



## Chicago Local Section Administration Form 2018

Local Section Administration Form - Governance	
1. How many times did the executive committee conduct governance business during 2018?*	11
2. How many members were there in the executive committee during 2018?*	38
3. How did the executive committee communicate with one another during 2018?*(Check all that apply.)	<input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Teleconference <input type="checkbox"/> ACS Network <input checked="" type="checkbox"/> Other - Web Conference via GoToMeeting
4. What percentage of your councilors were in official attendance at the Spring and Fall ACS Council meetings?*	90%
5. Did a member of your local section attend the Local Section Leaders Track at the 2018 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 2018?	<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 2018?*(Check all that apply.)	<input checked="" 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 2018? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
9. Did your local section conduct its elections electronically during 2018?*	<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.*	Association Voting, an electronic voting service <a href="https://www.associationvoting.com">https://www.associationvoting.com</a>
10. How many members voted in your local section officer election in 2018?*	447
<p>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>	

<p>11. 2018 Chair's report: Please provide a narrative of the past year's activity/successes/challenges:*</p>	<p>The Chicago Section is finishing up another year of member activities and outreach events. We have sponsored ten program meetings, highlighted by the presentation of the Willard Gibbs Medal to Professor Cynthia Burrows of the University of Utah and the presentation of Northwestern University's Basolo Medal to Professor Edward Solomon of Stanford University. Eight of our program meetings were streamed to multiple locations. The number of remote locations varied from one to four. Our outreach programs included Chemistry Celebrates Earth Week, the Illinois State Fair, Chemistry Day, Girl Scout and Boy Scout chemistry merit badge programs, Chemistry Scholarship Examinations, and several other activities. The Chicago Section presented a new award, the Chicago Section Award for Excellence in High School Teaching. Walter Kinderman from Walter Payton College Prep received \$1000, a plaque, and a one year membership in the American Association of Chemistry Teachers (AACT). Another recently established award, our Project SEED Scholarship provided Megan Lay from Niles West High School with a \$6000 scholarship, which will be awarded over the course of four years. We mourned the loss of Dr. Anthony Toussaint, our Section Chair, in June. Tony's service to our Section reflected his care for and support of our members. We miss his upbeat demeanor and positive attitude. Our Board members stepped up to fill in wherever needed, and our activities continued with good participation. Gail Wilkening, Office Manager, made many extra contributions. We appreciated everyone's support during this time. From an administrative viewpoint, we have approved a new set of Bylaws and are finalizing our historical Policy Declarations. Our Board members have responded to a survey about the Section with suggestions for further improving our organization, programs, and public outreach. Dr. Tim Marin, our 2019 Chair, is leading our review of the survey results.</p>
<p>12. 2019 Chair's goals for the Section</p>	
<p>a. Please list your top 3 goals:</p>	<p>Work with the Board of Directors to build a new strategic plan for Chicago ACS.</p>
	<p>Continue reaching out to private industry to find connections who can interface with Chicago ACS.</p>
	<p>Improve relations with local student affiliate ACS chapters in local universities and colleges.</p>
<p>b. What are your concerns and challenges?*</p>	<p>Although we clearly maintain very excellent ongoing programming, we do not engage younger chemists. Our membership is decreasing, and the veteran membership of our Board of Directors see little turnover. Our committees are thinly-staffed and some are arguably ineffective as a consequence, with poor communication across committee boundaries. There is minimal involvement of younger volunteers, lack of industrial interest and support, not enough work with area high schools, and lack of college/university partnerships. Our current board meetings waste a lot of time on minutia and lack collective discussion of goals and vision. We need a mentoring and orientation process for new board members to improve board retention. It is crucial to develop a strategic plan for the section that addresses both short-term and long-term goals that address all the above.</p>
<p>13. 2019 Chair-Elect's goals for the Section</p>	
<p>a. Please list your top 3 goals:</p>	<p>Continue the remaking of the Section Board Meetings.</p>
	<p>Clarify for members the benefits of belonging to the local section and participating in the events.</p>
	<p>Broaden the support that chairs receive by expanding the committees and getting others involved.</p>

b. What are your concerns and challenges?*	As we strategically plan this year there will be many changes occurring in Board Meetings as well as in committee structure and function. In working with the chair of the Section I will continue with the desires of the Section to help remake it to be one that is appealing to young and old alike, those that are currently involved as well as those that are not. Currently the ACS is not getting its services out to many constituents about the value that it can have. Undergraduate students do not know what the ACS can do for them and companies seem to have stopped seeing value as well. We need to reach out to these constituents and find out what it is that they feel would bring value to them and then figure out how we can deliver that. Too often a chair will take over a committee and continue to run things as they have seen fit. I would like to energize committees by making them bigger and getting others involved in helping out. Often people are willing to help out if they are asked. They fall to the wayside when there is nothing for them to do. There are many things to do – they just need to be asked.
14. Does the Local Section have a Vision and/or Mission Statement?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
15. What was the date of the last Local Section strategic planning session?*	1/5/2019

