



Chicago Local Section Administration Form 2017

Local Section Administration Form - Governance	
1. How many times did the executive committee conduct governance business during 2017?*	11
2. How many members were there in the executive committee during 2017?*	39
3. How did the executive committee communicate with one another during 2017?*(Check all that apply.)	<input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Teleconference <input type="checkbox"/> ACS Network <input checked="" type="checkbox"/> Other - Face to face
4. What percentage of your councilors were in official attendance at the Spring and Fall ACS Council meetings?*	100%
5. Did a member of your local section attend the Local Section Leaders Track at the 2017 ACS Leadership Institute?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
6. Did your local section have a succession and/or leadership development plan during 2017?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
7. How did your local section identify future leaders and get them into the leadership pipeline during 2017?*(Check all that apply.)	<input type="checkbox"/> Self-nomination <input checked="" type="checkbox"/> Solicitation or advertising <input checked="" type="checkbox"/> Identify active committee members <input type="checkbox"/> Formal leadership training <input type="checkbox"/> Long term plan <input checked="" type="checkbox"/> Outreach to new members <input type="checkbox"/> Arm-twisting <input type="checkbox"/> Other -
8. Did your local section conduct an officer election during 2017? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
9. Did your local section conduct its elections electronically during 2017?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
9a. If the response to 9 (above question) is Yes, please list what tool you used to conduct elections.*	Services purchased from Association Voting
10. How many members voted in your local section officer election in 2017?*	497
Questions 11-13 provide the opportunity for your section's leadership to communicate successes, challenges, goals, and progress towards meeting those goals. We want to hear from you! Please use the required comment boxes to share your thoughts about your section. In questions 12 and 13, do not feel limited by having spaces indicated for the top three goals. Other goals can be added in the comment box if needed.	

<p>11. 2017 Chair's report: Please provide a narrative of the past year's activity/successes/challenges:*</p>	<p>The Chicago Section broke with traditions in 2017 and forged new approaches and programs to engage our membership. We tried three approaches to increase our attendance at monthly program meetings. The Chicago Section covers a wide geographical area, creating commuting difficulties for many of our members traveling to a monthly program meeting during rush hour. We received an IPG Grant from the ACS Local Section Activities Committee which helped provide the new technology to stream meetings to satellite locations lessening the travel time and distance. We have successfully implemented the streaming technology to have three to four satellite locations in addition to our main site. Next, we changed our venue to academic institutions with the exception of the Willard Gibbs and Basolo Award dinners. This allowed us to lower the dinner price by half and eliminated dinner subsidies thus saving the Section money. Finally, we changed our method of advertising our meeting. We still publish in our newsletter and on our website but we increased our social media presence using Facebook, LinkedIn and Eventbrite. We also sent flyers to all local colleges and universities. This resulted in an average of 115% increase in attendance which includes a huge increase in student attendance.</p> <p>Next, we realized we were not addressing the career needs of our member using the same old methods. We added three new programs: 1. A series of 6 Career Workshops at a local academic institution, 2. Networking games prior to the Section monthly program meetings and 3. StartSmart workshop, an AAUW program on salary negotiations, along with a panel discussion. Members loved the networking games and we met the needs of the student population with the career workshops. We used a membership campaign poster at career events as well as monthly program meeting. Several individuals joined the ACS as a result of this new practice.</p> <p>We successfully negotiated with the Chicago Section AIChE on reciprocal affiliate membership. Both organizations have a common goal and being partners allows both societies to increase attendance and participation in programs. We also adjusted our Board committees to ensure that committees would be made up of several members. This allowed us to mentor and identify potential new directors and committee chairs and a succession plan. Another outcome of increased participation in committees was the resurrection of our College Education Committee which not only encouraged student involvement with submission of poster at each monthly meeting but also organized a day long undergraduate symposium on Chemistry Careers and the Future of Chemistry.</p> <p>We continued our Chemistry Olympiad, Chemistry Scholarship Exam, Marie S. Curie Girl Scout Chemistry Day, BSA Chemistry Merit Badge, Project SEED, Illinois State Fair Outreach Tent, Willards Gibbs Award dinner, Public Affairs program meeting and Minority Affairs program. We expanded our Younger Chemists, Women Chemists and Senior Chemists programing. We also reviewed and revised our Policy Declarations and Bylaws which will be approved in 2018.</p> <p>We continue to struggle keeping up membership numbers. Numbers increased during the summer from January but decrease again by the end of the year. The decrease seemed to be older members. It will be important to continue to engage students at academic institutions. We have begun to see an increase with the Younger Chemists programing and meeting notices directed to colleges and universities. We need to keep up our presence with students and student chapters. They are our future.</p> <p>I am very proud of our Board. Our committee chairs really stepped up this year working together as a team to achieve the successes we have seen. Bravo to our dedicated volunteers!</p>
<p>12. 2018 Chair's goals for the Section</p>	
<p>a. Please list your top 3 goals:</p>	<p>Greater engagement and involvement of Chicago area chemical companies with the Chicago Section.</p>

