**American Chemical Society – Local Section**

**Pre-Leadership Institute Webinar**

**January 13, 2016**

**S P E A K E R S**

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**Tracy Hamilton,** *Chair of ACS Committee on Operations & Support*

**Jason Ritchie,** *Chair of ACS Committee on Technology & Tools*

**P R E S E N T A T I O N**

**Operator:**

Ladies and gentlemen, welcome to the Local Section Pre-Leadership Institute Webinar Conference Call. Your host for today is Martin Rudd. We will now begin.

**Martin Rudd:**

Welcome to the 2016 Local Section Pre-Leadership Institute Webinar to prepare you to be a successful Chair or Officer. My name is Martin Rudd, Chair of the Local Section Activities Committee, and I will be leading the Local Section Track at the Leadership Institute. Also, on this webinar is Jason Ritchie, who is the Chair of the Technology and Tools Subcommittee of LSAC, and Tracy Hamilton, Chair of the Operations and Support Subcommittee.

This webinar has been established to provide you with important and vital information about Local Sections. A significant portion of the information in the webinar will not be repeated during the Leadership Institute, so we very much appreciate your attendance today because your participation will contribute to the success of the Leadership Institute this year. There will be an opportunity for you to ask questions during the webinar.

Finally, a link for the audio portion and the slides of this webinar will be sent to you as a resource in the next 10 to 15 days. Next slide, please.

I will be presenting the first portion of the webinar today by introducing the work of the Committee on Local Section Activities and some nuts and bolts for leading your Local Section. Tracy will then take you through some more detail on how effective leadership in your Local Section is a driving force for the success you wish to see and, of course, to make ACS membership rewarding and fun with local colleagues.

Jason will share information about ACS resources and internal and external communication from Local Section Leadership. You will hear again from me later, as I provide you with an opportunity to ask questions. Next slide, please

I’m going to present some details on the ACS Committee on Local Section Activities. The American Chemical Society has more than a dozen committees of its Council, where a tremendous amount of the governance work of ACS takes place. The Committee on Local Section Activities, commonly known as LSAC, is one of those standing committees. It has 20 full committee members and eight associate members, together with various staff liaisons who provide invaluable guidance to the Committee.

The role of LSAC is defined on our Mission Statement: To work with Local Sections, to enhance their success, to promote the well-being of their members, to foster the spirit of volunteerism, and to carry out the mission of the American Chemical Society at the professional and community level.

The roles of LSAC are quite numerous, but are covered by our self-described motto: Help Local Sections be all they want to be. We oversee the design and processing of the Annual Reports and mine the accompanying data that are to be submitted by the 15 of February each year. We nurture Local Section Leaders through professional development opportunities within ACS and develop programs and opportunities that allow Local Sections to stimulate initiatives for their members. Next slide, please

Most recently, I provided a one-page comment in *Chemical and Engineering News* on the 9th of November 2015, regarding the process for and structuring of the Committee on Local Section Activities. LSAC works continually on issues that affect Local Sections. This is done by Committee members and staff liaisons, As a result of the high-level stakeholder driven strategic planning session held after the ACS Spring meeting in Denver, each committee member was assigned to a subcommittee resulting in four subcommittees, each with a Chair and a Vice-Chair.

Those subcommittees are: Technology and Tools (TT) - through careful and detailed work, TT oversees forms and helps Local Sections promote the use of technologies and data analysis to address challenges, and opportunities. Grants and Awards (G&A) - this subcommittee works primarily on the many ChemLuminary awards presented by LSAC, and self-nominated through the Annual Reports. G&A also develops the bi-annual call for Innovative Project Grants (IPG’s) and advocates for activities that promote membership stimulation. The Operations and Support (O&S) subcommittee mentors, assists and energizes Local Sections to support their members and enhance Local Section activities. Last, but not least, Communications (COM) is our newest subcommittee, arising from the strategic planning work in 2015. Their duties will be to provide access and advice about communication resources that facilitate and support engagement through LSAC, local section leadership, and the stakeholders of the Local Sections. Next slide, please

So, you might be new to your Local Section, or you might have served in different volunteer roles previously, but today you are learning about your excellent choice in helping to lead your Local Section. For that, we recognize your willingness to participate in the webinar, hopefully, attend the Leadership Institute in Dallas later this month, and build on the successes of your previous leadership. When a member joins the ACS, they are initially assigned to a Local Section based on their zip code. Members can, however, choose to join any Local Section they wish. Some Local Sections actually assign dues, which is in addition to the ACS annual membership.