## Local Section Administration Form - Organization

1. Did your local section have active coordinators for the following?*	<input checked="" type="radio"/> Yes <input type="radio"/> No																																																																								
a. If the response to 1 (above question) is YES, please select the activity and enter the coordinators name.	<table border="0"> <tr> <td><input checked="" type="checkbox"/></td> <td>Awards</td> <td>Inessa Miller</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>Fran Kravitz</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Chemistry Olympiad</td> <td>Paul Brandt</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Community Activities</td> <td>Avrom Litin and S. Raj Govindarajan</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>Russ Kohnken, Amber Arzadon, Sherri Rukes, Fran Kravitz</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>EHS</td> <td>Irene Cesa</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Environmental</td> <td>Irene Cesa</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Government Affairs</td> <td>Mike Koehler</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Industry Relations</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Strategic Planning</td> <td>Susan Shih and Tim Marin</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Membership/Membership Retention</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Mentoring</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Minority Affairs</td> <td>Charles Cannon</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Newsletter/Publications</td> <td>Paul Brandt</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Nominations</td> <td>Rebecca Weiner</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Professional Relations</td> <td>Fran Kravitz</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Project SEED</td> <td>Raelynn Miller</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Public Relations</td> <td>Russ Johnson and Bill Hayward</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Senior Chemists</td> <td>Louis DeFilippi and Charles Cannon</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Women Chemists</td> <td>Kari Stone and Rebecca Weiner</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Younger Chemists</td> <td>Joel Schoenburg and Mona Soflaee</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Other</td> <td>New Technology - Milt Levenberg and Josh Kurutz Program - Andrea Twiss-Brooks and Simonida Grubjesic</td> </tr> </table>	<input checked="" type="checkbox"/>	Awards	Inessa Miller	<input checked="" type="checkbox"/>	Budget/Finance	Fran Kravitz	<input checked="" type="checkbox"/>	Career assistance/Employment	Fran Kravitz	<input checked="" type="checkbox"/>	Chemistry Olympiad	Paul Brandt	<input checked="" type="checkbox"/>	Community Activities	Avrom Litin and S. Raj Govindarajan	<input type="checkbox"/>	Continuing Education		<input checked="" type="checkbox"/>	Educational	Russ Kohnken, Amber Arzadon, Sherri Rukes, Fran Kravitz	<input checked="" type="checkbox"/>	EHS	Irene Cesa	<input checked="" type="checkbox"/>	Environmental	Irene Cesa	<input checked="" type="checkbox"/>	Government Affairs	Mike Koehler	<input type="checkbox"/>	Industry Relations		<input checked="" type="checkbox"/>	Strategic Planning	Susan Shih and Tim Marin	<input type="checkbox"/>	Membership/Membership Retention		<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	Rebecca Weiner	<input checked="" type="checkbox"/>	Professional Relations	Fran Kravitz	<input checked="" type="checkbox"/>	Project SEED	Raelynn Miller	<input checked="" type="checkbox"/>	Public Relations	Russ Johnson and Bill Hayward	<input checked="" type="checkbox"/>	Senior Chemists	Louis DeFilippi and Charles Cannon	<input checked="" type="checkbox"/>	Women Chemists	Kari Stone and Rebecca Weiner	<input checked="" type="checkbox"/>	Younger Chemists	Joel Schoenburg and Mona Soflaee	<input checked="" type="checkbox"/>	Other	New Technology - Milt Levenberg and Josh Kurutz Program - Andrea Twiss-Brooks and Simonida Grubjesic
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	Policy - Ken Fivizzani Willard Gibbs Medal - Tim Marin
2. How many subsections were active in your local section during 2018?*	0
3. How many subsection meetings were held by your local section during 2018?*	0
4. How many topical groups were active in your local section during 2018?*	4
5. How many topical group meetings were held in your local section during 2018?*	7
6. Did your local section support (financial or otherwise) an existing Technician Affiliate Group (TAG) during 2018?*	<input type="radio"/> Yes <input checked="" type="radio"/> No
7. How many dues-paying affiliate members were in your local section during 2018?*	0
8. What was the approximate number of active volunteers in your local section during 2018?*	50
9. Please estimate the number of new volunteers in your local section during 2018?*	7
10. Please indicate all the ways that your local section recognized volunteers during 2018.* (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 checked="" type="checkbox"/> Recognition at an event <input type="checkbox"/> Recognition on web <input checked="" type="checkbox"/> Recognition in newsletter <input type="checkbox"/> Other -

