

To: Board of Directors/Steering Committee Members  
Midwestern Regional American Chemical Society Meeting

From: Charles Greenlief, "Chair/Secretary"

Subject: Agenda for the 2005 Annual Meeting

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The Board of Directors/Steering Committee will meet in the Pine Room of the Holiday Inn at 12:30 p.m. on Friday, October 28, 2005. Charles Greenlief will preside.

*Each individual will be asked to introduce them selves.*

#### AGENDA

1. Special presentation by Mike Ashby of the Regional Activities Coordination Team (ReACT).
2. Approval of minutes from the 39<sup>th</sup> MWRM Steering Committee Meeting of the American Chemical Society. (Charles Greenlief)
3. Progress on incorporation and conference call if necessary. (Charles Greenlief)  
This needs to be done between 1:30 and 2:00 PM.
4. Financial support of high school teachers at MWRM. (Charles Greenlief)
5. Treasurer's report. (Gary Clapp of the Kansas City Section)
6. We need to form an Awards Committee.
7. Final report on the 37<sup>th</sup> meeting (2002) in Lawrence, KS. (Robert Carlson)
8. Final report on the 39<sup>th</sup> meeting (2004) in Manhattan, KS. (Dan Higgins and Vince Ortiz)
9. Initial report for the 40<sup>th</sup> meeting, October 26-29, 2005, hosted by the Mo-Kan-Ok Section. (Mel Mosher and Michael Garoutte)
10. Report on plans for the 41<sup>st</sup> meeting, October 25-27 or Nov. 1-3, 2006, in Quincy, hosted by the Mark Twain Section. (Dawood Afzal and Mark Moore are Co-chairs)
11. Report on plans for the 42<sup>nd</sup> meeting, November 7-10, 2007, in Kansas City, MO, hosted by the Kansas City Section. (Margie St. Germain will be the General Chair and Keith Buszek will be the Program Chair)
12. Report on plans for the 43<sup>rd</sup> meeting (2008) hosted by the Nebraska Local Section. The location is likely to be Kearny. (Mike Mosher will be General Chair, Program chair will be Scott Darveau and Printing and Publications Chair will be Christopher Exstrom.)

13. Report on plans for the 44<sup>th</sup> meeting (2009) hosted by the University of Iowa in Iowa City. (Jason Telford)
14. Report on plans for the 45<sup>th</sup> (2010) hosted by the Wichita Section in Wichita. (Art Landis)
15. Proposals for future meetings? (Charles Greenlief)
16. Report on the voting for the E-mail proposal. As a reminder, the proposal is given below.

“The Board may not consider additional increases to regional meeting attendee registration fees until such time that the total meeting expenditures, including planning conference and teaching award exceed the net receipts from all income over the previous, consecutive three year period.” (Charles Greenlief)

17. ACS Report (John Michael Sophos)

**Board of Directors  
Midwest Regional Meeting  
American Chemical Society  
2005**

<b>Name</b>	<b>Section</b>	<b>E-Mail Address</b>
Kathy Trahanovsky	Ames	<a href="mailto:ktrahan@iastate.edu">ktrahan@iastate.edu</a>
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Margie Wickham St. Germain	Kansas City	<a href="mailto:stgermain.margie@epa.gov">stgermain.margie@epa.gov</a>
Gary Clapp	Kansas City/Treasurer	<a href="mailto:geclapp@aol.com">geclapp@aol.com</a>
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Art Landis	Wichita	<a href="mailto:landisar@emporia.edu">landisar@emporia.edu</a>

**Officers**

Chair	Charles Greenlief
Chair-Elect	Chris Spilling
Secretary	Margie Wickham St. Germain
Treasurer	Gary Clapp
Historian	Ruth Hathaway
Webmaster	John Adams