The strength of the ACS Local Sections comes from the uniqueness of the sections. The characters have been determined through years of serving members based on the location, size, the institutions contained within their borders, and their resources. Through years of working with Local Sections, LSAC has developed some very basic, yet common characteristics that underlie successful sections. Among them, recognize the members that make up your Section and devise programs for their diversities; have a strong-shared infrastructure; and provide your Local Section with a home. Next slide, please

As you can see from the map, ACS Local Sections are spread all across the country, and are split into six regions based on membership numbers. On Saturday evening at the Leadership Institute, you will be able to join your neighboring Regional Sections and your ACS Regional Director for coffee and desserts. It’s Local Sections that help the ACS achieve its six strategic goals. Next slide, please

With Local Sections categorized according to the sizes shown on the previous slide, we always have something to celebrate among the 185 Local Sections. Our largest is Northeastern and our smallest is Penn-York. We also have several Local Sections celebrating anniversaries this year, so congratulations to all those from oldies such as New York and Rhode Island to relative newbies in Orlando and South Florida. We hope to hear about the fun ways in which you have celebrated within your communities through the Annual Reports process next year. Next slide, please

Local Sections are required to submit an Annual Report each year by the 15 of February. That successful and complete submission triggers the release of the annual allotment. Annual Reports are submitted through a comprehensive web interface system called FORMS. FORMS is available year-round, and is accessed through your ACS login and password. A financial and administrative form is required, including a Local Section budget. Highly recommended are event forms that outline the events and activities held in your Local Section for members or that engage other community interest groups. The flexible format enables you to upload photos, web links, videos, and especially useful is the fact that this can be done at any time of the year. I recommend that your Local Section keep up with these as you complete the events rather than leaving them all to Annual Report time. Templated outlines make the task simple. Local Sections can self-nominate events for a host of ChemLuminary Award recognitions and those recognitions occur at the ACS fall National Meeting.

A second requirement is to hold elections each and every year for elected officer positions. Your own Local Section bylaws will guide you through the specific processes and dates. Bylaws are actually available for all Local Sections, including yours, at [www.acs.org/localsection](http://www.acs.org/localsection) and the results of those elections need to be reported to the ACS by the first of December each year. Next slide, please

I would now like to turn this webinar over to the Operations and Support Subcommittee Chair, Dr. Tracy Hamilton. Tracy?

**Tracy Hamilton:**

Thank you, Martin. Next slide. The Leadership Institute provides training for management skills, which in addition to helping you run a section more smoothly, can help you in your work career, as well. You might actually want to use this as a carrot to induce volunteers to run for office and attend the Leadership Institute. Also, these skills would be good for running a family, which also requires good management.

A good manager has a team to help him or her called the Executive Committee. Succession planning is more than just telling your replacement that “it’s all yours now”. It’s making a plan to pass the duties and responsibilities and make sure that your successor knows what all their responsibilities are.

The good manager allows those volunteers who have strong incentives for particular types of activities to take the lead and give them support and guidance as they are needed. It’s also important to recognize volunteers who provide service to the sections. Next slide, please

The most important part of the Local Section as far as assisting the Section business is the Executive Committee which is the brain of the Local Section. They conduct votes on section business when required such as allocation of funds for activities. The Executive Committee sets priorities, brainstorms ideas for activities, and identifies volunteers who would be both interested and capable in leading activities. The Executive Committee members should be committed to attending regular meetings and to meeting on a regular basis, whether they might think they are needed or not, just to make sure that the section is running on-track. Our Local Section, for example, uses e-mail for much of the routine business. Next Slide.

There are roles for each member of the Executive Committee, which are outlined in the section’s bylaws. It’s good to have a variety of experience in your Local Section, including representation from academia, industry, government, and private consultants. Some sections might want to have the same members in leadership positions year-after-year, but you have to watch out for the possibility of burnout, and to make sure that other section members who might want to volunteer in leadership positions, are able to do so. Former section officers are also a good resource for advice on how to run the sections. Next slide, please.

