



### Philadelphia Local Section Administration Form 2019

Local Section Administration Form - Governance	
1. How many times did the executive committee conduct governance business during 2019?*	2
2. How many members were there in the executive committee during 2019?*	6
3. How did the executive committee communicate with one another during 2019?*(Check all that apply.)	<input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Teleconference <input type="checkbox"/> ACS Network <input checked="" type="checkbox"/> Other - In-Person Meeting
4. What percentage of your councilors were in official attendance at the Spring and Fall ACS Council meetings?*	96%
5. Did a member of your local section attend the Local Section Leaders Track at the 2019 ACS Leadership Institute?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
6. Did your local section have a succession and/or leadership development plan during 2019?	<input type="radio"/> Yes <input checked="" type="radio"/> No
7. How did your local section identify future leaders and get them into the leadership pipeline during 2019?*(Check all that apply.)	<input type="checkbox"/> Self-nomination <input type="checkbox"/> Solicitation or advertising <input type="checkbox"/> Identify active committee members <input type="checkbox"/> Formal leadership training <input type="checkbox"/> Long term plan <input checked="" type="checkbox"/> Outreach to new members <input checked="" type="checkbox"/> Arm-twisting <input type="checkbox"/> Other -
8. Did your local section conduct an officer election during 2019? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
9. Did your local section conduct its elections electronically during 2019?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
9a. If the response to 9 (above question) is Yes, please list what tool you used to conduct elections.*	SurveyMonkey
10. How many members voted in your local section officer election in 2019?*	491
Questions 11-13 provide the opportunity for your section's leadership to communicate successes, challenges, goals, and progress towards meeting those goals. We want to hear from you! Please use the required comment boxes to share your thoughts about your section. In questions 12 and 13, do not feel limited by having spaces indicated for the top three goals. Other goals can be added in the comment box if needed.	

<p>11. 2019 Chair's report: Please provide a narrative of the past year's activity/successes/challenges:*</p>	<p>The beginning of 2019 was a challenging time for the ACS Philadelphia Section. The Section experienced the loss of both its Chair and Chair-Elect, due to employment relocations. 2018 was completed with an interim Chair and the 2019 Chair did not have a Chair-Elect year. After a long discussion with the 2019 Chair-Elect, the Chair decided that direct person-to-person outreach was necessary to try and gauge the state of the Section. During the year the Chair and/or Chair-Elect held approximately 57 outreach meetings with a broad range of the members. The open, and honest, dialogue allowed these two officers to begin developing a strategy for moving the Section forward. Both were well aware that all issues would not be resolved in one year, but at least the forward progress would begin. The Section is in the process of preparing a member survey to directly obtain feedback from the membership. It is envisaged that the results of the survey will allow for more strategic planning for the Section moving forward. The Section submitted a request to the national C&amp;B committee to amend its By-Laws to include indemnification language. The request was approved at the Immediate Past Chair is leading an ad hoc committee to spearhead the by-law amendments. The Section also spent significant time investigating the purchase of Directors &amp; Offices Insurance for the Section. This task has been completed and execution of the policy is expected to be completed by the end of Q1 2020. A very positive outcome from 2019 was that the Section's programming was spearheaded by the Chair-Elect and the YCC steering committee. The members of the Section's YCC did an outstanding job! These younger members took solid ownership of the events and planned a solid year of events. The Section continued to partner with both the University of Pennsylvania, Department of Chemistry and the Science History Institute to jointly sponsor two yearly award lectures.</p> <p>Regarding challenges, the Section faced two broadly defined challenges, that have a point of confluence; motivating members to volunteer and demonstrating the value-added to ACS membership. From the outreach meetings, a recurring theme was why should I be an ACS member? If members are asking this question, trying to increase the number of volunteers becomes even more challenging. This in turn makes for a difficult task in preparing the yearly election slate to allow for turn over in the Board of Directors, Councilors, and Alternate Councilors. Through a very strong campaign of direct contact, and arm-twisting, the Section was able to prepare a slate and conduct its elections earlier than in previous years and there was a 13% turnover in the Board of Directors. This maybe a small percentage, but it is considered a good starting point for moving forward.</p>
<p>12. 2020 Chair's goals for the Section</p>	
<p>a. Please list your top 3 goals:</p>	<p>Fundraising in order to grow the Section and prevent consuming investment principal.</p>
	<p>Continued outreach to identify and address member needs.</p> <p>Continued growth of Section communications.</p>

