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MINUTES

Separations Division Online Planning Meeting

Friday, February 24, 2017 – 11am - Noon (EST)

Attendance (via phone or Skype):

Mark Davis

Atanas Serbezov

Megan Donaldson

Alice He

Nick Merchant

Roger D. Whitley

Scott Husson

Christopher Burcham

Dan Summers

Seth Huggins

Marcus Mello

Anand Vennavelli

Isaac K. Gamwo

Matthias Thommes

Seyi Oduyungbo

Introductions (Mark Davis)

Mark introduced the leadership of the Division.

Approval of Minutes from San Francisco (Atanas Serbezov)

A motion to approve the minutes as distributed by e-mail was seconded and passed by acclamation.

Review of Proposed Revisions to the Division Bylaws (Scott Husson)

Scott Husson and Alice He had proposed revisions to the Division Bylaws that reflect the current practices in the Division. The proposed changes were distributed via email several weeks ago. Scott asked for specific feedback on the submitted material. The following comments were made:

- Section III/7.1c. “The Secretary shall prepare ballots for the election of officers.” An incumbent secretary running for re-election should not be involved in the election process. In the current practice the ballots are prepared by the Past Chair who is in charge of the nominating process. It was proposed to remove Section III/7.1c.
- Section V/13. An Advisory Council is added to the organizational structure to reflect current practice. Should the number of the Advisory Council members be specified in the bylaws? Scott will contact Mark Pilling who organized the Advisory Council.
- VI/4. Why was this section removed? In the current practice a formal yearly budget is not prepared or approved. However, the Division finances are discussed at all planning meetings, they are closely monitored by the Treasurer, and financial updates are sent on a monthly basis. In lieu of the removal of this section, a statement to “maintain financial transparency” was added to section III/7.2. Both changes were suggested by the current Treasurer, Neil Yeoman, who has been the Division’s Treasurer since the inception of the Division.
- Section VII/5. The 72-hour periods for online discussion and electronic voting may not be sufficient in case of a long weekend. Should these periods be extended to accommodate long weekends? 72 hours should be interpreted as the minimum time span. The Division Chair can extend these periods at his discretion. The sentiment is not to change and leave as proposed.

The plan forward is to address the above comments and submit another draft to be discussed at the next online planning meeting. A vote on the final version will be called at the Annual Planning meeting.

Change to Kunesh Award Age Requirement (Anand Vennavelli)

The age eligibility requirement for the Kunesh award was recently modified using the electronic voting procedure. 10 votes were received, all in favor.

The new (2017) requirement states, “*Candidate must be age 39 or less at the time of nomination*”

The old requirement was, “Candidate must be age 39 or less on 31 December of the award year”. The change was in response to a situation where the nominee was turning 40 on December 30.

It was pointed out that a potential issue with the new description arises from the fact that once submitted, the nominations remain open. This creates a situation where individuals over the age of 40 are technically eligible for the award. It was proposed to add language to the description of the award that closes this loophole. A possible language can be, “Nominations will remain open as long as the candidate is eligible for nomination in the current award year.”

Action item: Anand will make the suggested addition to the award description.

Review of Action Items from San Francisco (Mark Davis)

- The Division should provide CTOC with names of interested individuals to succeed Sharon Robinson as CTOC liaison.
 - **Status:** Seyi Oduyungbo has agreed to take over that role for the Division.
- The Division should consider nominating members for the “AIChE 35 Under 35 Award” program.
 - **Status:** The nominations were due very early in the year (mid-January) and the Division was not able to put forward a plan. The next round of nominations for this award is in 5 years,
- The Division should consider appointing a Director for interfacing with the YPs via the new volunteer central portal. The 2017 Chair to appoint an ad hoc committee to put together a plan to engage industry thought-leaders and YPs
 - **Status:** Newly elected Director Isaac Gamwo has expressed interest in both roles.
- Tarun Poddar (Assistant Treasurer) would like to discuss options for investing Division funds.
 - **Status:** Tarun has spoken with Rick Cain (Director of Finance at AIChE) who has explained the options. Mark Davis will organize a meeting with the executive council to initiate a discussion.
- Megan Donaldson to implement the new awards administration process on the Division’s web page and to explore the option of submitting the nomination to two e-mail addresses simultaneously (one click submission).
 - **Status:** The new awards administration process has been implemented with two separate e-mail addresses showing on the Division web page. The “one click submission” option has not yet been explored.
- Scott Husson, Anand Vennavelli, John Pellegrino and Paul Scovazzo to develop a proposal for formalizing the TED-SEP awards as Division-sponsored awards
 - **Status:** Not yet initiated. On a related topic, the talks from San Francisco have not yet been uploaded to the youtube channel. Scott will follow up with John on both topics.
- Scott to distribute the revised bylaws to the Division leadership for discussion in the months leading to the first 2017 Spring online planning meeting. The revised bylaws to be presented to the Division Council for approval in the first 2017 Spring planning meeting.
 - **Status:** Completed

- According to the current Division bylaws, “a proposed amendment and ballot shall be sent to all Division members by first class mail.” It was decided to send a mass email communication to the Division members explaining that upcoming revisions to the bylaws will be distributed and voted on electronically, in compliance with current AIChE practice.
 - **Status:** There has been no communication yet with the Division members about electronic voting.
- Current (and past) leadership members to send Scott any documents that they have regarding responsibilities.
 - **Status:** Scott sent an email to current executive committee asking them to begin keeping track of what they do.