	<p>Increase the participation of section members in in our programs and activities.</p> <ul style="list-style-type: none"> Increasing outreach/partnership with the community at large, growing their awareness of chemistry
b. What are your concerns and challenges?*	<p>Many organizations including the ACS are challenged with decreasing membership. Companies are limiting the number of memberships they will support for their employees and are more promoting trade organizations. Monthly program meetings are also competing with others social activities such as bowling, movies, video games which have become more accessible. Information is readily available through social media and the internet, and networking through social media. Thus the need to participate in meetings from an educational/informative, social and networking point of view is challenged. Many members will attend a meeting of interest, and if asked are more than willing to roll up their sleeves and participate in our many activities. I believe that this will help with retention, another issue we have especially among new graduates. Committees need to be proactive in reaching to participants at program meeting and immediately put these new members to work.</p>
13. 2018 Chair-Elect's goals for the Section	
a. Please list your top 3 goals:	<p>Hold discussions with board regarding vision, use info to build strategic plans for Chicago ACS.</p>
	<p>Reach out to private industry to find connections who can interface with Chicago ACS.</p> <p>Improve relations between local student affiliate chapters and industry to create internships.</p>
b. What are your concerns and challenges?*	<p>Although we clearly maintain very excellent ongoing programming and do well in promoting the message that chemistry can do good things for the world, my impression is that lack of engagement of younger chemists, lack of membership growth, and underuse of professional development opportunities are areas of perpetual concern for the section. Development of career opportunities would implicitly address these issues. The hope is to reach beyond the mechanics of monthly meetings and regular programming to engage young chemists, especially at our local colleges and universities. Considering the considerable representation from local industry among our section officers, directors, and members, a goal is to rejuvenate contacts and communication with local industry in hopes of making the section a stronger hub for chemistry job networking and advertising in the Chicago area. Working jointly with the chemistry division of the Associated Colleges of the Chicago Area and local student ACS affiliate chapters, new opportunities for industrial and government student internships and partnerships could be sought out. Such aid in promoting chemistry careers, particularly of young people, will hopefully kindle new memberships, promote lasting membership for current members, and, most importantly, directly and positively impact the career needs of the overall chemistry community. My own impressions aside, a long-term vision to address other ideas for the section will be developed after holding a series of one-on-one discussions with the Chicago ACS board members, ultimately resulting in a new strategic plan.</p>