The annual budget is more or less a guideline for the programs you’re going to do and to help make sure you have the resources to accomplish them. The annual budget should be set in the fall to make plans for the upcoming year. The section should also come up with a budget plan for the next year and report that in the Annual Report for the next year, the Financial Report. In most years, your Local Sections should more or less try to watch that they don’t hoard their money nor should they be extravagant in spending it all. The Executive Committee should also evaluate if spending is achieving the goals set by the Executive Committee. Next.

Income is, of course, one of the two components of the budget. Most of the money in smaller sections comes from the annual allotment, which is sent to the Local Section after the Annual Report is completed. The Annual Report has two parts -- financial and administrative. Make sure that the people who fill out and submit the repot notify the Councilor that it is ready to be approved. Other income comes in during the year from miscellaneous sources and so the Treasurer should expect that to occur. Another important component of the budget, particularly for small sections, is the Councilor reimbursement for travel to National Meetings. This can be a significant portion of the budget, and if it is not taken advantage of then it could actually cost the Local Sections more money than they would have spent otherwise. The Local Section also should set policy about what to do about reimbursement for Councilor reimbursement beyond the funds provided by the National Office.

Innovative Program Grants are also significant parts of some section budgets. These are great for new activities that are new to the section and can also be ideas that you get from other section activities. Seed programs, for example, are very important to some sections. These programs do require a large amount of money and these are typically funded by donations and not from the allotment. Also be aware that costs can be shared with other organizations and other Local Sections. Finally, you must be a good steward of the money that you have, for example, interest from CDs, which are otherwise known as Certificates of Depression, nowadays. Next slide, please

Okay, so the other important part about budgeting is the expenses. The expenses are, of course, determined by the Executive Committee. This is where a strategic plan is helpful. It’s good to look at the ACS Strategic Plan to make sure that the Local Section is more or less in line with what the priorities are for the National ACS. A big expense that does not move you towards achieving your Local Section or the goals of the ACS is not desirable. Most sections try to do activities that hit all three of these targets for relationships with the community, their members, and with students. For Sections that might be in the hard-hit economic times, employment and career services might be what many members need. Lastly, the perception and, of course, reality that you’re serving your own financial interests should be avoided. Next slide, please

You may notice on this slide that it says twice to start early; that’s the most important thing because it’s very difficult in some sections to encourage people to step-up and assume leadership. But, this works much better if you actually do it in person. Putting out just a general announcement, “Hey, we need some volunteers to run for leadership positions,” generally does not work very well. If you wish to conduct electronic elections, you must check your Bylaws and make sure that this is actually allowed by your Bylaws. If electronic voting is not allowed. I highly encourage you to update them. It’s easier on the Secretary to conduct the votes, and member participation is much greater in the election process. Of course every section should have a process for people to be nominated using petitions and if you’re conducting electronic elections, people who have no e-mail address should receive a paper ballot.

Another thing to realize about elections is that the roster that you receive must be for elections only. So that is a slightly different roster than the roster for your section, so that must be the roster that you use for the election. To start early, I usually put in a monthly reminder on my calendar to consider thinking of candidates to nominate or asking somebody to do something. That, of course, starts in January for the election in the fall. If you’re looking for a volunteer to contact, perhaps a new person who has shown up at a meeting you’ve never seen before might be a good person to see what their interests are. All right, next slide.

Okay, you need to make sure that the election process is valid and meaningful for your members. You want to lower any activation barriers to voting; candidate bios should be provided in a newsletter or website, the results should be announced, and of course you must make sure the election adheres to ACS requirements on confidentiality and an audit trail. Next slide, please.

This slide just tells you some of the things we’re probably going to talk about more in the Planning Successful Activities Workshop at the Leadership Institute. Basically, it’s thinking about what you want to accomplish with the meeting, and where it’s going to be held, maybe whether you wish to do the same sort of thing or mix things up somewhat. We’ll talk about all of these topics. Next.

Just a few things to elaborate on -- all volunteers are very busy. It seems people are busier then they used to be. Make sure your meetings are user-friendly. We had one Local Section actually come up with the idea that student members could provide childcare activities so that the members with children could attend meetings. You may also want to vary your activities to draw members that have different interests and, of course, you may want to change locations if you have particularly a large geographical area. You may want to be creative with teleconferencing as well. Ideas for meetings can be obtained from past Annual Reports. Be sure and search those as well. Next.

