

# AIChE F&PD Meeting Notes



<b>Meeting:</b>	F&PD Executive Committee Meeting
<b>Date:</b>	Tuesday, October 27, 2015
<b>Location:</b>	Teleconference
<b>Time:</b>	8:00 – 9:00 am CT

Officers	Present	Officers	Present
Saadet Ulas Acikgoz		Sharon Maydak	X
Nikki Bishop		Frank del Nogat	
Chau-Chyun Chen	X	Dennis O'Brien	X
Mark Darby		Tim Olsen	X
Ian Glasgow	X	Joe Powell	
Rick Isherwood		Clayton Sadler	
Rick Kolodziej	X	Virginia Sommer*	X
Laura Leonard	X	Kirtan Trivedi	
Helen Lou			

Members	Present	Members	Present
Scott Berger		Jayce Mathews	
Bond Calloway		Syamal Poddar	
Kristine Chin		Mike Schultz	
Dennis Griffith		Oscar Aguilar	
Ahmed Khogeer		Emmett Miller	
Chen-Hwa Chiu		Bill Rooney	
Bipin Vora		Naz Karim	
Steve Coleman		Belma Demirel	
Michael Tallman		Lori McDowell	
Ellen	X		

\*Author

+Part-Time

Item	Topic	Action By	Date
1.0	Call to Order and Welcome		
2.0	Minutes of April 26 <sup>th</sup> F&PD Exec Comm. Meeting – Sharon Maydak		
	<b>Previous Action Items:</b>		
(Sep. 6 <sup>th</sup> 7.33)	<p>For the Harry West Student Paper Award, it was recommended to follow the same format as last year.</p> <p>Currently the F&amp;PD website does not reflect the changes that have been made in regards to this award, so the website needs to be updated.</p> <p><b>Status:</b> open – Ian had updated this prior to the Annual Meeting. Sharon is working on this and will make sure that the changes are okay.</p>	Sharon M.	
(Mar. 30 <sup>th</sup> 3.2)	<p>Plaques cost about \$100 each. The division purchases the plaques from Southwest awards, which F&amp;PD has been doing business with them for a long time. It may be worthwhile to look into some other places, which may offer plaques at a lower cost.</p> <p><b>Status:</b> open – Lori has gotten some information from one plaque company, who has offered several different plaque options. The different options can be seen at the end of these meeting minutes.</p>	Lori M. / Laura L.	
(Mar. 30 <sup>th</sup> 3.2)	<p>A link to the WISE grant paper will be posted on the F&amp;PD website.</p> <p><b>Status:</b> open</p>	Sharon M.	
(Mar. 30 <sup>th</sup> 6.1)	<p>Officer bios need to be added to the website. It was suggested for the officers to update their own bio and picture on the AIChE website, and then Sharon will pull this information for the F&amp;PD section. If you are unable to do this, send the information to Sharon.</p> <p><b>Status:</b> open – This information is still incomplete and also the officer listing is out of date on the website. The current officers, including the Directors that have rotated in and out will need to be updated on the website.</p>	Sharon/Rick K./All	
(Nov. 16 <sup>th</sup> 3.2)	<p>Confirm that the Interviewing in the Energy Sector presentation from the Annual Meeting has been uploaded to the F&amp;PD website.</p>	Sharon M. / Ian G.	