Local Section Administration Form - Organization

1. Did your local section have any active committees with two or more members during 2017?*	<input checked="" type="radio"/> Yes <input type="radio"/> No																					
a. If the response to 1 (above question) is YES, please select the committee and enter the chair's name.	<table> <tr> <td><input type="checkbox"/></td><td>Awards</td><td></td></tr> <tr> <td><input checked="" type="checkbox"/></td><td>Budget/Finance</td><td>Fran Kravitz</td></tr> <tr> <td><input checked="" type="checkbox"/></td><td>Career assistance/Employment</td><td>Katie Leach</td></tr> <tr> <td><input checked="" type="checkbox"/></td><td>Chemistry Olympiad</td><td>Russ Kohnken</td></tr> <tr> <td><input checked="" type="checkbox"/></td><td>Community Activities</td><td>David Crumrine and Avrom Litin</td></tr> <tr> <td><input type="checkbox"/></td><td>Continuing Education</td><td></td></tr> <tr> <td><input checked="" type="checkbox"/></td><td>Educational</td><td>High School Ed- Russ Kohnken, Primary Ed- Fran Kravitz</td></tr> </table>	<input type="checkbox"/>	Awards		<input checked="" type="checkbox"/>	Budget/Finance	Fran Kravitz	<input checked="" type="checkbox"/>	Career assistance/Employment	Katie Leach	<input checked="" type="checkbox"/>	Chemistry Olympiad	Russ Kohnken	<input checked="" type="checkbox"/>	Community Activities	David Crumrine and Avrom Litin	<input type="checkbox"/>	Continuing Education		<input checked="" type="checkbox"/>	Educational	High School Ed- Russ Kohnken, Primary Ed- Fran Kravitz
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	<input checked="" type="checkbox"/> EHS Irene Cesa <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Government Affairs Mike Koehler <input type="checkbox"/> Industry Relations <input checked="" type="checkbox"/> Long Range Planning Susan Shih <input checked="" type="checkbox"/> Membership/Membership Retention Eva Montgomery <input type="checkbox"/> Mentoring <input checked="" type="checkbox"/> Minority Affairs Charles Cannon <input checked="" type="checkbox"/> Newsletter/Publications Paul Brandt <input checked="" type="checkbox"/> Nominations Anthony Toussaint <input checked="" type="checkbox"/> Professional Relations Combined with Employment <input type="checkbox"/> Project SEED <input checked="" type="checkbox"/> Public Relations Russ Johnson <input checked="" type="checkbox"/> Senior Chemists Louis DeFilippi and Charles Cannon <input checked="" type="checkbox"/> Women Chemists Kari Stone <input checked="" type="checkbox"/> Younger Chemists Linghong Zhang <input checked="" type="checkbox"/> Other Hospitality-Richard Cornell Program-Andrea Twiss-Brooks State Fair-Fran Kravitz and Milt Levenberg College Ed.- Bob Chapman and Gary Roby
2. How many subsections were active in your local section during 2017?*	0
3. How many subsection meetings were held by your local section during 2017?*	0
4. How many topical groups were active in your local section during 2017?*	0
5. How many topical group meetings were held in your local section during 2017?*	0
6. Did your local section support (financial or otherwise) an existing Technician Affiliate Group (TAG) during 2017?*	<input type="radio"/> Yes <input checked="" type="radio"/> No
7. How many dues-paying affiliate members were in your local section during 2017?*	0
8. What was the approximate number of active volunteers in your local section during 2017?*	526
9. Please estimate the number of new volunteers in your local section during 2017?*	105
10. Please indicate all the ways that your local section recognized volunteers during 2017.* (Check all that apply.)	<input checked="" type="checkbox"/> Certificates <input type="checkbox"/> Awards <input type="checkbox"/> Letter to volunteer supervisor <input type="checkbox"/> Letter to volunteer <input type="checkbox"/> Recognition at an event <input type="checkbox"/> Recognition on web <input checked="" type="checkbox"/> Recognition in newsletter <input checked="" type="checkbox"/> Other - Recognition at Board Meeting

Local Section Administration Form - Communications

1. How many local section meetings were held during 2017?*	10
2. On average, how many members attended a local section meeting during 2017?*	109
3. How did Councilors report to your local section members about national ACS matters during 2017?*(Check all that apply.)	<input type="checkbox"/> At a section meeting