## ***Suggested Duties of Officers***

- President*** Election of officers (nominations, ballots, etc.)  
Election of secretary for next meeting  
Maintain contacts with local sections, high school teachers, etc.  
Report from regional meeting (current)  
John Bauman, Jr. Midwest Award in Chemical Education (certificate, check, pool of nominees)  
Meetings (list of current and future - dates and locations)
- Vice-President*** Meetings (list of current and future - dates and locations)  
Deadlines for division and programming grants  
Format for proposals for hosting Midwest Regional Meetings
- Secretary*** Finances (keep track of advances, money for Regional Meeting Programming Conference (RMPC), and split of profits)  
Board luncheon (location, head count and payment of invoice)  
Mailings (minutes, agenda, and bylaws)  
A procedure needs to be developed so that we know who is the current Kansas City section treasurer.
- Historian*** Maintain a history of the Midwestern Regional Meeting (MWRM)  
Maintain a history of awards (*Midwest Regional Award in Chemistry, John E. Bauman, Jr., Midwest Award in Chemical Education, Midwest Regional Industrial Innovation Award*)  
Archive reports from previous MWRM.  
Archive location and dates of previous MWRM.  
Archive program booklets from previous MWRM.
- Webmaster*** Maintain the Midwest Regional Resource website.  
Maintain a link to the current Midwest Regional Meeting website.  
Post a list of past and current award winners.  
Post a format for bid proposals for hosting a Regional Meeting - include our specific requirements (Linda Hall, etc).  
Post a meeting report template - link to an electronic budget.  
Post a final meeting report template.  
Post a copy of our Bylaws.  
Post a copy of incorporation documents.  
Post a copy of the minutes from the Board Meeting.  
Post a list of Board members from local sections.

April 25, 2005

Dear Region Board Officers/Directors and Regional Meeting Chairs:

You asked. We are responding!

At the Regional Meeting Roundtable held during the San Diego national meeting, some tools and documents were presented to those in attendance that can be used to facilitate regional meeting planning and execution. The response from the attendees was that these tools are needed now! Additional tools and documents for use specifically by region boards as they plan their finances and other activities will be sent later.

The documents were produced by the ad hoc Regional Meeting Study Group and were presented by members of the team charged with implementing the recommendations of the study group—the Regional Activities Coordination Team (ReACT). This team is composed of knowledgeable ACS members who are actively involved in regional meetings, region boards, and various levels of ACS governance. The vision of ReACT is:

***A network of empowered region boards will exist to initiate, enhance, and coordinate activities tailored to the needs and strengths of the ACS membership.***

Members of ReACT will soon be visiting each of the region boards and presenting information that is designed not only to focus on the regional meeting but also to emphasize the increasingly important role that the regions will play in bringing increased benefits to our members.

One of the initial priorities of the team is to disseminate information from the study group to the regions. There are four documents currently available for distribution:

- **Bid Guidelines:** These advise local sections who wish to host a regional meeting how to prepare a bid .
- **Final Meeting Report Template:** This standardizes the report required at the conclusion of a meeting and will provide an historical record of the present meeting as well as give crucial planning information to future meeting organizers.
- **Core Programs:** This document can be used by region boards to convey key elements of programming that a particular region wants to occur at their regional meetings, and includes ideas for signature events and activities that could become hallmarks of a given region.
- **Electronic Budget:** This is an Excel spreadsheet that includes typical sources of revenue and expenses and is a critical planning tool for meeting organizers. It can be modified to accommodate region-specific line items, and can provide an up-to-date financial status for meetings. Also included here is a sheet that calculates approximate registration income based on attendee projections.

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These documents, along with several others, will be introduced to the region boards at the yearly board meetings over the next several months. ReACT members will conduct the presentations and are contacting the boards to reserve time on their agenda. We hope that all of the local section region board representatives will be present to hear the exciting news about the emerging roles of the regions.

If you have any questions or suggestions, feel free to contact me. We thank you for your commitment to regions and the regional meeting program.

Sincerely,



Tim Hubler  
Chair, ReACT