



American Institute of Chemical Engineers Dallas Section

AIChE Dallas Section Executive Committee Meeting Minutes (July 31, 2018)

The Executive Committee (EC) meeting was held at The Ranch at las Colinas restaurant in Irving, Texas.

The following officers and directors attended:

Chair:	Andrew S. Moore
Vice Chair:	Julia Tossetti
Secretary:	Fernando J. Aguirre
Director:	James Muhitch
Director:	Jim Clay
Director:	Richard Thut

Past Chair Jason Ballengee and Treasurer David Brower were not able to attend. A quorum was present.

The following topics were discussed:

- 1) 2018/2019 Section Goals: Engage other technical societies
Each of the EC members will prepare a list of technical societies whose members we think may have an interest in attending our meetings.
- 2) 2018/2019 Section Goals: Engage community
We discussed participation in local science fair competitions as either judges or advisors. None of those present expressed interest in leading this venture so we will ask our new section member Steve Streblov whether he would be willing to pursue this activity.
- 3) 2018/2019 Section Goals: Fall 2019 Symposium?
There is interest in organizing a Fall 2019 Symposium with a focus on technology start-ups.
- 4) Responsibility for website and section LinkedIn group
The chair will ask James McCreary whether he can take responsibility for maintaining our website and LinkedIn group. Fernando J. Aguirre will assist with the website as needed.
- 5) Speaker gifts
We will continue to use laser pens as gifts for speakers until our stock is depleted.
- 6) Monthly meeting announcements and audio visual equipment
Julia Tossetti will handle meeting announcements, the RSVP list, and coordination with the meeting venue. She will also take responsibility for the audio visual (AV) equipment.

7) Certificates of attendance

Richard Thut will be responsible for issuing certificates of attendance.

8) Local employment opportunities

We will continue to use [indeed.com](https://www.indeed.com) and input from section officers, directors, and members for employment opportunities to be shared with members. We will list these in our meeting announcements and the monthly presentation.

9) Texas Society of Professional Engineers (TSPE) 2019

We decided not to participate in the 2019 TSPE annual luncheon event, as well as to not elect a Chemical Engineer of the year for 2019. Instead we decided to use about half of the TSPE event budget for a suitable STEM scholarship. In addition, we will consider developing an award for a Young Professional (YP), for which the criteria and a process need to be developed. Andy Moore will present this to the section at our September 2018 meeting for feedback and appoint a committee to develop this YP award.

10) Vice Chair report: Speakers and field trips

Speakers are confirmed for our monthly meetings through November 2018, including Texas Board of Professional Engineers (TBPE) Executive Director Lance Kinney for the ethics presentation. Officers and directors will individually investigate possible plant tour locations.

11) Secretary report

The June 26, 2018 meeting minutes were unanimously approved. Future meeting minutes will be distributed by email for approval in advance of the following meeting.

12) Treasurer report: Budget for 2018-2019

Although David Brower could not attend the meeting, he submitted a proposed budget for 2018-2019 for consideration of the EC. Considering the decision to cancel participation in the TSPE event in 2019, the US\$1,150 proposed for this event needs to be reallocated. The treasurer will be asked to submit a revised budget for approval at the September 2018 meeting.

13) Bank account signatories

The EC voted to authorize three (3) signatories for the Section bank account: the incoming Chair Andrew S. Moore, the incoming Treasurer David Bower, and the incoming Secretary and past Treasurer Fernando J. Aguirre. Any other signatories should be removed.

The meeting was adjourned at approximately 8:00 pm.

Fernando J. Aguirre
Secretary
August 19, 2018