So, as a new section officer, you need to realize that you shouldn’t try to do everything yourself, and so the Executive Committee will back you up. Also, there are other resources available that our subcommittee tries to provide sections, whenever they need. One is the Speaker Directory, which is the current form of the Tour Speakers. It’s recently been moved to a Private Group on the ACS Network. It contains at least 90 speakers right now. You can search by their name, presentation topic, geographic location, or just a general keyword search. You should find an invitation very soon after the Leadership Institute to access the Speaker Directory. You’re also able to leave ratings and give feedback to the ACS about how the speaker was.

Be on the alert for contacts from a speaker traveling into your area. They may be proactive, actually contact you, and ask if you would like to have a meeting with the speaker from the speaker directly. The archived webinars, I should also mention, are a good resource for topics, and our section actually had a meeting with a cheese tasting at a brewery where we paired beer with cheese. Next.

So, here are just a few possible ideas for activities. You may want to tie it into the National Chemistry Week or Chemists Celebrate Earth Day; these are nationwide efforts by the American Chemical Society. Awards banquets are also important for recognizing accomplishments and service to the American Chemical Society. Next.

A few other activities. You may wish to contact and meet with government representatives; they need to hear how important science is. It’s well known that certain areas of the country really are not very science-friendly. We should also try to maintain interactions between the Local Section and local student chemistry clubs. Keep in mind that a strong component to people wishing to participate in activities might be social, so it might be a trip organized to a museum or wine tasting or even sporting events where you have a certain night where everybody goes to a baseball game. Next.

So to summarize, the Local Section leadership is assisted by the Executive Committee. The Executive Committee does the budgeting and oversees the elections; and particularly important are meeting events and activities that serve the members.

So, next is Jason Ritchie, who is Chair of the Technology and Tools Subcommittee, and he will talk about communication and more on resources.

**Jason Ritchie:**

Thanks Tracy. Hi everybody. I’m glad you could make it today and watch this webinar online. I want to talk today about some specific strategies for communication in your Local Section and preview a couple of the events and workshops that we will be having at the Leadership Institute.

First of all, there are several key stakeholder groups within your Local Sections that you need to be able to have a plan for communication. One of the first and most important ones is your Executive Committee, which is probably made up of the elected officers and probably the committee chairs in your Local Section. The kind of communication you’re going to often have with the Executive Committee is going to be usually business related. Another group that you need to plan to communicate with is your Local Section members and the kind of communication you might expect to have with them are announcements and programs that are going on within the Local Sections.

You might also want to have a plan for communicating with the public and this might be in terms of outreach-type activities, and sometimes you might have need to communicate with other professional groups, or companies within your Local Section. This might be in the context of arranging collaborations or collaborative-type of events. Also, you’ll be communicating with ACS National, and this is probably in the form of a reporting-type of communication. So, what’s important here is that you need to have a different communication strategy for each group. Consider the type of communication, what the message is, and what your channel will be for communicating with them. We’ll talk a little bit more about that. Can I have the next slide, please?

One of the really important resources that you’re going to get are the eRosters, which are the member lists for your Local Section, and these are conveniently supplied in an electronic format and consists of three files. You’re going to get a roster of all the members of your Local Section, which is going to have name, address, e-mail, and their demographic data. You will also get an Activity Report that will have recent changes to addresses, new members, deceased members, and a demographic report that will show you the age and years of service, education, and gender within your Local Section. These eRosters are updated monthly and you will receive an e-mail notification when those are updated. We will actually have a demonstration, during the ACS Resources Fair, Saturday at the Leadership Institute, where you can test-drive and take a look at the eRosters, and what kind of information you will find on those. You should expect to get access to the eRosters by January 29, and you will soon begin receiving communications about using the roster. Now, one really important point here is that only the Executive Committee has the authority to use the eRoster and determine how it’s used. So this is another need for communication between the Chair and the Executive Committee. Next slide, please

There are some other ACS resources that are very valuable. If you want to set-up a Local Section website, one easy way to do that is using the ACS free service, webs.com. It can help you set-up and give you templates for setting up your Local Section website. Additionally, an excellent feature-rich website is the Get Involved website, which is actually shown on the right side of this slide. Lots of links for Local Section leaders and resources for volunteers so you can make links from your Local Section page to this page, as well. Also, you can use the ACS Network to help you reach members and volunteers. You can think about how you want to use social media channels within your Local Section. We’re actually going to have a workshop on best practices for using social media at the Leadership Institute. We have four of these sessions going on and you can add the workshop to your schedule if you have not previously selected it and you decide you want to attend. This can be done at the conference.

