner: [You must ADD the details of the order of succession.]

**Commented [PJM29]:** NOT ADDRESSED in existing bylaws (But Admin guide indicates that Chair appoints chair persons and the chair of the committee appoints members of the committee)

**Commented [PJM30]:** NOT consistent with existing bylaws (current bylaw suggests that longest serving alternate councilor will take role... but if an alternate councilor spot is vacated – the current bylaws do not address that)

F3: Any vacancy in the position of Councilor or Alternate Councilor shall be filled for the remainder of the unexpired term by means of a special election held in a manner similar to that used for regular elections as specified elsewhere in these bylaws.

**BYLAW V, Manner of Election**

- 25. Sec. 1. For the election of officers (and others if applicable), do you want 1) to have the option of conducting the election either by ballot or at a regular meeting; or 2) to have the election conducted only by ballot?  2 . Default = 1. [Option 1 gives the Executive Committee more flexibility.]
- 26. Sec. 2. In September [Okay? Or specify another month: February [Default = okay] of each year, the Nomination Committee [Okay? Or specify a position or another committee: OKAY] [Default = okay] shall report to the membership its nominations for each elected position to be filled. Prior to October 15 [Okay? Or specify another date: MARCH 15], [Default = okay] any member or affiliate [Do you want only members or members and affiliates to nominate and second a nominee for office? only members] [Default = add "or affiliate"] of the Division may, in writing or from the floor at a meeting, nominate additional candidates for office. [Note: the election results must be certified to the Executive Director of the SOCIETY not later than December 1.]
- 27. Sec. 3. Do you want the candidates listed 1) in an order to be selected by lot or 2) in alphabetical order?  2 . Default = 1.
- 28. Sec. 4. The ballots shall be tabulated and validated not later than November 15. [Okay? Or specify another date: July 1] Default = okay. [Note the December 1 deadline above in #26.]
- 29. Sec. 4. The candidate for each position receiving the largest number of votes shall be declared elected. The Executive Committee may decide that for Councilor(s), the candidate(s) who receive the majority of votes shall be declared elected as Councilor(s); the candidate(s) who get the next largest number of votes shall be declared elected as Alternate Councilor(s). Do you want to include the optional text? Yes or no?  Y . Default = yes. [Note "may decide"]
- 30. Sec. 5. The results shall be announced by the Division Chair or his or her designee as soon as possible after the election, and also published in the Division's newsletter and/or on the Division's website soon thereafter. [Okay? Or edit the optional text: OK] Default = okay.

Commented [PJM31]: CONSISTENT with existing Bylaws

Commented [PJM32]: CONSISTENT with existing Bylaws

Commented [PJM33]: CONSISTENT with existing Bylaws

Commented [PJM34]: CONSISTENT with existing Bylaws

Commented [PJM35]: NOT ADDRESSED in existing bylaws

Commented [PJM36]: CONSISTENT with existing Bylaws

Commented [PJM37]: CONSISTENT with existing Bylaws

Commented [PJM38]: NOT ADDRESSED in existing bylaws

**BYLAW VI, Recall of Elected Officials**

- 31. Do you want to include the bylaw on the recall of elected officials? Yes or no?  Y . Default = yes. [C&B urges you to keep or add this optional bylaw; see wording in the model bylaws.]

Commented [PJM39]: CONSISTENT with existing Bylaws

**BYLAW VII, Committees**

- 32. Nomination is a required standing committee. If you want to specify other standing committees, please list them: AWARDS, CHAS PUBLICATIONS, MEMBERSHIP, PROGRAMMING, LONG RANGE PLANNING. [The Executive Committee may establish committees as necessary.]

Commented [PJM40]: CONSISTENT with existing Bylaws  
RECOMMEND CHANGE: ADD ALL OTHER Standing committees (such that chairs are voting members of EC)

**BYLAW VIII, Meetings**

- 33. Who sets the order of business: 1) Executive Committee or 2) Chair?  2  . Default = 1.
  - a. Special meetings may be held at the written request of the Executive Committee or upon the written request of 15 members of the Division. Either approve 15 or give another number that make sense for your Division:  15  Default = 15.
  - b. Meetings of the Executive Committee and Division to conduct governance business may be held by means of electronic communications technology, with the approval of the 1) Executive Committee or 2) Chair. Default = 1-Executive Committee.  1 .
  - c. How would you define a quorum for Division meetings to conduct governance business? Either approve 15 or give another number that make sense for your Division.  10  Default = 15. [You may NOT use a percentage. FYI: the quorum for Executive Committee meetings is a majority of the voting members.]

Commented [PJM41]: NOT ADDRESSED in existing bylaws

Commented [PJM42]: NOT ADDRESSED in existing bylaws

Commented [PJM43]: NOT ADDRESSED in existing bylaws

Commented [PJM44]: NOT consistent with existing bylaws  
Current bylaws indicate a quorum is "the members present"

**BYLAW IX, Finances**

- 34. For the Division’s annual audit, do you want this report submitted to the Executive Committee by January 31?  Y  Default = yes. If no, specify a different date

Commented [PJM45]: NOT ADDRESSED in existing bylaws

**BYLAW XI, Subdivisions** [See model bylaws.]

- 35. This bylaw is optional. Do you want to include this optional bylaw? Yes or no?  Y  Default = yes.

Commented [PJM46]: CONSISTENT with existing Bylaws

**BYLAW XII, Affiliation with Other Technical Organizations** [See model bylaws.]

- 36. Do you want to include this optional bylaw? Yes or no?  Y  Default = yes.

Commented [PJM47]: NOT consistent with existing bylaws  
Current bylaws describe an internal process only

**BYLAW XIII, Amendments**

- 37. Sec. 1. A petition to amend the bylaws may be initiated by the Executive Committee, or by petition signed by at least 15 members of the Division. Either approve 15 or give another number that make sense for your Division:  15  . Default = 15. [The same number will be used in Sec. 3.]

Commented [PJM48]: CONSISTENT with existing Bylaws

**Other**

- 38. If your current bylaws have other provisions that you would like to include in the proposed new bylaws, please give us the specific wording or enter the BYLAW numbers from your current bylaws: **SEE Note** We will let you if the wording is consistent with the ACS Governing Documents and if it’s possible to accommodate your request.

Commented [PJM49]: Bylaw II sect 3 (objects of the division)  
Bylaw III section 4 (Privileges of membership)  
Bylaw V Section 3 (Creation and sunset of non-standing committees)  
Bylaw V Section 4b (Interim Committee)  
Bylaw V section 4c (Program committee)  
Bylaw V Section 4e, f (Publications committee an board of editors)  
Bylaw V section 5g (duties of the standing committees))

**LAST STEP:** send your responses (and/or questions) to C&B at [bylaws@acs.org](mailto:bylaws@acs.org).

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[FYI: if your Division is incorporated, C&B will check your Articles of Incorporation and will add appropriate wording to the bylaws. The term “Inc.” will be added at the end of the Division name only if it is part of the Division’s name as written in the Division’s Articles of Incorporation.] 07/7/17