Item	Topic	Action By	Date
	<p><b>Status:</b> open – Ian will update the presentation, and then will send it to both Sharon and Ellen to upload the new one on to the website.</p>		
(Apr. 2 <sup>nd</sup> 10.0)	<p>It was suggested to make the Student Outreach Committee a standing division committee run by a separate individual director. Organizing the Student Outreach program takes a lot of time and needs dedicated attention.</p> <p>Details of this position will be compiled and this topic will be discussed and voted on at the Spring Meeting.</p> <p><b>Status:</b> open – More information will be sent out to the Executive Committee regarding this, and a decision will be made at a later date.</p>	Rick I.	
(Apr. 26 <sup>th</sup> 3.0)	<p>Ian will come back with a proposal for what the \$500 Invited Speakers Budget will be used for.</p> <p><b>Status:</b> open – These funds could potentially be used for a high level speaker in order to draw in more people to the conference. These funds might also be more useful for the Annual meeting, such as trying to get industry attendees to stay into Monday. If there is more quality programming for the industry attendees, then they may stay past the weekend. There is an overall goal to make the Annual Meeting more business oriented than just academia based. There are 3 F&amp;PD sessions that are hosted on Monday. Last year, many of the people in academia wanted to hear what industry wanted to say, and there were a lot of questions after the sessions.</p> <p>Ian will write up a formal proposal for these funds.</p>	Ian G.	
(Apr. 26 <sup>th</sup> 6.0)	<p>F&amp;PD has a LinkedIn page that is not being used. A suggestion was made to start using it. Another suggestion was also made for F&amp;PD to have a Twitter account.</p> <p>F&amp;PD needs to have a YP that is willing to help out with this.</p> <p><b>Status:</b> open – Ellen is the new webmaster. Sharon will discuss with Ellen about if she is interested in keeping up with F&amp;PD's LinkedIn page and starting a Twitter account. It may be worthwhile to also approach the Chicago YPs about this. Dennis will send out an e-mail on this.</p>	Sharon M. / Dennis O.	
	Ian spoke to Kristine Chin about getting the abstracts onto	Ian G.	

Item	Topic	Action By	Date
	<p>the F&amp;PD website. It was mentioned that the presentations saved in Confex might be one big block, as opposed to the videos (webinars) on the AIChE website. Kristine did not know if this was a problem, or if it was even possible to easily get them into the F&amp;PD website. If all the presentations are in one big group, then this could make it more difficult.</p> <p>Ian will need to follow up with Kristine to get more information.</p>		
	<p>There were no additional comments on the April 26<sup>th</sup> meeting minutes. There were no meeting minutes from the September 29<sup>th</sup> meeting.</p>		
<b>3.0</b>	<b>Status of Action Item List (see above – Section 2)</b>		
<b>4.0</b>	<b>Programming Update</b>		
<b>4.1</b>	<b>Annual Programming Update – Naz Karim</b>		
	<p>There will be a presentation about driving innovation in a nutshell world, which will have specific comments focused to the YPs.</p>		
<b>4.2</b>	<b>Spring Programming Update – Kirtan Trivedi</b>		
	<p>This is the final push for abstracts, as the call for papers will close on November 2<sup>nd</sup>. There might be a one week extension, but it will not be public.</p> <p>So far, there are only 9 abstracts for Refining as of the middle of last week, and 1 abstract in each session for petrochemicals.</p>		
	<p>There has been work around a panel discussion for the 2016 Spring Meeting. It will focus on not only oil, but also the chemical side. F&amp;PD is not looking to co-sponsor with GCPS next year, but instead perhaps co-sponsoring with EPC.</p> <p>The preference is to do the panel right after the F&amp;PD keynote. EPC has their keynote in the afternoon. The Monday morning EPC session has a rotating equipment and an environmental panel, so maybe not a lot of people will attend those.</p> <p>It has been discussed with Kristine that AIChE would be willing to pay for the panel speakers' one day registration.</p>		

Item	Topic	Action By	Date
5.0	<b>Outreach at Annual Meeting</b>		
5.1	<b>Status and Volunteers</b>		
	<p>Who is coming to the fall meeting and can help?</p> <p>Volunteers for the Annual Meeting are: Rick K., Tim, Rick I., Bond Calloway, and Chau-Chyun Chen (from 3 – 4 he can help out and can also judge).</p>		
	<p>There are sessions between 12 – 1:30, and then 3 – 4 pm.</p> <p>The standard interview presentation will be given at 12, 12:30, 1, 1:30 with a Q&amp;A, and then 3 – 4 with a Q&amp;A.</p>		
	<p>Judges are also needed to review papers and for the poster session on Monday. There is a bigger need for this than for the session on Saturday. The poster session is between 9:30 am – 12 pm.</p> <p>It was suggested to also ask SIOC for more volunteers. There is a SIOC meeting on Saturday afternoon. Dennis will send their contact information.</p>	Dennis O.	
	<p>For the Long Range Planning Dinner at the Annual Meeting, it was suggested to maybe have a boxed lunch on Saturday, during the break in the sessions between 1:30 – 3 pm. This way, people would not have to look for a lunch place during the break, and it would not interfere with others' dinner plans. It was agreed that this might be a good idea.</p>		
6.0	<b>Treasurer's Report – Laura Leonard</b>		
	<p>The income is in line with expenses. There are no big surprises.</p> <p>The September numbers have not come in yet. The balance of the division is about \$47,000 right now.</p> <p>It was suggested for members to come up with ideas for F&amp;PD to use more of its money, as AIChE is trying to get the divisions to spend more of their money instead of it accumulating and just sitting on it. If there are good programs/initiatives for F&amp;PD to spend their money on, then we should fund these.</p>		
	<p>F&amp;PD should find out which companies are big members and reach out to them for more membership.</p>		