One other thing we’ll talk about at the Leadership Institute is Magnet Mail. Magnet Mail is a service for bulk e-mailing Local Section members. For instance, you will have their addresses from the eRosters, and this service is provided for Local Sections to use to avoid spam filtering. We will actually have a workshop on that at the Leadership Institute as well where you can test-drive Magnet Mail. Next Slide.

I’ll turn it back over to Martin now.

**Martin Rudd:**

All right, thank you Jason. So let me talk for the final part of this webinar about the goals of the 2016 Leadership Institute that we will be attending later this month. I’m looking forward to meeting you and to having the Committee members share our best information about healthy and successful Local Sections.

During the slightly less than 48-hours that we will be together, you will be interacting with a host of other leaders, not just from Local Sections, but also from ACS Divisions, Committees of various types, and members of the ACS Board of Directors. Thus, the cross-section of people present will enable you to have fascinating conversations about your professional and personal lives, make new connections, and get inspired in your new leadership role. During our time, there’s also the opportunity for you to enhance your skills through workshops from the ACS Leadership Development System; hopefully, what you learned on Saturday, you will be able to put to good use on Sunday. There’s also an optional lunch on Friday. Next slide, please

On this slide I’ve shown some of the goals at the Local Section Leaders Track for Friday and continuing into Sunday. The goals are crafted from the contents of the various interactive workshops and activities that you will do and serve as important summaries of what we hope you will take-away from the weekend. Next slide, please

Outlined here are the major features of the weekend. We’ll be spending part of Friday afternoon together in a session to get acquainted starting at 1:30 PM. The bulk of the afternoon will be taken up by some excellent workshops. You will attend two of the three that are offered to get you prepared to lead your Local Section in whichever way you have been chosen. We’ll be together after dinner, too, for a fast-moving evening where we hear from Local Section leaders who have successfully accomplished award-winning activities in a feature we call Share Your Story. Next, we will all be together on Sunday after your Leadership Development System workshops on Saturday and the ACS Resource Fair Saturday evening.

On Sunday, we will ask teams to pull together project and activity ideas and share what they have developed. One of the key parts that the Committee members like to work on is answering your questions. We will wrap up with a question-and-answer session at the Town Hall Meeting. Next slide, please

So, some homework. We ask that in preparation for the Leadership Institute you come with a Local Section event idea that you are working on or that could be held collaboratively with neighboring geographic Sections. Next slide, please

Thank you very much for participating in this 2016 Pre-Leadership Institute Webinar. This is now your time to ask us any questions about this presentation and we now welcome your participation. Operator, can you please find out any questions, please? Again, we thank you for your participation in today’s webinar.

**Operator:**

Ladies and gentlemen, at this time if you would like to ask a question, please press the number one key. Once again, if you would like to ask a question, please press the number one key.

We have no questions at this time.

**Martin Rudd:**

Okay. We’ll hold-on another few seconds and see if there are any other questions.

**Operator:**

We have received one from Debbie Crans from Colorado. Please go ahead.

**Debbie Crans:**

So could you give us a little bit of information on the dates on some of these upcoming grants? Like, I know there’s an Innovative Project Grant.

**Martin Rudd:**

Yes, I can do that. The IPGs are offered twice per year in a call that went out, actually I think maybe even this morning and those deadlines are at the end of January and the end of June. So, there’s two calls per year. There will be a chance at the Leadership Institute for you and your Local Section to put together a proposal. A couple of caveats there -- that the activity should be new to your Local Section, and secondly, you can’t be holding a current IPG award. You have to have at least a year between between successful applications. Did that answer your question?

**Debbie Crans:**

Okay, that does answer my question. Thank you. What about assistance for the strategic planning? I know that you have some excellent facilitators and so, how do you go about getting them to come and visit your section?

**Martin Rudd:**

I’ll ask LaTrease Garrison to help me with this question, please.

**LaTrease Garrison:**

We will be putting a call out for those sessions, the strategic planning sessions, as well as the hosting of ACS Leadership Development System courses within your Local Section later in the spring. Currently, right now, the schedule is only going to be allowing for courses or strategic planning sessions to be held in the fall, and this is due to the availability of facilitators. So that call will be coming out to the Local Sections later, probably towards the end of the first quarter.