	<input type="checkbox"/> At an executive committee meeting <input checked="" type="checkbox"/> In the newsletter <input checked="" type="checkbox"/> On the local section web site <input type="checkbox"/> Other -
4. Did your local section have a representative on your Regional Meeting Board or Steering Committee during 2017?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
5. How does the sections leadership communicate information to its members (including social media channels)?*	The Chicago Section communicates with its members by direct email notices, publishing in our newsletter, The Chemical Bulletin, publishing on our website, direct email to faculty members of academic institutions, publishing in the Chicago Section AIChE newsletter and website, publishing in ChemWest, a teachers group, direct email to local faculty at high schools, Facebook, LinkedIn, Twitter and Eventbrite.
5a How Often do these communications occur:	
5a1 Number of newsletters published:*	10
5a2 Number of meeting notices:*	10
6. What social media does your local section use? (If selected, please provide the link.)	<input checked="" type="checkbox"/> Facebook https://www.facebook.com/ChicagoACS <input checked="" type="checkbox"/> Twitter https://twitter.com/ChicagoACS <input checked="" type="checkbox"/> LinkedIn https://www.linkedin.com/groups/1854603/profile <input type="checkbox"/> Other
7. Did your local section have a website during 2017?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
7a. If the answer to 7 (above question) is YES, what was the URL for your local section's website?	http://chicagoacs.org/
8. Did your local section post its Annual Report on your website during 2017?*	<input checked="" type="radio"/> Yes <input type="radio"/> No

Local Section Administration Form - Nomination

1. Our Section would like to self-nominate for the Local Section Outstanding Performance Award.*	<input checked="" type="radio"/> Yes <input type="radio"/> No
2. Please provide a summary self-nomination statement of 500-word or less. The summary statement should highlight local section's 2017 activities to support your nomination.	<p>The Chicago Section broke with traditions in 2017 and forged new approaches and programs to engage our membership. We tried three approaches to increase our attendance at monthly program meetings. The Chicago Section covers a wide geographical area, creating commuting difficulties for many of our members traveling to a monthly program meeting during rush hour. We received an IPG Grant from the ACS Local Section Activities Committee which helped provide the new technology to stream meetings to satellite locations lessening the travel time and distance. We have successfully implemented the streaming technology to have three to four satellite locations in addition to our main site. Next, we changed our venue to academic institutions with the exception of the Willard Gibbs and Basolo Award dinners. This allowed us to lower the dinner price by half and eliminated dinner subsidies thus saving the Section money. Finally, we changed our method of advertising our meeting. We still publish in our newsletter and on our website but we increased our social media presence using Facebook, LinkedIn and Eventbrite. We also sent flyers to all local colleges and universities. This resulted in an average of 115% increase in attendance which includes a huge increase in student attendance.</p> <p>Next, we realized we were not addressing the career needs of our member using the same old methods. We added three new programs: 1. A series of 6 Career Workshops at a local academic institution, 2. Networking games prior to the Section monthly program meetings and 3. StartSmart workshop, an AAUW program on salary negotiations, along with a panel discussion. Members loved the networking games and we met the needs of the student population with the career workshops. We used a membership campaign poster at career events as well as monthly program meeting. Several individuals joined the ACS as a result of this new practice.</p>

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Local Section Administration Form - Supporting Materials

File Name	File Size	Brief Description
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Local Section Administration Form - Approval

Comments

Our comptroller only received access to FORMS on Tuesday, and is working on the Financial section of our Annual Report at this time. We hope to have the financial section submitted this weekend.

☒ Approved & Submit for Review

Milton Levenberg

02/15/2018

This form has been submitted for your approval. Please review each tab for completeness and accuracy, make any necessary edits, and save all changes before approving this form. After the form is approved, it will be submitted for review. The approved form will be placed in read only mode and no additional edits will be allowed. Your approval will submit this form as part of your official annual report to ACS.

Local Section Administration Form - Reasons for Return

Approver Return Comments

Contributor Return Comments

Reviewer Return Comments

--- END OF REPORT ---