Item	Topic	Action By	Date
7.0	<b>Awards</b>		
7.1	<b>Best Paper / Presentation</b>		
	<p>For the best paper / presentation award, there has not yet been an improvement seen to draw in papers. Part of the purpose of this award is to help obtain more early submissions. Kristine also thinks that this award is a good idea to help get more quality presentations, and people will put in more effort.</p>		
	<p>For the Annual Meeting, Monday, Tuesday, and Wednesday have 3 sessions each (9 total), so it was suggested to also have the best paper/presentation award for the Annual Meeting.</p> <p>This would be good recognition for the students. However, the presenters would have to submit their papers/presentations for this to work. Someone would also have to stay through the sessions to judge the papers and coordinate the award, and academia would have to be more involved.</p> <p>The details for this would have to be worked out, but this might be a good suggestion to pursue.</p>		
8.0	<b>Scholarships</b>		
8.1	<b>Applications</b>		
	<p>It has been suggested to possibly increase the number of scholarships offered and awarded.</p> <p>Before this can be decided, F&amp;PD will first have to decide how much funds they would like to retain in the bank. Then, it will need to be decided how quickly F&amp;PD will spend its funds to get down to that number, and what F&amp;PD will spend its funds on.</p> <p>Dennis will talk to AIChE National about this.</p>		
9.0	<b>Nominees for Officer Positions</b>		
	<p>Nominees for officer positions are needed for the upcoming election. Please let Dennis and Rick I. know if you have any suggestions for candidates.</p>		

Item	Topic	Action By	Date
10.0	<b>New Business</b>		
	<p>It would like to be put to a vote to extend the scholarship awards to include three finalists, who would each get a \$100 award.</p> <p><b>Post Meeting Note:</b> This was later put to a vote outside of the meeting (via email). The details for the vote were as follows:</p> <p><i>“For the high school scholarship award, there was discussion during the Spring Meeting in Austin about rewards outside of the two winners, and concern to give motivation outside of the two “super students” that were identified. The High School Scholarship committee looked at this and we would like to go forward with the following recommendation that we want to make a motion to the ExCom and put to a vote:</i></p> <p><i>In the Spring Meeting in Austin, a decision was made to identify the four finalists and provide just certificates. In hindsight, the committee has two concerns with this approach:</i></p> <ol style="list-style-type: none"> <li><i>1. We feel that we are being a little bit cheap with no cash award.</i></li> <li><i>2. We feel not all of the finalist candidates were of equal quality such that not all are deserving of such a reward.</i></li> </ol> <p><i>So the proposal is we award a total of three “Finalists” awards to applications who the committee feel are deserving of such a recognition, with a nominal \$100 cash award. We believe this small amount is more appropriate to recognize the separation these three candidates had over all the other applications. This cash amount we also feel provides a reasonable separation from the runner-up award that we gave last year of \$500; so we believe we are staying relatively consistent with the awards and recognition we are handing out.</i></p> <p><i>We recognize in the latest budget that for 2015 the division is at \$300 deficit; but in 2014 the division had a \$1,000 profit. Since this award was from 2014 applicants (deadline was January 31, 2015), we believe it would be appropriate for the division to distribute some of that profit to this incremental cash award.”</i></p> <p>The result of the vote was 16 “Yes” votes, and 1 “No vote”. This motion passes.</p>		
11.0	<b>Adjournment</b>		
	Thank you for participating!		

