

## **DALLAS SECTION AIChE AUG. 17, 2011 OFFICERS & DIRECTORS MEETING MINUTES**

A Dallas Section AIChE planning meeting for Officers & Directors was held on August 17, 2011 at Two Guys From Italy Restaurant. The attendees were as follows.

Chair: José Ramiro Rodríguez Perazza  
Vice Chair: Donald Miller  
Treasurer: Fernando J. Aguirre  
Secretary: Fred Eisen  
Director: Nancy Garnett  
Director: Keith Miller  
Director: M.W. (Neal) Abernathy

Below is a brief meeting summary.

### 1) Reports to AIChE National

The “End of Year Report” to AIChE HQ was prepared and submitted by Nancy Garnett this past June. A draft of the “New Officers & Directors Report” was prepared by the Secretary and reviewed by those present. The Secretary will finalize the report and submit it to HQ.

### 2) Section Bylaws

The existing Dallas Section bylaws, including the roles of the Officers & Directors, were reviewed. The Chair presented a proposed new set of bylaws and charter to replace the existing bylaws. The existing bylaws were last updated in 1981 and do not fully conform to current national AIChE guidelines. After discussion of the proposed bylaws & charter, the Chair agreed to prepare another draft. When approved by the Executive Committee, the recommended bylaws & charter will be sent to the membership and a date for an approval vote announced. Target date will be June 2012.

### 3) Membership

Current number of Dallas Section dues paying members is 94. 84% are 41 years or older. There are 300 and some national members in our area and 600 or so on our current mailing list. Ideas for increasing local section membership, particularly for the younger ChEs, were discussed. Ideas from members would be welcome.

National has a Local Section Committee. Our Treasurer participated in their recent webcast meeting. Mention was made of a national “Shinning Star Award” for outstanding local section volunteers. Dallas Section is considering nominating one of our own for this award.

#### 4) Member Communications

Shannon Kramer has been handling or emailing for some years but is unable to continue. She has suggested that we look at a website she found that she thinks would handle our needs. Thanks to her for all her efforts during the last several years. Alternatives for handling email communications were discussed. For now, the Chair will take over the duty of sending out the meeting notices until a more efficient way can be found. We also have a few members who do not have (or have not provided) an email address. We will have to communicate with these folks by regular mail.

The Chair is also planning to have some additional communications with the membership to update them on what is going on and to solicit input.

#### 5) 2011-2012 Program

Several topics are already lined up for the coming season. These include Process Safety Mgmt., Project Scheduling & Milestones, Legal Aspects of Engineering & Construction, and Ethics. Any suggestions for additional topics and speakers would be welcome. The first general meeting will be on September 27.

The TSPE Engineers Week Banquet is scheduled for February 2012. We will need to select the Chemical engineer of the Year by December. Nominations are requested.

The Chair asked if there was interest for participating in the "Order of the Engineer". Most were not familiar with this organization and the Chair agreed to provide more information about it.

The city of Waco is co-sponsoring its third annual Engineering Day on October 18 at the Waco Convention Center from 8:30 AM to 4 PM. It is aimed at middle and high school students. They have asked us to participate. However, it was not clear just what they want from us. More information is needed before we can determine if we have any volunteers to travel the 100 miles to Waco.

#### 6) Budget

The Treasurer prepared a draft budget for 2011. This was discussed and the Treasurer will reissue another draft for further discussion.

Fred Eisen  
Secretary

8/21/11