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**MINUTES**

Separations Division Planning Meeting  
American Institute of Chemical Engineers  
2015 AIChE Spring Meeting

Sunday, April 26, 2015 - Noon to 5:00 pm (CST)  
Room 616A, Hilton Austin, Austin, TX

**Attendance (in person):**

Tim Frank  
Nicholas Urbanski  
Megan Donaldson

Atanas Serbezov  
Seyi Oduyungbo  
Isaac Gamwo

Mark Pilling  
Dan Summers  
Anand Vennavelli

**Attendance (via Webex):**

G. Glenn Lipscomb  
Linda Wang  
Marcus Mello

Roger D. Whitley  
Kathleen Muhlbachler  
Mark Davis

Neil Yeoman  
Tarun Poddar

**Introductions (Tim Frank)**

Tim introduced the leadership of the Division.

**Approval of Minutes from Atlanta (Atanas Serbezov)**

The following amendment to the minutes related to the Innovation Award amount was made:  
“Linda Wang moved to change the Innovation Award amount from \$500 to \$1,000. The motion passed by acclamation.”

The motion to approve the minutes with the above amendment was seconded and passed unanimously.

**Review of Action Items from Atlanta (Tim Frank)**

- LinkedIn site managed by Marcus Mello
- Web site managed by Roger Whitley
- Division leaders encouraged to update their AIChE profile with a photo
- 2014 annual newsletter issued in January
- Awards directors in 2015 will be Kathleen Muhlbachler and Glenn Lipscomb
- Award dinner arrangements to be made by 2<sup>nd</sup> VC, currently Mark Davis
- Conference call ability to be tested at Spring meeting (WebEx Vs. Skype)
- Service Award renamed: Separations Division Founders Award
- \$1000 Sep. Div. Technology Innovation Award established (Linda Wang)
- \$500 support for Young Professionals Committee social at Spring Mtg
- Financial condition is excellent. Special thanks to Neil Yeoman, Treasurer
- Tarun Poddar has begun serving as assistant to the Treasurer

***Treasurer's Report (Neil Yeoman and Tarun Poddar)***

The report is distributed electronically (via e-mail) every month. If anyone wants a copy, he/she can contact Neil or Tarun. The financial health of the Division is good. At the end of 2014 the Division had \$72,400.

Tarun is working on a report to examine the trends of revenue and expenses. The report will be presented at the Annual meeting in SLC.

***Area Reports (Area Chairs or Co-chairs)***

Programming area reports and programming plans were reviewed.

***Awards Program Status and Plans (Glenn Lipscomb)***

Glenn will be responsible for the 2015 awards. Kathleen will take over in 2016.

In 2014 the Area 2e Chair did not review the graduate student award nominations, as a result of which no graduate student awards were given for the area. Members of area 2e need to discuss this issue internally at their committee meeting in SLC,

**Action item:** Tim Frank will call the Area 2e Chair to discuss the graduate student awards review process.

So far, no applications have been received for the Innovation award. If no applications are received by the May 1 deadline, the award will not be given in 2015.

***Annual Awards Banquet Planning (Mark Davis and Kathleen Mihlbachler)***

Mark and Kathleen will be responsible for the arrangements. Nick's recommendation is to work with the AIChE headquarters and make arrangements at the venue. The details on the process can be found in the manual that Nick authored and communicated.

***Discussion of Subsidy for Annual Awards Banquet (Tim Frank)***

There is an agreement to continue subsidizing the awards dinner to make it more affordable and to encourage attendance. In Atlanta the Division subsidy was \$2,700.

**Action item:** Tim will appoint a subcommittee to look at the numbers and make a proposal at the Annual meeting in SLC for the amount of the subsidy. Neil and Nick will lead the committee and will engage the newly elected awards / dinner directors.

***Website Status and Plans (Roger Whitley)***

Fixed broken 2014 award winners link  
Changed contacts for existing awards to reflect change in officers.  
Posted the latest edition of the Separations Division Newsletter  
Posted event and posted flyer for new TED-SEP talk  
Posted Event for Collaborated Events with PSTC  
Posted Call for 2015 Separations Division Awards Nominations

Awards section is not under the Division's control. AIChE staff is responsive but the occurrence of frequent "bugs" is frustrating at times.

Roger has repeatedly requested the AIChE web support team that the leadership page be reorganized in the way Neil Yeoman has proposed. So far this has not been done. He has also asked for this to be put under Division's control

**Action item:** Division officers to update their profile information and upload photos.

***Social Media Status & Plans to Advertise LinkedIn Site (Marcus Mello)***

Currently 79 members. Need to advertise the group to the membership at large.

**Action item:** Send mass e-mail to all current Division members advertising the LinkedIn group and the website using the AIChE's mass e-mail structure.

**Action item:** Marcus and Roger will draft the message.

**Action item:** Atanas will facilitate the mass e-mailing of the message.

***Discussion of Potential New Area Focused on Oil & Gas Processing (Anand Vennavelli and Nick Urbanski)***

A new area will compete with programming already offered by Upstream Energy and Flow Assurance (UEFA) programming group. A better approach is to collaborate rather than compete with them.

**Action item:** Seyi will act as a liaison between the Division and UEFA and explore opportunities for future collaboration.

***Center for Energy Initiatives (CEI) Update (Marcus Mello)***

CEI coordinates energy related activities across the Institute.

Marcus has taken the action item of becoming the liaison between the Division and CEI. A few days ago Marcus had a very productive meeting with CEI's Chair, Dale Keairns. There are quite a few areas of potential interaction and collaborative efforts.

**Action item:** Seyi and Sharon are already collaborating with CEI. Marcus will contact them to better understand what has been done and what the future opportunities are. Isaac Gamwo will join the group as well.

***Separations Division Advisory Council Update (Mark Pilling)***

Survey was sent out to the Advisory council members. The top 3 tasks that will be pursued are:

1. Leadership Description and Tasks
2. Educational Opportunities for Those not Attending Meeting
3. Opportunities for Use of Division Funds

By-laws update was not identified as top priority for the Advisory council.

***The Future of the Poster Sessions (Nick Urbanski)***

Nick attended the Institute programming retreat. In an effort to reduce the number of oral sessions, the Institute is discussing different options to elevate the status of the poster sessions. This is in line with the internal programming discussions in the Division over the past several years.

***Programming for YPs***

Tutorial sessions have been very popular among YPs. The Division should continue this practice.

YPs would like to help as session co-chairs.

**Action item:** Tim Frank will send an e-mail introducing the YP programming chair (Kendall Werts) to the Area 2 programming chairs.

***Additional Discussion Items***

Nick Urbanski proposed to add an item to the agenda of the Annual meeting to have a discussion to eliminate or modify the Spring (face to face) planning meeting.