November 5, 2015

**Walnut Finish Full Plate Scroll Border Plaque (9"x12")**

Item Number: IDBYC-JMQUU

Full plate border plaques. Bring the style and value of Easy Perpetual to a single plaque. Great for recognizing any accomplishment or complementing your monthly EZP program with an "Employee of the Year" award. 9" W x 12" H

Colors: Walnut Finish Brown

Imprint Information: Laser engraved



Qty	1	3	6	25	50
Price	\$45.25	\$43.75	\$42.50	\$41.00	\$39.00

Price Includes: 1 location

Additional Charges: Setup: \$75.00; Art Time Per 1/4 Hour (+30.00), Minimum Order Handling Fee (+30.00)  
Warehouse Release Program (25+ Pieces) (+10.00), Warehouse Release Program (Less Than 25 Pieces) (+50.00)  
Additional Options: Laser Personalization (+8.25), Typesetting Charge (+3.50), Extra Lines of Personalization (+3.00), PMS Color match (+40.00), Colorfill (+7.50)

Packaging and Delivery: Individually Packaged in 2 Piece Presentation Box. 1 units per carton. 2.5 lbs. per carton.



**Ultra Gloss Mahogany Finish Award w/ Champagne Plate (7 1/2"x9 1/2")**

Item Number: HFDUF-JMOFF

Ultra gloss frames and plaques with deep glossy wood mahogany finish. 7 1/2" W x 9 1/2" H

Colors: Mahogany Wood Brown/Champagne Beige

Imprint Information: Laser engraved



Qty	1	3	6	25	50	100
Price	\$47.50	\$46.00	\$44.50	\$42.00	\$36.50	\$33.00

Price Includes: 1 location

Additional Charges: Setup: \$75.00; Art Time Per 1/4 Hour (+30.00), Minimum Order Handling Fee (+30.00)  
Warehouse Release Program (25+ Pieces) (+10.00), Warehouse Release Program (Less Than 25 Pieces) (+50.00)  
Additional Options: Laser Personalization (+8.25), Typesetting Charge (+3.50), Extra Lines of Personalization (+3.00), PMS Color match (+40.00), Colorfill (+7.50)

Packaging and Delivery: Individually Packaged in Standard Presentation Box. 1 units per carton. 1.5 lbs. per carton.

**Walnut or Ebony Finish Plaque w/ Digi Color on Aluminum Plate (7"x9")**

Item Number: ACHDE-HHVUY

Affordable Plaques. Features your custom digital color graphics applied to metal plate which is then applied to your choice of Walnut or Ebony finish board. Plate choices : Satin Silver, Satin Gold, Black or White. Board Choices, Please Specify: Ebony Finish (EB) or Walnut Finish (WN). 7" W x 9" H

Colors: Walnut Brown/Satin Silver, Walnut Brown/Satin Gold, Walnut Brown/Black, Walnut Brown/White, Ebony Black/Satin Silver, Ebony Black/Satin Gold, Ebony Black/Black, Ebony Black/White

Imprint Information: Digi Color



Qty	1	3	6	25	50	100
Price	\$36.50	\$34.00	\$30.25	\$29.00	\$23.25	\$19.75

Price Includes: Full color;1 location

Additional Charges: Setup: \$75.00; Art Time Per 1/4 Hour (+30.00), Minimum Order Handling Fee (+30.00) Warehouse Release Program (25+ Pieces) (+10.00), Warehouse Release Program (Less Than 25 Pieces) (+50.00) Additional Options: Laser Personalization (+8.25), Typesetting Charge (+3.50), Extra Lines of Personalization (+3.00), PMS Color match (+40.00), Colorfill (+7.50)

Packaging and Delivery: Individually Packed in 2 Piece Presentation Box. 1 units per carton. 1.7 lbs. per carton.