**Martin Rudd:**

We do encourage all Local Sections to have a strategic plan, realizing that not every Local Section will want to go through a formal strategic planning process where the ACS provides facilitators for a one-and-a-half day session. There are other local ways of doing that, but it does provide a very effective way to set goals, both for the Executive Committee and for Local Section membership. So that is an item that we’ve begun to see a little bit more coming out of Local Sections through Annual Reports, but again, just encourage all Local Sections to have some type of strategic planning.

**Debbie Crans:**

So, is it not possible to try to get something going before then, because the facilitators are not available or at least try to get some sort of help? That seems like the term is over before you even have a chance. Can you even try to put your request in now so at least when the facilitators are available, you’re first in line?

**LaTrease Garrison:**

Well, Debbie, we do have other Local Sections in line. Why don’t you give me a call afterwards so we can discuss it?

**Debbie Crans:**

Okay. So, can you quickly give me your number, please?

**LaTrease Garrison**

Yes. This is Debbie Crans, right?

**Debbie Crans:**

Yes.

**LaTrease Garrison:**

Yes, this is Latrice, 202-872-6150. I’ll put it in chat.

**Debbie Crans:**

Thank you, LaTrease.

**Martin Rudd:**

Another question?

**Operator:**

Our next question comes from Somia Abdelgawad of the Southeastern Pennsylvania Local Section.

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Please go ahead.

**Somia Abdelgawad:**

I was wondering if you could maybe highlight the duties of the Chair of the Local Section. What is the first duties and responsibilities that we have to do?

**Martin Rudd:**

Are you talking about chronologically?

**Somia Abdelgawad:**

Yes. This is the first time I have been volunteered as a Chair like this. I just want to know what the first responsibilities and duties that have been done? This meeting, is it—like you can tell everyone’s job, but I feel a little bit lost with the duties and responsibilities as a Chair of the Local Section.

**Martin Rudd:**

You’ll be attending the Leadership Institute, correct?

**Somia Abdelgawad:**

Yes.

**Martin Rudd:**

Okay. So, obviously, part of the weekend will include information. In my opinion, there should be a meeting with the Executive Committee to ensure that the personal goals that you have for the Local Section are in alignment with the goals of the Local Section, whether those are short-term goals for the year or part of the strategic plan of the Local Section. You know, meetings and activities are part of the function of many Local Sections, not everyone but many successful Local Sections. So, you know those can be part of the routine. Perhaps some of the first things that you will be involved with as the Chair will be pertaining to the completion of the Annual Report, which is due on February 15. Usually Executive Committees meet to plan what’s going to be going into the report. That’s also a reflection of the activities of the previous year. Typically, we don’t see major swings in Local Sections from year-to-year because we see steady and inspired leadership through the Leadership Institute developing. I think the other thing that perhaps you’ll find as well is synergies with neighboring Local Sections that will come out of your time at the Leadership Institute and will help inspire you during your year as Chair-elect so that you can have a plan ready to go and approved for your year as Chair.

**Somia Abdelgawad:**

Okay. Thank you so much, I really appreciate it.

**Martin Rudd:**

You’re welcome. Thank you.

Operator:

Our next question comes from Victoria Nguyen with the Illinois Heartland Local Section. Please go ahead.

**Victoria Nguyen:**

Hello?

**Martin Rudd:**

Hi, go ahead.

**Victoria Nguyen:**

Hi. Our Local Section has a two-year community college that would like to start a student chapter. However according to the student chapter guidelines, there has to be at least six members minimum to start a student chapter at the school. This is a small community college that will not have six members minimum. Any suggestions on how to help this community college get incorporated more into the Local Section?

**Martin Rudd:**

Can you explain a little bit more about why they won’t have six members? I mean student members can come from any walks of life.

**Victoria Nguyen:**

Well, what I understand is this community college is very small, and the faculty advisor would like to start a chapter there, but their chemistry class has like a maximum of maybe 20 students and not all those 20 students are interested enough in chemistry to become ACS members. So she has a problem every year finding at least six students to become ACS members.

**Martin Rudd:**

Okay and there are no other student chapters within your Local Section?

**Victoria Nguyen:**

Well, that’s a follow-up question, is that we have universities in our Local Sections that have student members. So can the community college students join, let’s say, one of the other universities and not have their own chapter?

