

## Minutes: AIChE Separations Division Planning Meeting – 1 April 2012

### Introductions

#### Attendance

Neil Yeoman  
Isabel Escobar  
Glenn Lipscomb  
Tarun Poddar  
Seyi Oduyungbo  
Ranil Wickramasinghe  
Mike Resetarits  
Anand Vennavelli  
Nicholas Urbanski  
Mark Pilling  
Benny Freeman

Neil showed the treasurer's report. We have ample funds and need to discuss further about how we can wisely use the divisions resources. Neil previously suggested using funds for networking sessions. We should probably support this.

Mike proposed that we sign up division award recipients for membership to maintain their membership unless they request to be removed. Proposed alternate would be to sign up the award winners and the presenters. Afterwards, they would be sent an email asking them to renew their SepDiv membership. If they say no, then we would ask for reasons. This would at least give us some insight.

**Action:** Neil will check on mechanisms and then it will go to Scott Husson.

Isabel suggested that we have some sort of a tri-fold document to be able to use for other meetings, mailings or advertisements.

**Action:** Mark to send a version to a familiar marketing person and then discuss further with Scott and Isabel.

Networking sessions were discussed. Ideally held at the annual meeting (next two are Pittsburgh and San Francisco). This can cost as much as \$10K. Another possibility is hosting a hospitality suite. Could this be supported by others (vendors)?

**Action:** For Pittsburg, Nick will try a cash bar and we'll give one ticket to members and then will reimburse the bar for those tickets. We need to add an extra 30 minutes in front of the dinner. Mark and Neil will work with Nick to make sure that we get all the schedules set.

Can we get this to work with the YP program too?

Nick says that the Minneapolis distillation sessions had no-show presenters which caused problems. To remedy the situation, he moved other presenters around and then was chided by AIChE. Should SepDiv put in rules and registration deadlines and method to prevent no-shows from presenting for a set period afterwards?

**Decision:** SepDiv will put a policy together for chairs to use for upcoming annual meeting. This will not entail an actual commitment for registration, only a verbal commitment. Neil suggests changes be updated to website.

**Action:** Tarun and Isabel will create a proposal for the above decision and will submit to the SepDiv roster group for approval. Will try to implement this for the annual meeting.

On a similar note, Neil suggested that we use something like this "set of rules" to be used for a cookbook for the grad students co-chairing sessions.

Meeting Break to go to CTOC meeting.

Neil explains various AIChE entities:

CTOC: Chemical engineering Technical Operating Council

Career Development: Career and & Educating Operating Council = CEOC

SIOC: Societal Impact Operating Council

Meeting Reconvenes

Director Reports

Nick: Awards

Nick will not keep his position after 2014

**Decision:** SepDiv will allow for plaques to be provided for various honors sessions (one per session).

**Action:** Mark to announce.

#### Award Responsibilities

- Gerhold stays with to Paul Bryan
- Kunesh goes to past chair
- Service award goes to current chair

No other directors were present.

Note that one part of the AIChE SepDiv website info is out of date.

Miscellaneous other discussions.

Meeting Adjourns