**Choice of Deluxe Board Plaque w/ Digi Color on Choice of Plate (9"x12")**

Item Number: NFEXH-HOMNV

Affordable Plaques. Metal Plate Plaque with Full-Color Overlay features bold Digi Color imprint on your choice of satin silver, satin gold, black or white metal plate which is then applied to your choice of deluxe Solid Wood boards: Board choices Please Specify: Ebony Piano Wood (EB), Genuine Red Alder (GA), Rosewood Piano Wood (RW) or Amber Bamboo (AB). There is an additional charge for Amber Bamboo. 9" W x 12" H

Colors: Rosewood Brown/Satin Silver, Rosewood Brown/Satin Gold, Rosewood Brown/White, Rosewood Brown/Black, Ebony Black/Satin Silver, Ebony Black/Satin Gold, Ebony Black/White, Ebony Black/Black, Red Alder Brown/Satin Silver, Red Alder Brown/Satin Gold, Red Alder Brown/Black, Red Alder Brown/White



Imprint Information: Digi Color

Qty	1	3	6	25	50	100
Price	\$73.25	\$68.00	\$60.75	\$56.50	\$52.25	\$47.50

Price Includes: Full color;1 location

Additional Charges: Setup: \$75.00; Art Time Per 1/4 Hour (+30.00), Minimum Order Handling Fee (+30.00) Warehouse Release Program (25+ Pieces) (+10.00), Warehouse Release Program (Less Than 25 Pieces) (+50.00) Additional Options: Laser Personalization (+8.25), Typesetting Charge (+3.50), Extra Lines of Personalization (+3.00), PMS Color match (+40.00), Colorfill (+7.50)

Packaging and Delivery: Individually Packed in 2-Piece Presentation Box. 1 units per carton. 2.5 lbs. per carton.

## Art Glass Accented Plaque

Item Number: GDDWJ-KHDRR

Artistic Glass, Unique, Art Glass Plate, Wall Hanging, Presentation, Rectangle, Wood, Beveled Edge, 8" W x 10" H

Colors: Walnut Brown/Gold/Black

Imprint Information: Laser Engraved



Qty	1	3	6	25	50	100
Price	\$51.25	\$50.25	\$49.50	\$48.50	\$45.75	\$43.00

Price Includes: 1 location

Additional Charges: Setup: \$75.00; Art Time Per 1/4 Hour (+30.00), Minimum Order Handling Fee (+30.00)  
 Warehouse Release Program (25+ Pieces) (+10.00), Warehouse Release Program (Less Than 25 Pieces) (+50.00)  
 Additional Options: Laser Personalization (+8.25), Typesetting Charge (+3.50), Extra Lines of Personalization (+3.00), PMS Color match (+40.00), Colorfill (+7.50)

Packaging and Delivery: Individually packaged in 2-Piece Presentation Box. 1 units per carton. 2.2 lbs. per carton.

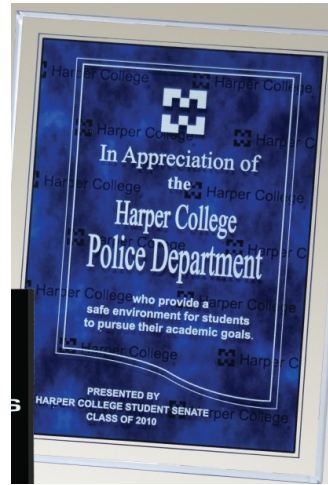
**Multi-Dimensional Beveled Lucite Plaque (9"x12"x3/8")**

Item Number: YIBDG-FNYPY

Multi Dimensional Lucite Plaque. Beveled lucite plaque includes up to 3 colors screened on front, back or combined. Additional sizes and PMS color matching is available. Expert Design Assistance is available. Optional easel back can be attached to plaques - call for pricing. 9" W x 12" H x 3/8" Thick

Colors: Clear

Imprint Information: 7 1/2" W x 10" H; imprint area; Screen printed



Qty	6	25	50	100
Price	\$71.50	\$66.00	\$61.50	\$59.25

Price Includes: 3 color;1 location

Additional Charges: Setup: \$75.00; Art Time Per 1/4 Hour (+30.00), Minimum Order Handling Fee (+30.00) Warehouse Release Program (25+ Pieces) (+10.00), Warehouse Release Program (Less Than 25 Pieces) (+50.00) Additional Options: Laser Personalization (+8.25), Typesetting Charge (+3.50), Extra Lines of Personalization (+3.00), PMS Color match (+40.00), Colorfill (+7.50)

Packaging and Delivery: Individually Packed in 2 Piece Presentation Box. 1 units per carton. 1.9 lbs. per carton.