**Martin Rudd:**

Yes, they can do that. Some of the specific needs of two-year campuses, you know both two-year universities and two-year community colleges, are met through the setting up of these chapters specifically at two-year campuses. But if that presents a barrier then certainly they can join with one of the other local universities. There may be some benefits of doing that initially because it may provide a sense of the types of activities that the particular chapter would do, and maybe it will provide some inspiration so that next year or the following year, there might be more than six people.

**Victoria Nguyen:**

Okay, great. Thank you.

**Operator:**

Once again, ladies and gentlemen, if you would like to ask a question, please press the number one key. We have no further questions at this time. We do have another one from Debbie Crans, Colorado. Please go ahead.

**Debbie Crans:**

So, I’m sorry, I’m just bringing this up because I think there also maybe other people that are thinking the same. If there are local people that are involved and interested in going to go on a National Committee, could you tell us how you would recommend that they go about that?

**Martin Rudd:**

LaTrease, can you have a stab at that one?

**LaTrease Garrison:**

So, Debbie, anyone who’s interested in a National Committee should e-mail the ACS Secretary’s Office, and the e-mail is simply [secretary@acs.org](mailto:secretary@acs.org). Some representatives will be at the Leadership Institute next weekend and can provide additional insight. However, the best way is to go through the Secretary’s Office.

**Martin Rudd:**

Just with a proviso that there are some membership requirements for particular National Committees. Not every National Committee has a requirement to be a Councilor, some do, but the Secretary’s Office can provide both guidance on which committees are available and, of course, given the volunteerism of ACS members, will try and align the interest of that particular member with committee availability.

**Debbie Crans:**

Thank you very much.

**Operator:**

Our next question comes from Josh Kuipers with the St. Joseph Valley Local Section. Please go ahead.

**Joshua Kuipers:**

Hi, guys. Can you hear me?

**Martin Rudd:**

We can, yes.

**Joshua Kuipers:**

Great. I have a general question about facilitating e-voting. So our Local Section is implementing an e-vote. How do you facilitate more participation in your voting process? Do you have any general strategies for that?

**Martin Rudd:**

Jason or Tracy? Our Local Section doesn’t have e-voting, so.

**Jason Ritchie:**

This is Jason. I know that you have to have electronic voting in your bylaws first in order to do that.

**Joshua Kuipers:**

Yes, we updated our bylaws but increasing participation for voting in general whether it be paper, e-voting, etc; do you have a general strategy for doing that?

**Jason Ritchie:**

Well, I can tell you that one thing we’ve done in our Local Section is that we hold the voting concurrent with a social event. The social events seem to have more draw and if you can combine a social event and a voting session, you might get a lot more participation.

**Joshua Kuipers:**

That sounds good; I think we’ll try that. Thank you.

**Operator:**

Once again, ladies and gentlemen, if you would like to ask a question, please press the number one key. We have no further questions at this time.

**Martin Rudd:**

LaTrease, do you want to add anything about logistics for the Leadership Institute?

**LaTrease Garrison:**

Sure. Just as a reminder, the Local Section Track begins Friday at 1:30 PM. If you are there earlier, you are invited to attend the optional lunch that is at noon. In addition, your transportation from the airport in Dallas to the InterContinental Hotel should be covered either by your Local Section or by yourself, however you chose. The ACS will cover your transportation back to the airport after the conference concludes on Sunday. If you have any other questions about things that you’re waiting for, your itineraries, or hotel confirmation, they will be e-mailed before the end of this week; more than likely it will be on Friday. There you will see the courses that you’ve registered for and the location of all the events. if you have any changes to your itinerary, please go to the Registration Desk on Friday when you arrive at the Leadership Institute and we can make the changes there. That pretty much covers everything. If you do have dietary restrictions that you haven’t reported, please be sure to do that as soon as possible as well.

The best way to get to the hotel from the airport. There are multiple airport shuttles that are located as soon as you come out of the main terminal of the airport and those work well. I’m not sure if Uber works in the Dallas Airport but I think it does work from Dallas/Fort Worth. In addition, taxicabs are also available.

**Martin Rudd:**

Thank you very much and on behalf of Tracy and Jason, LaTrease and the ACS staff, thank you very much for attending today’s webinar. We hope to see you in Dallas next week and wish you pleasant travels and an enjoyable day. Thank you.

**Operator:**

Thank you, ladies and gentlemen. This concludes your call. You may disconnect at this time.