



Chemical Society of Washington Local Section Administration Form 2015

Local Section Administration Form - Governance	
1. How many times did the executive committee conduct governance business during 2015?*	5
2. How many members were there in the executive committee during 2015?*	32
3. How did the executive committee communicate with one another during 2015?*(Check all that apply.)	<input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Teleconference <input type="checkbox"/> ACS Network <input checked="" type="checkbox"/> Other - website postings
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 2015 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 2015?*	<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 2015?*(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 checked="" type="checkbox"/> Long term plan <input checked="" type="checkbox"/> Outreach to new members <input checked="" type="checkbox"/> Arm-twisting <input checked="" type="checkbox"/> Other - social media and other media forms
8. Did your local section conduct an officer election during 2015? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
9. Did your local section conduct its elections electronically during 2015?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
10. How many members voted in your local section officer election in 2015?*	365
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.	

11. 2015 Chair's report: Please provide a narrative of the past year's activity/successes/challenges:*

Matched with the desires of my fellow colleagues in our section, my top three goals for the year were: 1) To foster high quality programs, planned well in advance to ensure the highest participation from members, 2) to better streamline and coordinate communications with CSW membership and 3) better ensure that all activity is captured in a more accurately and timely fashion.

As 2015 Chair, I am proud to highlight some of this year's most outstanding activities. Our successes this year are the result of an extraordinary level of collaboration, cooperation, and communication!

CSW held six "traditional" dinner meetings with a diverse array of speakers and topics ranging from museum science to homeland security. Thanks to this variety, the meetings were well attended and audiences represented a broad cross-section of CSW's vast membership and the DC area general public. Meeting times and locations were tailored towards expected audiences.

The Retired Chemists Group held two meetings with the topics: "Protecting Older Americans from Financial Scams" and "Wildlife in Hot Water: America's Waterways and Climate Change." Both were well received and had an average attendance of 23 guests. They also held a luncheon at a local microbrewery followed by a tour with the Head Brewer.

The CSW Outreach Committee, in partnership with ACS, local universities, and other entities, once again organized several National Chemistry Week and Chemists Celebrate Earth Day events. New activities included participating in the peer-mentoring program at the Society for Laboratory Automation and Screening (SLAS) Conference in DC and conducting science demonstrations with the Crime Prevention Research Center as part of the annual White House Easter Egg Roll.

YCC organized 11 successful events with a total of approximately 1042 attendees, a 49 percent increase from 2014. These events included outreach activities, career events, two multi-site educational webinars at local universities, thematic networking trivia contests, a mole day celebration, and journal clubs. These events attracted chemists at all stages of their careers, particularly students and young professionals.

CSW Project SEED supported 18 high school students. Project SEED organized several well attended events including an orientation get-together, a scientific writing and presentation workshop, a career panel discussion event, and a SEED Research Symposium with 75 attendees. Two of the students won SEED college scholarships, and SEED research resulted in three peer-reviewed publications and two conference proceedings.

The CSW Publications Committee, with the support of an IPG received last year, launched a very innovative and dynamic website. The website, www.capitalchemist.org, reaches a wide audience and received more than 23,000 unique page views, with an average of 2,000 readers per month. It offers more versatility, and we are now able to share CSW information more readily in diverse forms, such as external links, graphics, videos, and blogs. The website also features original articles from a group of local contributors.

The CSW Public Relations Committee assisted in providing technical information on an array of topics to various media outlets (e.g. Science News and Discovery Magazine) as part of the ACS Experts program. CSW PR launched a CSW LinkedIn page to accompany other social media (Facebook and Twitter) already in use.

The CSW Public Affairs Committee, several staff from ACS Public Affairs, and the US Patent and Trademark Office coordinated a virtual USPTO Technology Fair to assist patent examiners. Speakers from Case Western Reserve, Bristol Myers Squibb, the University of Maryland, and The Ohio State University spoke on topics of interest such as polymers, batteries, mass spectrometry, and electrophoresis and electro-chromatography. 132 examiners participated.