<p>b. What are your concerns and challenges?*</p>	<p>The volunteers of the ACS Philadelphia Section are dedicated to its mission and take great pride in its rich traditions and history. The challenge for our volunteers will be to identify ways to make the Section relevant to our current membership while honoring and maintaining the Section's rich history. Doing so may challenge the relevance of well-established activities, processes, events, and traditions within the Section with respect to the current needs of our members. The Section's volunteers have a wealth of experience to tackle this challenge. Preparation of a Section-wide survey to discover these needs will most certainly assist these efforts.</p> <p>The Section has many awards, chief among them the ACS Philadelphia Section Award. The list of recipients of the ACS Philadelphia Section Award represents some of the greatest chemists in the world, some of whom are Nobel Laureates. In exhaustive outreach performed by the 2019 Chair and 2019 Chair-Elect, some of the members struggle with understanding these awards' importance and relevance. The volunteers need to communicate to the membership the importance of these awards while assessing the value of these awards to our membership with the goal of ensuring their continued relevance, prestige, and value.</p> <p>Our Section's communications have improved at a steady pace. Our newsletter, the Catalyst, continues to be published and all editions dating to 1916 are now digitally archived and accessible to the public. The Section's LinkedIn group has seen unprecedented activity. Our website has been transferred to a new server and is mobile-device friendly. Our Section's Twitter and Facebook accounts have been re-activated. The challenge for our Communications Committee is to fully staff a social media arm capable of making relevant posts on behalf of the Section in a rapid and robust fashion.</p> <p>Finally, the working relationship between the experienced volunteers and our younger chemists has improved very rapidly and dramatically, and the effort put forth by both our experienced and younger volunteers to build this relationship really does show. Our Philly YCC has planned all the Section's Regular Meetings in 2019 through their participation in the Section's newly revitalized Program Planning Committee. The 2020 Chair-Elect is a well-known leader in the Section who has transformed Philly YCC during her tenure as Philly YCC Chair to become the largest outreach vehicle of the ACS Philadelphia Section itself. Our younger chemists have worked very hard to earn an ownership stake in the influence and governance of the Section. Their challenge – and my charge to them as incoming Chair -- will be to take advantage of this great opportunity that they have earned and make the Section as relevant as possible for our future membership so that not only the Section grows, but that our younger chemists can grow both professionally and personally in their own career ambitions.</p>
<p>13. 2020 Chair-Elect's goals for the Section</p>	
<p>a. Please list your top 3 goals:</p>	<p>Increase industry member participation in section activities</p> <p>Develop a list of section needs to solicit new volunteers</p> <p>Get the monthly section meetings programmed for 2021</p>

<p>b. What are your concerns and challenges?*</p>	<p>Section programming is typically governed by tradition. This makes it simpler for an incoming chair elect to plan the section's meetings. However, it also means that there is some stagnation in terms of who participates in events. This year some changes have been made to the typical program of events. I am hopeful that these changes will encourage participation of a greater portion of our membership. However, I am concerned that the experiment might not work and there will be additional challenges to modifying the programming for the section in the future.</p> <p>The Philadelphia section is blessed with a plethora of potential volunteers, yet the same few people seem to get tapped to do a majority of the section's work. I am hopeful that by developing a list of volunteer needs we can find homes for many potential volunteers. Through volunteering they can find homes in the local section and continue to develop their leadership and organizational skills. However, it can be difficult to get people currently doing the volunteer roles to ask for help or admit that they can use help. Sometimes training someone new is more work than doing the job themselves and asking them to mentor new members is too much for them.</p> <p>Since traffic can be a problem in the greater Philly area, getting to Board of Director meetings in person can be difficult. I would like to encourage the use of teleconferencing options for Board Meetings, but am concerned about working relationships when people only meet virtually. Since the hope is to get some new people involved with the section, I will need to find ways of promoting personal interaction in addition to making the Board Meetings more accessible for all members. As part of the teleconferencing options, I also hope to chose times that work better for all members. Typically meeting times are best suited to those in the city or in Academia with more flexible schedules.</p>
<p>14. Does the Local Section have a Vision and/or Mission Statement?*</p>	<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p>15. What was the date of the last Local Section strategic planning session?*</p>	<p>9/19/2019</p>

