



American Institute of Chemical Engineers Dallas Section

AIChE Dallas Section Executive Committee Meeting Minutes (August 11, 2020)

The Executive Committee (EC) meeting was held by WebEx starting at 6:38 pm on August 11, 2020.

The following officers and directors attended:

Vice Chair: Julia Tossetti
Secretary: Richard Thut
Treasurer: Fernando J. Aguirre
Director: David Dickey
Director: Jorge Barrera

Chair Moore and Director Singh were absent. A quorum was present. Vice Chair Tossetti ran the meeting in the absence of the Chair. The following topics were discussed:

Welcome and Duties

All officers and directors introduced themselves. The EC for the AIChE Dallas Local Section for 2020-2021 are as follows. Additional contact information for the EC is included in Attachment 1.

- Chair – Andy Moore
- Vice Chair – Julia Tossetti
- Secretary – Richard Thut
- Treasurer – Fernando J. Aguirre
- Director – David. S. Dickey
- Director – Jorge Barrera
- Director – Ravi Singh

In addition, the following duties were discussed in compliance with the local section Bylaws by Vice Chair Tossetti;

- The Chair will conduct the monthly EC meetings.
- Chair will conduct the local section meetings.
- The Vice Chair will organize speakers for the upcoming meetings.
- The Vice Chair also coordinates all communications with the speakers for our organization.
- The Vice Chair is responsible for social gatherings including our annual holiday party.
- The Vice Chair coordinates and distributes all communications with the local section membership.
- The Secretary will record the minutes of each meeting. Since Vice Chair Tossetti and Treasurer Aguirre currently have login credentials, they will post the approved meeting minutes to the AIChE web portal.
- The Treasurer will provide a budget and manage all banking transactions.
- The Treasurer will report each month on the section's financial status.



- The Treasurer will be responsible for updating all tax documents, banking signatories, PayPal account, Constant Contact account.
- The Treasurer will report the local section's financial status to AIChE National.
- The Directors will help with the operation of the section and fill-in for the Officers as needed.

Review of Budget

Treasurer Aguirre proposed a total annual budget of \$2,700. After review and discussion by the EC, Vice Chair Tossetti proposed that the budget be accepted. The proposed budget was approved unanimously by the EC. The Approved Budget is attached to these meeting notes as Attachment 2.

Bank Account Signatories

The EC voted to authorize three (3) signatories for the section account at Chase Bank: the Treasurer Fernando J. Aguirre, the Chair Andy Moore, and Vice Chair Julia Tossetti. Past Treasurer Probir Shah should be removed as signatory to the account.

Loft Goals

- STEM Outreach – Treasurer Aguirre will follow-up on Jim Clay's contacts regarding technical/laboratory equipment for DISD schools. Aguirre will contact the DISD and report back his findings at a future meeting.
- The Dallas Regional Science and Engineering Fair (DRSEF) is currently scheduled for February 19-21, 2021. The EC will discuss participation at a future meeting.
- Treasurer Aguirre will follow-up on potential leads for additional resources for ISD and Home School Organizations and report at a future meeting.
- Vice Chair Tossetti will contact Truman Bell about being a potential speaker regarding STEM outreach.

Other Business

- Vice Chair Tossetti will contact Max Fleming for the speaker presentation at the September local section meeting.
- Vice Chair Tossetti will contact James McCreary for the speaker presentation at the October local section meeting.
- Vice Chair Tossetti will contact the Texas Board of Professional Engineers regarding an ethics presentation to the local section later this year.
- The EC agreed to continue providing the local section with local employment opportunities. Director Barrera will maintain a spreadsheet of local employment opportunities in the box provided by Treasurer Aguirre. Director Barrera will update this worksheet once a month.
- Treasurer Aguirre discussed his experience recently when he joined another local section. This local section provided him a nice welcome message. Treasurer Aguirre proposed that our local section provide welcome messages to new members. The EC unanimously approved.
- Secretary Thut agreed to continue to provide an Attendance Certificate to the local section members. Chair Moore will provide his digital signature prior to the September meeting.
- The EC reviewed the new logo for the local section. Additional modifications were discussed, and the modified logo will be provided by Member Ramiro Rodriguez to the EC later this week for their approval.
- Vice Chair Tossetti specified that the local section meetings start in Sep-2020 and conclude with the Jun-2021 meeting. There is no meeting in December as this time is typically reserved for the annual holiday party. The EC discussed continuing the virtual meetings following the CDC



recommendations regarding COVID. Decisions regarding in-person meetings will be delayed pending new recommendations and guidelines.

The EC meeting adjourned at 7:34 pm.

Richard Thut
Secretary
August 24, 2020



Attachment 1 Executive Committee Contact Information

AICHE Dallas Local Section 2020-2021 Executive Committee

Chair	Andy Moore Windward Engineering PLLC	andy.moore@windwardpllc.com +1.214.226.3178
Vice Chair	Julia Tossetti	jtossett@email.com +1.818.288.4485
Secretary	Richard Thut HSB Solomon Associates LLC	richard.thut@solomononline.com +1.972.739.1720 (Office) +1.972.415.7601 (Mobile)
Treasurer	Fernando J. Aguirre HTRI	fia@agvival.com +1.817.692.3071
Past Chair	VACANT	
Director	David S. Dickey MixTech, Inc.	d.dickey@mixtech.com +1.937.431.1446
Director	Jorge Barrera Rockwell Automation	jorgebarrera_jlb@utexas.edu +1.214.293.3108
Director	Ravi Singh Tokai Carbon	ravi0825@gmail.com +1.321.298.3347

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Attachment 2 – Approved Budget

AICHE Dallas Section Approved Budget – Fiscal year 2020-2021

	BUDGET
INCOME	
Dues	\$ 2,100
Interest/Dividends	\$ -
Contributions from local members	\$ 100
Event revenues	\$ -
Corporate contributions	\$ -
Grants	\$ 500
TOTAL INCOME	\$ 2,700
EXPENSES	
Speaker expenses	\$ 400
Mailing and printing	\$ -
Travel expenses	\$ -
Meal expenses	\$ -
STEM Scholarship	\$ 500
Communications	\$ 600
General Supplies	\$ 100
Awards	\$ -
Plant Tour	\$ -
Symposium	\$ -
Membership outreach	\$ 500
Discretionary fund	\$ 600
TOTAL EXPENSES	\$ 2,700