MINUTES

Separations Division Online Planning Meeting

Friday, October 9, 2020 – 4:00pm – 5:00pm (EST)

Attendance (via phone or Webex):

- Ranil Wickramasinghe
- Anand Vennavelli
- Alice He
- Atanas Serbezov
- Tarun Poddar
- Marcus Mello
- Dan Summers
- Haiqing Lin
- Marina Tsianou
- Isaac Gamwo
- Paul Scovazzo
- Seyi Odueyungbo
- Haiqing Lin
- Angela Lueking
- William Phillip

Approval of Minutes from September 11, 2020 (Atanas Serbezov)

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

AIChE Annual Meeting Schedule (Ranil Wickramasinghe)

AIChE has just published the virtual meeting schedule. See the Appendix to the Minutes for details. The default presentation length is 15 minutes but longer times can be requested. Contact Ranil with questions related to the schedule.

Virtual Separations Division Award Presentations

The presentation of the Separations Division awards is scheduled as a conference event on Monday, Nov. 16 from 4pm to 4:30pm PST. Ranil is producing a 30 min video introducing the awardees. The video will be shown at the awards presentation and later uploaded to the Division’s YouTube channel.

Action Item: Steve Theil to contact John Pellegrino who is the owner of the Division’s YouTube channel.

Business Meeting

The Division business meeting will immediately follow the awards presentation. The business meeting will be hosted on a WebEx platform by Ranil, so that Division members who are not registered for the conference could call in.

Action Item: Ranil to set up WebEx for the business meeting.
**Division Planning Meeting**
The Division planning meeting will be scheduled in the 4pm to 5:30pm PST time slot. Possible days are Tuesday (11/17), Wednesday (11/18), or Thursday (11/19).

**Action Item:** Ranil to poll the leadership for a day and set up WebEx for the planning meeting.

**Area Planning Meetings**
Area chairs are reminded to organize virtual planning meetings during the conference.

**Conference Registration Form**
The current conference registration form does not show an option for renewing the AIChE membership. This was included in the past but has been dropped this year.

**Action Item:** Ranil to contact Darlene Schuster and request that the membership renewal option be added to the registration form for 2020.

**Newsletter Update**
The 2020 newsletter is near completion. The goal is to publish before the annual meeting. Send information to Marina Tsianou about Division members who are receiving AIChE awards or have been elected as Fellows of the Institute.

**Website Update**
Steve has done a great job getting the website more up to date! The Division’s planning meeting minutes since 2009 are now published on the Division’s web site. A description for the Education and Outreach Award has been added.

**Action Item:** Ranil to check with AIChE if recorded talks from the 2020 annual meeting can be posted on the Division’s YouTube channel.

**Awards Update**
See the Appendix to the Minutes for details.

**Action Item:** Area chairs to communicate as soon as possible the names of the honor session honorees to Dan Summers so that plaques can ordered. CC Marina Tsianou so that the honoree names can be included in the Newsletter.

**Poster Competition**
The poster competition for the 2020 annual meeting has been cancelled.

**2020 Division Elections**
The nominations have been sent to AIChE. The ballot will be sent out electronically by AIChE in the next couple of weeks.

**Area Chair and Vice-Chair Needed for Area 2a**
Area 2a is in urgent need for a chair and a vice-chair. If interested, contact Andrew Sloley.

APPENDIX
Annual Meeting Update

Three types of presentations

**Live presentation** 10.30-11.30 am Monday –Friday, Friday 7.00 -8.00 am
Separations Division has two sessions for our Division Plenary Sessions

**Prerecorded sessions** 9.00 -10.00 am, 2.00-3.00 pm Monday –Friday
12.30-1.30 pm Friday
These are for Area Plenary/Honorary sessions. The default is 15 min
presentations. Area Chairs please review your plenary/honorary sessions. If you
want to change the length of the talks, contact Kelsey Kettelhut kelsk@aiche.org.

We also have a prerecorded session before the live session for the two Division
Plenary sessions

**Prerecorded plus** all other sessions offered as a la carte any time during the
conference, 15 min presentations, but speakers are expected to log into an assigned
prerecorded session time slot to answer questions. The sessions are: 8.00 – 9.00 am
Monday-Friday and includes poster sessions.
Annual Meeting Update
Awards

Accomplished

• Photos and Biographies of all winners received
• Awards Slides given to Ranil and to Marina for the Newsletter
• Changed “UOP” to “Honeywell UOP” on Gerhold Award sponsorship
• Awards all uploaded to National AIChE website – they look good
• Awards are also posted on our web site under “Files”
• Outreach & Education Award information updated on web site
• Awards “Deck” sent to all Area Chairs – not sure how they will use it…..
• Plaque Order in progress – awaiting Area Honorees information. Only heard from Area 2b (they have one) and Area 2a has none for the fall
• Interviews set up for video

Pending

• Order Plaques
• Inspect Plaques for correctness and clarity
• Distribute (Mail) Plaques and Awards checks