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**MINUTES**

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

Sunday, November 8, 2015 - Noon to 5:00 pm (MST)  
Room Canyon A, Hilton Downtown, Salt Lake City, UT

**Attendance (in person):**

Tim Frank  
Nicholas Urbanski  
Megan Donaldson  
G. Glenn Lipscomb  
Jeff McCutcheon  
DB  
Sharon Robinson  
Isaac Gamwo

Atanas Serbezov  
Seyi Oduyungbo  
Isaac Gamwo  
Roger D. Whitley  
Lauren Greenlee  
Steve Thiel  
Krista Walton  
Linda Wang

Mark Pilling  
Dan Summers  
Anand Vennavelli  
Scott Husson  
Alice He  
Benny Freeman  
Seyi Oduyungbo  
Jessica Molek

**Attendance (via Webex):**

Marcus Mello

**Introductions (Tim Frank)**

Tim introduced the leadership of the Division.

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

Minutes approved as distributed via e-mail.

**Election Results & Introduction of New Officers (Tim Frank)**

Roger Whitley- 2<sup>nd</sup> Vice Chair  
Alice He – Director  
Lauren Greenlee- Director  
Neil Yeoman - Treasurer.  
Atanas Serbezov – Secretary

**Discussion of Director Position Vacancy (Tim Frank)**

Glenn Lipscomb was appointed to fill in Roger Whitley's last year of service as a Director.  
Megan Donaldson will take over from Roger as the Division's Webmaster.

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

- Website Updates (Roger Whitley)
  - Good progress, but there is room for improvement
    - We do not have direct control over the ordering or the captions in the Leadership Page
  - In the past year, the web site was used for
    - Listing Separations Division award winners
    - Announcing and storing our Newsletter
    - Publicizing upcoming and recent events
    - Maintaining a list of the leadership team

- Announcing the Fall election of officers
- Division officers need to update profiles and upload photos
- Policy for subsidizing dinner meeting cost of meals
  - Table the discussion since neither Neil nor Mark Davis were present
- Potential for Interactions with Upstream Energy & Flow Assurance (Seyi Oduyungbo)
  - Table the discussion since Seyi Oduyungbo was not present at the time of the discussion
- LinkedIn group for the Division (Marcus Mello)
  - 158 Members (71 Members last year) and growing.
  - Great place to post announcements of the Division's activities
  - Marcus will consider serving as the Division's LinkedIn administrator after his term as a Director expires next year.
- Center for Energy Initiatives (Marcus Mello)
  - The communication issues between the Division and CEI have been resolved.
  - There are several natural areas for collaboration between the Division and CEI
    - Natural Gas (Shale) and Chemicals
    - Carbon Management
    - Energy-Water-Food Nexus

***Treasurer's Report (Tim Frank on behalf of 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 September 2015 the Division had \$83,350 in its account.

***Awards (Glenn Lipscomb)***

The list of all award recipients can be found on the Division's web page.

<http://www.aiche.org/sites/default/files/community/153531/aiche-community-site-files/304666/2015awardssummary.pdf>

- Gerhold Award: Allan Myerson
- Kunesch Award: Jason Bara
- Founders Award: Paul Bryan

There is a maximum of 2 graduate student awards per area. Breakdown of the 2015 graduate student awards by area:

- Distillation and Absorption (1)
- Crystallization and Evaporation (0)
- Extraction (1)
- Membrane-Based Separations (2)
- Adsorption and Ion Exchange (1)
- Fluid Particle Separations (0)
- Bioseparations (1)

There was a discussion for the monetary adjustment of the Founders Award

**Motion:** That the Division increase the Founders award from \$250 to \$1,000. The motion passed by acclamation.

There was a discussion for poster awards.

**Action item:** Develop a proposal for a future structure of poster awards.

Award Responsibilities:

- 1<sup>st</sup> VC – Awards Dinner
- 2<sup>nd</sup> VC – Educational Outreach Award
- Past Chair – Innovation Award
- Past Past Chair - Founders

In the application pool for the Kunes award there is only one entry.

**Action item:** More proactively advertise the Kunes award.

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

Programming area reports and programming plans were reviewed.

#### ***Programming Plans – Annual Meetings (2016, 2017)***

In the 2013 Fall planning meeting (San Francisco) the Division adopted the following recommendation:

“In order to improve the quality of the oral presentations, the Division recommends that session chairs accept no more than 7 presentations in the oral sessions, which will guarantee at least 20 minutes for a talk. Area chairs should communicate this recommendation the session chairs.”

**Action item:** Tim Frank will communicate the above recommendation to the area chairs and vice-chairs.

There was a suggestion to modify the Confex system so that the duration of the talks in a session is preset to:

- 20 mins – 7 presentations
- 25 mins – 6 presentations
- 30 mins – 5 presentations

**Action item:** Tim Frank will contact AIChE and will explore the feasibility of the above suggestion.

#### ***Programming Plans – Special Sessions/Topicals for future Meetings***

##### ***2016 Annual Meeting Session Requests Submissions (Tim Frank and Area Chairs)***

There was a discussion on how to reduce the number of sessions for San Francisco (2016) in order to meet the AIChE quota for the Division. The target is 60 primary sessions. Some areas will need to reduce the number of their sessions compared to past years. The reductions are deemed doable. The area chairs will further discuss at their programming meetings.

There was a discussion on special session for San Francisco.

**Action item:** Include sessions on Separations Process Efficiency.

**Action item:** Present the results from the ALTSEP Workshop. Discuss the idea with Darlene Schuster (Director, AIChE Technical Activities) to elevate the visibility of this event.

**Action item:** Decide whether to continue the joint poster session practice.

##### ***AIChE Journal – Best Paper Program (Tim Frank)***

AIChE Journal contacts the session chairs DIRECTLY to get their nominations for the best presentation in their session within a week after the end of the meeting. Area 2a submitted a recommendation last year but did not hear back. The Division encourages session chairs to submit their recommendations.

#### ***Director Responsibilities***

Currently the Division does not have a procedure for assigning Directors to specific initiatives.

**Action item:** Develop a mechanism to better match Directors to specific initiatives.

#### ***Policy for Handling Voting via E-mail when Timing is an Issue.***

Currently the Division does not have a procedure for voting when timing is an issue. In the past such situations have been handled on ad hoc basis via e-mail.

**Action item:** Tim Frank will develop and present for approval a procedure for e-mail voting.

#### ***Format of the Spring Planning Meeting***

The format of the Spring Planning meeting was discussed. The attendance for this face-to-face meeting has been falling down.

**Action item:** For Spring 2016 replace the face-to-face planning meeting with 2 or 3 shorter on-line meetings. The annual planning meeting will remain a face-to-face meeting.