	<p>The CSW Education Committee participated in the St. Mary's County (MD) Public Schools Professional Development Day, providing information on ACS web resources for use by middle school and high school science teachers. In addition, CSW distributed information provided by the ACS National Education Office regarding Hach Grants and the AACT.</p> <p>CSW participated in the Chemistry Olympiad, using the ACS Local Section Examination to select students for the US National Examination. Chemistry teachers from 13 high schools nominated 129 students to take the exam. The CSW Olympiad Coordinator graded the exams and used the results to select the 19 students. Certificates of participation, Honor, and High Honor were sent to all students and teachers. One student was selected for the US National Team and received a silver medal at the Olympiad.</p> <p>The Nominations & Elections Committee once again employed electronic voting for the 2015 elections. This year the committee instituted more standardization and specificity in candidate statements, with sections for education, professional experience, ACS experience, CSW experience, and aspirational statements. For the first time, candidate photos were incorporated into the statements. The participation rate for 2015 was 10%, a drop from 12% in 2014. We are looking for ways to increase participation in the next cycle.</p> <p>The CSW Awards Committee honored several CSW members with recognitions and awards this year including: ACS Salutes to Excellence award, 50/60-year member recognitions, 2015 Local Section Volunteer, six Student Travel Awards, and Project SEED Awards and recognitions. In addition, winners of other meritorious awards such as the CSW Hillebrand, College Achievements, and Schubert awards were selected and will be recognized at ceremonies planned for early 2016.</p> <p>Regarding professional development, two CSW Board members attended the ACS Leadership Development Institute. Our outstanding Project SEED and YCC chair, Ajay Mallia, is currently participating in the Zenger-Folkman Extraordinary Leader workshop customized for the American Chemical Society. CSW was awarded an ACS Local Section Leadership Development Grant for \$1800 to cover part of the cost for a Strategic Planning Retreat, currently planned for July 2016.</p> <p>In closing, we acknowledge the vast array of local educational and scientific organizations for their support and assistance this year as well as the plethora of financial and other supporting resources from the American Chemical Society (ACS).</p> <p>Sincerely, Alan J. Anderson, 2015 CSW Chair</p> <p>NOTE: I welcome you to read an expanded version of this report located in supporting materials, which offers additional insight on 2015 CSW goals, successes, and challenges.</p>
12. 2016 Chair's goals for the Section	
a. Please list your top 3 goals:	Increase participation in CSW activities by CSW members.
	Begin preparations for supporting and working with national ACS meeting in Washington in 2017. Provide a strategic planning retreat in 2016, to support the Section going forward in the coming years.
b. What are your concerns and challenges?*	How do we maintain relevance (as a local section) in an age of government and academic budget cuts, widespread availability of information, general fall-off of participation in organizations, and (in our area) horrible traffic congestion?
13. 2016 Chair-Elect's goals for the Section	
a. Please list your top 3 goals:	Begin planning host local section activities for the Fall 2017 ACS National Meeting.

	Improve contacts with other scientific / professional societies in the DC area.
	Help improve CSW's outreach to high school chemistry teachers.
b. What are your concerns and challenges?*	We need to make sure that we continue to serve a useful function for the chemistry community in an era when many professionals prefer to get their information, interaction, and education online, rather than in a face-to-face setting. We also need to make sure that we continue our outreach and education activities in the pre-college community, where people's initial attitudes towards science in general, and chemistry in particular, are formed.