## Local Section Administration Form - Communications

1. How many local section meetings were held during 2018?*	10
2. On average, how many members attended a local section meeting during 2018?*	60
3. How did Councilors report to your local section members about national ACS matters during 2018?*(Check all that apply.)	<input type="checkbox"/> At a section meeting <input checked="" 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"/> In an email <input type="checkbox"/> Other -
4. Did your local section have a representative on your Regional Meeting Board or Steering Committee during 2018?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
5. How does the sections leadership communicate information to its members (including social media channels)?*	Major ways used to communicate with members are Chemical Bulletin (section newsletter), Section website, and social media (Facebook, Twitter).
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 <a href="http://www.facebook.com/ChicagoACS">www.facebook.com/ChicagoACS</a> <input checked="" type="checkbox"/> Twitter <a href="http://www.twitter.com/ChicagoACS">www.twitter.com/ChicagoACS</a> <input type="checkbox"/> LinkedIn <input type="checkbox"/> Other
7. Did your local section have a website during 2018?*	<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?	<a href="http://chicagoacs.org">http://chicagoacs.org</a>
8. Did your local section post its Annual Report on your website during 2018?*	<input type="radio"/> Yes <input checked="" 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 2018 activities to support your nomination.	<p>The Chicago Section had another outstanding year of member activities and outreach events. We have sponsored ten program meetings, highlighted by the presentation of the Willard Gibbs Medal to Professor Cynthia Burrows of the University of Utah and the presentation of Northwestern University's Basolo Medal to Professor Edward Solomon of Stanford University. Eight of our program meetings were streamed to multiple locations. The number of remote locations varied from one to four. Our outreach programs included Chemistry Celebrates Earth Week, the Illinois State Fair, Chemistry Day, Girl Scout and Boy Scout chemistry merit badge programs, Chemistry Scholarship Examinations, and several other activities. The Chicago Section presented a new award, the Chicago Section Award for Excellence in High School Teaching. Walter Kinderman from Walter Payton College Prep received \$1000, a plaque, and a one year membership in the American Association of Chemistry Teachers (AACT). Another recently established award, our Project SEED Scholarship provided Megan Lay from Niles West High School with a \$6000 scholarship, which will be awarded over the course of four years. These new awards are possible because of steady growth in the Section's financial portfolio.</p> <p>We mourned the loss of Dr. Anthony Toussaint, our Section Chair, in June. See the article in Supporting Materials. Tony's service to our Section reflected his care for and support of our members. We miss his upbeat demeanor and positive attitude. Our Board members stepped up to fill in wherever needed, and our activities continued with good participation. Gail Wilkening, Office Manager, made many extra contributions. We appreciated everyone's support during this transition. From an administrative viewpoint, we have submitted a new set of Bylaws and are finalizing our historical Policy Declarations. Our Board members have responded to a survey about the Section with suggestions for further improving our organization, programs, and public outreach. Dr. Tim Marin, our 2019 Chair, is leading our review of the survey results.</p> <p>We are beginning a gradual transition in the membership of the Board. Younger Section members and members new to Section governance are starting to replace members who have served on the Board for a long time. The experienced members are expected to communicate the history and explanation of any current Section policy or practice. Newer members are encouraged to contribute actively in discussions and in suggesting new or revised policies and procedures. The Policy Committee will assist with these discussions, particularly with respect to identification and selection of Board members for leadership roles.</p>

## Local Section Administration Form - Supporting Materials

File Name	File Size	Brief Description
Anthony Toussaint article Sep18.pdf	0.64 MB	Anthony Toussaint article

## Local Section Administration Form - Approval

Comments

☒ Approved & Submit for Review

Susan Shih

02/15/2019

*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 ----