

## CDFO Call Agenda – September 19, 2019, 3:00 PM – 4:00 PM ET

1. Division & Forum Logos Update [Gina, Kim]
  - a. Chairs & Officers can find their Division & Forum Logos here:  
<https://www.aiche.org/community/divisions-forums/leader-resources/division-forum-logos>
2. Division & Forum Data [Darlene, Jean]
  - a. Discussion
    - i. How can divisions/forums help with increasing meeting attendance to take advantage in the excellent meeting programming that is planned (i.e. more attendees per paper, not more sessions)?
    - ii. How can we make improvements within the existing session framework?
    - iii. AIChE – Send Annual/Spring Session Attendance data to Chairs – ATTACHED
    - iv. If Divisions would like their data to be reviewed with them, please email [darls@aiche.org](mailto:darls@aiche.org) and [seanl@aiche.org](mailto:seanl@aiche.org).
3. Division & Forum Value Proposition Updates
  - a. Would any Division or Forum like to volunteer to present on their updated value proposition at the on-site CTOC Meeting on the Saturday before the Annual Meeting, 11/9?
4. Division & Forum Officer Reminders & Notices
  - a. CTOC is currently in the process of reviewing all Division & Forum By-Laws and preparing to recommend updates as needed. More information will be provided for the on-site CDFO Meeting at the Annual Meeting.
  - b. All CDFO Members should have received the link to the CDFO Activities Survey on Thursday, 9/12. Please coordinate with your fellow officers to ensure 1 copy is completed for your division or forum.
    - i. AIChE - Pull Survey as excel/pdf for D&F leadership discussion - ATTACHED
    - ii. Survey Closes 10/10: <https://chenected.wufoo.com/forms/s1yj9mkz012io6k/>
  - c. **In-Person CDFO Meeting @ the Annual Meeting**  
**Monday, November 11, 2019**  
**8:00am - 10:00am**  
**Manatee Spring I (Hyatt Regency Orlando)**

### **Divisions & Forums in Attendance**

- Catalysis and Reaction Engineering Division (CRE)
- Chemical Engineering & the Law Forum (ChE&L)
- Computational Molecular Science & Engineering Forum (CoMSEF)
- Computing & Systems Technology Division (CAST)
- Education Division (EDU)
- Environmental Division (ENV)
- Food, Pharmaceutical & Bioengineering Division (FP&BE)
- Forest Bioproducts Division (FBP)
- Fuels & Petrochemicals Division (F&PD)
- Management Division (MGMT)
- Materials Engineering & Sciences Division (MESD)
- Nanoscale Science & Engineering Forum (NSEF)
- North American Mixing Forum (NAMF)
- Nuclear Engineering Division (NED)
- Particle Technology Forum (PTF)
- Pharmaceutical Discovery, Development and Manufacturing Forum (PD2M)
- Process Development Division (PD)
- Safety & Health Division (S&H)
- Separations Division (SEP)
- Sustainable Engineering Forum (SEF)
- Transport and Energy Processes Division (TEP)
- Upstream Engineering & Flow Assurance Forum (UE&FA)