Local Section Administration Form - Organization

1. Did your local section have any active committees with two or more members during 2015?*	<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 border="0"> <tr> <td><input checked="" type="checkbox"/></td> <td>Awards</td> <td>Kim Morehouse</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Budget/Finance</td> <td>Budget - Jason Schaff and Finance - John Malin</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Career assistance/Employment</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Chemistry Olympiad</td> <td>Regina Cody</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Community Activities</td> <td>Kim Morehouse</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>Fatima Sequeira and Ajay Mallia</td> </tr> <tr> <td><input type="checkbox"/></td> <td>EHS</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Environmental</td> <td>Richard Goodman</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Government Affairs</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Industry Relations</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Long Range Planning</td> <td>Dennis Chamot</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Membership/Membership Retention</td> <td>Kaitlyn Crawford</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Mentoring</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Minority Affairs</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Newsletter/Publications</td> <td>Newsletter - Jessica Rasmussen and Publications - Chris Avery</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Nominations</td> <td>Alan Anderson</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Professional Relations</td> <td>Outreach - Kim Morehouse</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Project SEED</td> <td>Ajay Mallia</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Public Relations</td> <td>John Malin and Richard Jordan</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Senior Chemists</td> <td>Regina Cody</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Women Chemists</td> <td>TBA</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Younger Chemists</td> <td>Ajay Mallia and Deana Jaber</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Other</td> <td>Audit - John Malin Bylaws - Alan Ehrlich Hillebrand Award - Greg Brewer Programs/Arrangements - Kathryn Hughes</td> </tr> </table>	<input checked="" type="checkbox"/>	Awards	Kim Morehouse	<input checked="" type="checkbox"/>	Budget/Finance	Budget - Jason Schaff and Finance - John Malin	<input type="checkbox"/>	Career assistance/Employment		<input checked="" type="checkbox"/>	Chemistry Olympiad	Regina Cody	<input checked="" type="checkbox"/>	Community Activities	Kim Morehouse	<input type="checkbox"/>	Continuing Education		<input checked="" type="checkbox"/>	Educational	Fatima Sequeira and Ajay Mallia	<input type="checkbox"/>	EHS		<input checked="" type="checkbox"/>	Environmental	Richard Goodman	<input type="checkbox"/>	Government Affairs		<input type="checkbox"/>	Industry Relations		<input checked="" type="checkbox"/>	Long Range Planning	Dennis Chamot	<input checked="" type="checkbox"/>	Membership/Membership Retention	Kaitlyn Crawford	<input type="checkbox"/>	Mentoring		<input type="checkbox"/>	Minority Affairs		<input checked="" type="checkbox"/>	Newsletter/Publications	Newsletter - Jessica Rasmussen and Publications - Chris Avery	<input checked="" type="checkbox"/>	Nominations	Alan Anderson	<input checked="" type="checkbox"/>	Professional Relations	Outreach - Kim Morehouse	<input checked="" type="checkbox"/>	Project SEED	Ajay Mallia	<input checked="" type="checkbox"/>	Public Relations	John Malin and Richard Jordan	<input checked="" type="checkbox"/>	Senior Chemists	Regina Cody	<input checked="" type="checkbox"/>	Women Chemists	TBA	<input checked="" type="checkbox"/>	Younger Chemists	Ajay Mallia and Deana Jaber	<input checked="" type="checkbox"/>	Other	Audit - John Malin Bylaws - Alan Ehrlich Hillebrand Award - Greg Brewer Programs/Arrangements - Kathryn Hughes
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2. How many subsections were active in your local section during 2015?*	0																																																																								
3. How many subsection meetings were held by your local section during 2015?*	0																																																																								
4. How many topical groups were active in your local section during 2015?*	0																																																																								
5. How many topical group meetings were held in your local section during 2015?*	0																																																																								
6. Did your local section support (financial or otherwise) an	<input type="radio"/> Yes <input checked="" type="radio"/> No																																																																								

existing Technician Affiliate Group (TAG) during 2015?*	
7. How many dues-paying affiliate members were in your local section during 2015?*	52
8. What was the approximate number of active volunteers in your local section during 2015?*	70
9. Please estimate the number of new volunteers in your local section during 2015?*	20
10. Please indicate all the ways that your local section recognized volunteers during 2015.* (Check all that apply.)	<input checked="" type="checkbox"/> Certificates <input checked="" type="checkbox"/> Awards <input checked="" type="checkbox"/> Letter to volunteer supervisor <input checked="" type="checkbox"/> Letter to volunteer <input checked="" type="checkbox"/> Recognition at an event <input checked="" type="checkbox"/> Recognition on web <input checked="" type="checkbox"/> Recognition in newsletter <input checked="" type="checkbox"/> Other - Thank you letters and email messages