## Medium Rectangle Vapor Mist Award

Item Number: WDHYG-GHBDO

Elegantly shaped lucite is screened with our exclusive maroon or cobalt mist background. These bold and eye catching works of art are timeless symbols of appreciation. Please Specify: Red (R) or Cobalt Blue (B). 4 1/2" W x 6 1/2" H

Colors: Cobalt Blue/Clear, Maroon Red/Clear

Imprint Information: Laser engraved



Qty	1	3	6	25	50
Price	\$50.50	\$47.50	\$45.00	\$44.00	\$42.00

Price Includes: 1 location

Additional Charges: Setup: \$75.00; Art Time Per 1/4 Hour (+30.00), Minimum Order Handling Fee (+30.00)  
Warehouse Release Program (25+ Pieces) (+10.00), Warehouse Release Program (Less Than 25 Pieces) (+50.00)  
Additional Options: Laser Personalization (+8.25), Typesetting Charge (+3.50), Extra Lines of Personalization (+3.00), PMS Color match (+40.00), Colorfill (+7.50)

Packaging and Delivery: Individually Packed in Standard Presentation Box. 1 units per carton. 0.8 lbs. per carton.

**Bristol Series Curved Beveled Top Crystal Award w/ Beveled Base**

Item Number: WDEUA-IGGCS

Bristol Collection. Curved beveled top crystal on beveled base.  
6" W x 8 1/2" H

Colors: Clear

Imprint Information: Sandblast



Qty	1	3	6	25	50
Price	\$90.00	\$84.25	\$78.00	\$75.50	\$71.50

Price Includes: 1 location

Additional Charges: Setup: \$75.00; Art Time Per 1/4 Hour (+30.00), Minimum Order Handling Fee (+30.00)  
Warehouse Release Program (25+ Pieces) (+10.00), Warehouse Release Program (Less Than 25 Pieces) (+50.00)  
Additional Options: Laser Personalization (+8.25), Typesetting Charge (+3.50), Extra Lines of Personalization (+3.00), PMS Color match (+40.00), Colorfill (+7.50)

Packaging and Delivery: Individually Packed in Deluxe Presentation Box. 1 units per carton. 2.2 lbs. per carton.

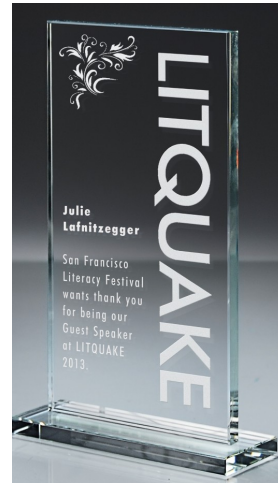
## Optic Crystal Billboard Award

Item Number: PZFAD-IGMCF

Optic Glass, Billboard, Transparent, Rectangle Base, Recognition, Achievement, Rectangle, 7" W x 9 3/8" H

Colors: Clear

Imprint Information: Sandblast



Qty	1	3	6	25	50
Price	\$106.00	\$99.50	\$91.50	\$89.75	\$85.25

Price Includes: 1 location

Additional Charges: Setup: \$75.00; Art Time Per 1/4 Hour (+30.00), Minimum Order Handling Fee (+30.00)  
Warehouse Release Program (25+ Pieces) (+10.00), Warehouse Release Program (Less Than 25 Pieces) (+50.00)  
Additional Options: Sandblast Personalization (+8.25), Typesetting Charge (+3.50), Extra Lines of Personalization (+3.00)

Packaging and Delivery: Individually Packed in Deluxe Presentation Box. 1 units per carton. 3 lbs. per carton.