

December 30, 2005

American Institute of Chemists
315 Chestnut Street
Philadelphia, PA 19106

**Re: Minutes of December 29, 2005 AIC Teleconference for Both
Officers and Directors**

Dear Colleagues,

The following narrative constitutes the minutes of our December 29, 2005 Teleconference. Meeting started at 5:12 PM and concluded at 6:22 PM EST.

Attendees: Dr. Kenneth Abate, Dr. David Kumar, Dr. Edmond Malka, Dr. David Manuta, Mr. Ray McAfee, Mr. Paul Mills, Dr. David Riley, and Dr. Harald Thiem

1. Status of the Institute:

a) **The Election:** Dr. Kenneth Abate (President Elect), Dr. David Manuta (Secretary), Dr. Edmond Malka (Treasurer). Dr. Lawrence Duffy (Current President), Dr. David Riley (Chairman of the Board of Directors), and Mr. Ray McAfee (Vice Chairman of the Board of Directors) continue from 2005.

Three-Year terms (2006-2008) on the Board of Directors: Dr. F. Albert Cotton, Dr. Martin Apple, Dr. W. Jeffrey Hurst, and Mr. Elliot Weinberg.

Two-Year terms (2006-2007) on the Board of Directors: Dr. David Kumar, Dr. Lila Albin, Dr. James Smith, and Dr. Stanley Edinger.

One-Year term (2006) on the Board of Directors: Dr. Dennis Runser, Dr. Connie Hendrickson, Mr. Paul Mills, and Dr. Margaret (Margo) Hall.

b) **Financial Situation:** Through early December 2005, all of our Institute's bills are paid. The ca. \$40,000 debt to Bank of America has been reduced to ca. \$10,000. Positive cash flow has resulted in ca. \$5000 available on deposit.

This good news is primarily due to a reduction in rent from \$2500/month to \$1000/month. Chemical Heritage Foundation (CHF) has extended the \$1000/month rent agreement with AIC for 2006. The rent will also include expenses, office assistance, and mailing costs.

- A. Nellie Peters has our accounts/ledgers on QuickBooks®. Donations, expenses, etc. need to be accounted for.
 - B. Paul Galliera is to work with Nellie Peters in auditing our books. Ed Malka will then have a clean, verifiable set of books to handle our Treasurer's tasks in 2006.
- c) **Trial Situation:** Ed Malka reported that David Shamer has pleaded guilty to a Class 3 Felony. The Commonwealth of Pennsylvania and Mr. Shamer need to agree on a monetary settlement, rather than actual time in jail for Mr. Shamer. Reimbursement with probation is what may be agreed to by the parties and approved by the judge at the January 24, 2006 trial. The District Attorney's Office is also supposed to provide a pre-sentencing report to the Court. Once the criminal issues are satisfactorily resolved, civil proceedings can begin. The civil proceeds could include both actual and compensatory damages. The University of Pennsylvania Law School offers a free legal clinic to non-profit entities. Once the criminal portion of the trial has concluded, they will be consulted regarding the most appropriate way to complete the legal process. Our only costs should be nominal (filing plus other incidental expenses and fees). Mr. Shamer has hired a private attorney. In case adequate funds are not collected on January 24, 2006, a lien may be placed on his house in Columbia, MD in a civil action. This property is co-owned with his brother. The most recent valuation of this property is \$83,000 (per Dave Riley). Mr. Shamer has issued a check to our Institute for \$500. This check has not been deposited.
- d) **The Move in CHF:** On January 4, 2006, our National Office is to be moved from the first to the fourth floor in the CHF building (Room 425).

2. **AIC Committees and Chairs:**

- a) In Larry Duffy's absence, the number of members on each committee was not discussed.
- b) There wasn't any discussion regarding the assignment of duties.