Local Section Administration Form - Communications

1. How many local section meetings were held during 2015?*	10
2. On average, how many members attended a local section meeting during 2015?*	56
3. How did Councilors report to your local section members about national ACS matters during 2015?*(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"/> Other -
4. Did your local section have a representative on your Regional Meeting Board or Steering Committee during 2015?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
5. How does the sections leadership communicate information to its members?*	<p>CSW publishes a monthly newsletter, the Capital Chemist, which is posted on the CSW website, and then an email blast is sent to the entire current Roster alerting them of the new edition and linking to the CSW website to view. Members may opt to receive a hard copy of the newsletter by paying an annual fee of \$10. Emails are sent to alert the entire roster of dinner meetings (monthly), special events (as needed), volunteer opportunities (as needed), and other special announcements (as needed). CSW has two websites: one (www.capitalchemist.org) promotes active news items and maintains an archive of all Capital Chemist Newsletters; one (http://csw.sites.acs.org) maintains all other general information, such as current officers/Councilors/committee chairs, current events and activities, job opportunities, award programs, and volunteer needs, to name just a few. We also post information through social media - CSW has LinkedIn, Facebook, and Twitter accounts.</p>
5a How Often do these communications occur:	
5a1 Number of newsletters published:*	9
5a2 Number of meeting notices:*	43
6. What social media does your local section use?	<input checked="" type="checkbox"/> Facebook <input checked="" type="checkbox"/> Twitter <input checked="" type="checkbox"/> LinkedIn <input type="checkbox"/> Other -
7. Did your local section have a website during 2015?*	<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://csw.sites.acs.org
8. Did your local section post its Annual Report on your website during 2015?*	<input type="radio"/> Yes <input checked="" type="radio"/> No

Local Section Administration Form - Nomination

<p>1. Our Section would like to self-nominate for the Local Section Outstanding Performance Award.*</p>	<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p>2. Please provide a summary self-nomination statement of 500-word or less. The summary statement should highlight local section's 2015 activities to support your nomination.</p>	<p>This year's rollout of CSW's web version of the "The Capital Chemist" newsletter, as well as various activities coordinated by the CSW Younger Chemists and Project SEED committees distinguish the Chemical Society of Washington.</p> <p>CSW launched an innovative and dynamic website, "The Capital Chemist" (www.capitalchemist.org). The site received more than 23,000 unique page views with an average of 2,000 readers per month in its first year. The site provides more timely reporting of information specific to CSW, such as event announcements, scheduling, and updates. It also offers more versatility in sharing information in diverse formats, such as external links, graphics, videos, and blogs. For example, CSW was able to help a local student chapter raise \$3500 by sharing a GoFundMe video campaign on the site. The Capital Chemist website also developed an Original Article series, providing chemists the chance to write about issues and topics of importance to them. Article topics included politics, policy, law, education, chemical regulation, employment, disabilities, and much more. In June of 2015, multiple articles garnered popularity locally and nationally and were shared on various social media sites.</p> <p>The CSW YCC successfully organized 11 events with approximately 1042 participants, a 49 percent increase in participation from 2014. The committee provided hands-on science activities, as part of CCED, in "Climate Sciences" to local DC high school students at the University of Maryland, College Park campus. YCC participated in an outreach event, Techstravaganza, to engage elementary and middle school students in STEM activities and provided hands-on activities to approximately 400 students, grades 4 to 8, from different DC schools. Further, the YCC led the coordination of local ACS Student Chapters in holding two simulcast multi-site webinar events at area universities with a combined total of 160 students participating. Finally, YCC helped recruit volunteers for CSW's wide array of NCW and CCED events throughout 2015.</p> <p>The CSW's Project SEED program had an active year. The SEED program supported 18 disadvantaged high school students (15 SEED-1 & 3 SEED-2) from DC, VA and MD. Each received a significant research experience at a national lab (NIST) or a prestigious DC area university (Georgetown University, George Washington University and the University of Maryland, College Park and Baltimore County campuses). As part of the program, SEED Fellows and their parents participated in four activities planned by the SEED Committee: 1) An orientation program to clearly specify responsibilities and expectations of Project SEED mentors and mentees, 2) a career seminar featuring a panel of local chemists who shared their perspectives on "What Can You Do with a Chemistry Degree?", 3) an interactive scientific writing & presentation workshop, and 4) a SEED Research Symposium, which attracted 75 attendees. Two of the CSW SEED fellows won SEED college scholarships, and research performed as part of the SEED program resulted in three peer-reviewed publications and two conference proceedings.</p>

Local Section Administration Form - Supporting Materials

File Name	File Size	Brief Description
Expanded 2015 Chair Overview.pdf	0.93 MB	CSW Chair Expanded 2015 Narrative
CSW 2015 Board of Managers.pdf	0.03 MB	2015 Executive Committee Roster
CSW 2015 Executive Meeting Agendas.pdf	0.29 MB	2015 Executive Committee Agendas
March Agenda EC Package.pdf	2.32 MB	Representative EC Meeting Agenda Package
2015 CSW Election Results.pdf	1.04 MB	2015 CSW Election Results

