



History of Chemistry Technical Division Administration Form 2012

Technical Division Administration Form - Governance	
1. Does the Division have a Vision and/or Mission Statement?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
2. What was the date of the last Division long range/strategic planning session?*	4/7/2008
3. What are the primary challenges confronting your Division?*	We do not have enough volunteers to increase our programming option at regional, national and international meetings. We continue to explore these options.
4. Were Division elections conducted according to its Bylaws?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
5. What offices were filled by elections during the past year?	Chair-elect; Secretary/Treasurer; Councilor (2014-2016 Term); Alternate Councilor (2014-2016 Term).
5a. Were any positions left unfilled that were expected to be filled?	<input type="radio"/> Yes <input checked="" type="radio"/> No
6. What additional support do you need from DAC or ACS staff?	We believe DAC or ACS should provide an option to divisions and sections for e-voting.
7. What can DAC do to improve the Annual Review Process?	We have no specific recommendations.
8. How many Executive Committee meetings were held during the calendar year?	2
9. Did your Division hold an open meeting for Division members?	no
9a. Do the Division by-laws require an open meeting?	<input checked="" type="radio"/> Yes <input type="radio"/> No

Technical Division Administration Form - Member Relations	
1. Did your total membership increase or decrease in 2012?*	Decrease
a. What prompted the decrease?	The decrease was 22 members. This is within the expected fluctuation, especially when you consider the average age of our members.
2. Did the Division have an adequate number of volunteers to cover your requirements?	<input type="radio"/> Yes <input checked="" type="radio"/> No
2a. If the answer to 2 (above question) is NO, please explain.	Our programming is completely dependent upon volunteers.
3. How does your Division use its website to serve its members?	The website allows us to notify members of current news and events. It is also the gateway to the Division journal, The Bulletin for the History of Chemistry. The website serves as an active archive of Division business, including Exec. Comm. minutes, the current Exec. Comm. makeup and officer contact information, upcoming symposia, and call for nominations for awards and the awards given.
3a. What is the URL for your website?	http://www.scs.illinois.edu/~mainzv/HIST/
4. When was your Divisions website last updated?	1/11/2013

Technical Division Administration Form - Programming	
1. In general, how would you assess the programming your Division delivered during 2012 ACS national meetings?*	HIST had very strong programming at the both national meetings.
2. How far in advance does your Division plan its national meeting programming?*	<input type="radio"/> Less than 1 year <input type="radio"/> 1 Year <input checked="" type="radio"/> 2 Years <input type="radio"/> 3 Years <input type="radio"/> 4+ Years <input type="radio"/> Others
3. Do you have a Regional Meeting Coordinator for your Division?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
a. If the answer to 3 (above question) is YES, provide contact information for your Division's Regional Meeting	

Coordinator.	
i. First Name	E. Thomas
ii. Last Name	Strom
iii. Phone	214-376-9602
iv. E-Mail	tomstrom@juno.com
b. Did someone attend a planning session last year?	<input checked="" type="radio"/> Yes <input type="radio"/> No
4. Do you have a Program Chair for your Division?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
a. If the answer to 4 (above question) is YES, provide contact information for your Division's Program Chair.	
i. First Name	Seth
ii. Last Name	Rasmussen
iii. Phone	701-231-8747
iv. E-Mail	seth.rasmussen@ndsu.edu
b. Did someone attend a planning session last year?	<input checked="" type="radio"/> Yes <input type="radio"/> No
5. Do you have Multidisciplinary Program Planning Group (MPPG) Representative for your Division?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
a. If the answer to 5 (above question) is YES, provide contact information for your Division's Multidisciplinary Program Planning Group (MPPG) Representative.	
i. First Name	Joe
ii. Last Name	Jeffers
iii. Phone	870-245-5216
iv. E-Mail	jeffers@obu.edu
b. Did someone attend a planning session last year?	<input checked="" type="radio"/> Yes <input type="radio"/> No

Technical Division Administration Form - Best Practices

1. Please describe techniques used to develop volunteers.	Volunteers are developed via participation. If members attend symposia, they are invited to express their opinion about programming and asked to suggest ideas for programming.
2. Please describe how you recruit volunteers to serve the Division.	Volunteers are developed via participation. If members attend symposia, they are invited to express their opinion about programming and asked to suggest ideas for programming.
3. How does your Division recognize its volunteers?	Volunteers are thanked verbally for their services. They are sometimes awarded a plaque in recognition of their services.
4. How does your Division provide meeting content to its members?	Through options given by the ACS, such as streaming of talks given at national meetings.
5. Describe outreach activities to serve members who don't attend national meetings.	Through options given by the ACS, such as streaming of talks given at national meetings.
6. What are the most important benefits your Division provides to its members?	The Bulletin for the Division of Chemistry; interactions with others who are interested in the history of chemistry and related topics.
7. How does the Division provide information to its members on Divisional activities?	Information is provided via the HIST website, Newsletter/Abstracts, and directed emails.
8. Describe activities aimed at students and young professionals.	The Division programs a tutorial for all national meetings on the theme for that national meeting. HIST is also promoting students giving talks and posters at national meetings.
9. List any Division awards.	The HIST Award (replaces Edelstein Award); the Outstanding Paper Award; The Citation for Chemical Breakthrough Awards
10. List nominations for ACS Fellows.	Vera V. Mainz Arnold Thackray Alan Rocke Joseph Lambert
11. Does the Chair have any other issues to be considered?	

Technical Division Administration Form - Supporting Materials

File Name	File Size	Brief Description
2012.pdf	0.03 MB	Quicken Summary HIST 2012
HIST 2012 Treasurers Report.xls	0.26 MB	HIST 2012 Treasurers Report - Spreadshee

Technical Division Administration Form - Approval

Comments

Approved & Submit for Review

Ned Heindel

02/06/2013

This form has been submitted for your approval. Please review each tab for completeness and accuracy, make any necessary edits, and save all changes before approving this form. After the form is approved, it will be submitted for review. The approved form will be placed in read only mode and no additional edits will be allowed. Your approval will submit this form as part of your official annual report to ACS.

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