3. **The Chemist**: In Jeff Hurst's absence the discussion was primarily on *Ingenta*, a web resource that electronically publishes a range of journals (ca. 6600). Ed Malka provided a detailed description of what *Ingenta* can do for us. The contact person at *Ingenta* is Bob Schufreider. Much of this information is summarized on our website (<http://www.theaic.org>). A nominal charge of \$3000/year was quoted (see .pdf file on our website). Three years would then cost our Institute \$9000. Abstract service is included in the quote cited. Ed's suggestion was proposed as a motion. The motion was passed unanimously.
4. **Certification**: Paul Mills has been working with Dr. Asha Varma on this issue. These records are in an extensive collection presently being held in storage in Alexandria, VA. A revised list of certificate holders is a goal, especially since 2003. The rent is current on the storage facility through February 2006. Paul has identified an apparently reputable vendor who can perform on-site document shredding. This vendor has estimated a charge of less than \$1000 for the destruction of documents prior to 2000. The plan is for Paul to pay this expense (out-of-pocket) and for our Institute to reimburse him. There are an estimated six boxes of "current" (since 2001) certifications, financial documents, and "old" *The Chemist* journals currently housed at the storage facility. Paul has suggested that he and his sons can transport these boxes from Alexandria to Philadelphia.
5. **Discussion about Vince Savage as Administrator**: The discussion indicated that Vince has been working on his four-year degree in chemistry. The work that he has been doing for our Institute is a great experience for him. There is the possibility that he would be interested in continuing to work with our Institute in some capacity after he has completed his degree. A task that we would like Vince to work on would be "census numbers" for the following member categories: Fellows, Members, Associates, Students, Life Fellows, and Emeritus Fellows.
6. **Need for an Executive Director**: Dave Riley discussed this topic in detail. He has been attending meetings of the Council of Scientific Societies. Dave Riley prefers the title of Past President, not Acting Executive Director, of our Institute. Our discussion indicated that Sharon Dobson is presently out of work. It is understood that she, seemingly, is not interested in relocating from the Washington, DC-area to the Philadelphia, PA-area. CHF leadership indicates that they are not in a position (understaffed?) to provide a suitable professional to handle these duties. Dave Riley is in the process of applying for a CHF Fellowship (Charles C. Price). The application is due on January 15, 2006. If the application for this fellowship were successful, there would be ca. \$20,000 available to Dave Riley to work on an important professional project. A benefit of working at CHF, in the absence of an Executive Director, is that Dave Riley would be available to provide periodic guidance to Vince Savage. The fellowship, it is believed, would run from July 1, 2006 through June 30, 2007.

7. **Need to Contact ACS about Using Mailing List:** The expectation is that Professor Cotton would be interested in using his extensive ties to the ACS regarding contact with potential members from their mailing list. It is unfortunate that Dr. Cotton was not available for participation in our teleconference.
8. **Need to Assess the Goals of AIC:** This is an on-going issue as we continue to develop strategies for establishing a solid future for our Institute.
9. **A New Committee Needs to Be Formed to Maintain Contact with RACI:** Harald has done a great job in establishing relationships with our professional colleagues overseas. In 14a) (see below), Ed has provided criteria for membership levels that are consistent with those of our professional colleagues in the international arena.
10. **National Meeting in late May:** Our National Meeting is scheduled for Friday May 19, 2006 at CHF in Philadelphia.
11. **Status of the Awards Committee:** Gerry Myers has been working with Dave Riley on our Gold Medal. There are five candidates being considered. Gerry has indicated to Dave Riley he'd like to identify a Gold Medal recipient during the first week in January 2006.
12. **Local Institutes:** Elliot Weinberg and Dave Riley are working on increasing the activity level of our local institutes.
13. **Student Award Program:** Dave Riley has indicated that letters to students are to be sent out in January 2006. The records for the New Jersey Institute seem to have been erased/lost. Elliott has indicated his interest in working on obtaining accurate records for students attending colleges and universities in New Jersey.
14. **New Membership Categories:**
 - a) International Realignment Previously Passed by the Board. We now have four membership categories for new members consistent with our international colleagues. These are:
 - Affiliate (student with non-voting status)
 - Associate or Member-in-Training (BS or minimum of three years of professional experience)
 - Member (BS plus 4 years of professional experience)
 - Fellow (BS plus 10 years of increasingly responsible professional experience).
 - b) We Need to Approve James Hoelscher for Fellow (Concurrence, although not necessary for clearly qualified colleagues, was provided)
 - c) We Need to Approve Yi Yuan as New Fellow (Same comment as noted in 14b).

15. **Election of a New Chairman and Vice Chair for the Board:** We need to express our appreciation to Dave Riley and Ray McAfee, 2005 Chairman and Vice Chairman, respectively. Candidates for these positions ought to be identified in time for our next teleconference.

Respectfully submitted,

David M. Manuta, Ph.D., FAIC
President, Manuta Chemical Consulting, Inc.
Secretary, American Institute of Chemists