Local Section Administration Form - Organization

<p>1. Did your local section have active coordinators for the following?*</p>	<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>																																																												
<p>a. If the response to 1 (above question) is YES, please select the activity and enter the coordinators name.</p>	<table border="0"> <tr> <td><input checked="" type="checkbox"/></td> <td>Awards</td> <td>Mr. Joseph A. Martino III</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Budget/Finance</td> <td>Dr. Victor Tortorelli</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Career assistance/Employment</td> <td>Dr. Lori Spangler</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Chemistry Olympiad</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Community Activities</td> <td>Dr. William Smith</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Continuing Education</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Educational</td> <td>Dr. William Smith</td> </tr> <tr> <td><input type="checkbox"/></td> <td>EHS</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Environmental</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Government Affairs</td> <td>Mr. Alan Heldon</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Industry Relations</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Strategic Planning</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Membership/Membership Retention</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Mentoring</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Minority Affairs</td> <td>Ms. Ella Davis</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Newsletter/Publications</td> <td>Ms. Robin Davis</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Nominations</td> <td>Mr. Michael Brignone and Dr. James K. Murray, Jr.</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Professional Relations</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Project SEED</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Public Relations</td> <td></td> </tr> </table>	<input checked="" type="checkbox"/>	Awards	Mr. Joseph A. Martino III	<input checked="" type="checkbox"/>	Budget/Finance	Dr. Victor Tortorelli	<input checked="" type="checkbox"/>	Career assistance/Employment	Dr. Lori Spangler	<input type="checkbox"/>	Chemistry Olympiad		<input checked="" type="checkbox"/>	Community Activities	Dr. William Smith	<input type="checkbox"/>	Continuing Education		<input checked="" type="checkbox"/>	Educational	Dr. William Smith	<input type="checkbox"/>	EHS		<input type="checkbox"/>	Environmental		<input checked="" type="checkbox"/>	Government Affairs	Mr. Alan Heldon	<input type="checkbox"/>	Industry Relations		<input type="checkbox"/>	Strategic Planning		<input type="checkbox"/>	Membership/Membership Retention		<input type="checkbox"/>	Mentoring		<input checked="" type="checkbox"/>	Minority Affairs	Ms. Ella Davis	<input checked="" type="checkbox"/>	Newsletter/Publications	Ms. Robin Davis	<input checked="" type="checkbox"/>	Nominations	Mr. Michael Brignone and Dr. James K. Murray, Jr.	<input type="checkbox"/>	Professional Relations		<input type="checkbox"/>	Project SEED		<input type="checkbox"/>	Public Relations	
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	<input checked="" type="checkbox"/> Senior Chemists <input checked="" type="checkbox"/> Women Chemists <input checked="" type="checkbox"/> Younger Chemists <input checked="" type="checkbox"/> Other	Prof. Michael Castaldi Dr. Kathleen Shaginaw Mr. James Gamrat Communications -- Dr. Lee Hoffmann
2. How many subsections were active in your local section during 2019?*	0	
3. How many subsection meetings were held by your local section during 2019?*	0	
4. How many topical groups were active in your local section during 2019?*	4	
5. How many topical group meetings were held in your local section during 2019?*	20	
6. Did your local section support (financial or otherwise) an existing Technician Affiliate Group (TAG) during 2019?*	<input type="radio"/> Yes <input checked="" type="radio"/> No	
7. How many dues-paying affiliate members were in your local section during 2019?*	0	
8. What was the approximate number of active volunteers in your local section during 2019?*	50	
9. Please estimate the number of new volunteers in your local section during 2019?*	5	
10. Please indicate all the ways that your local section recognized volunteers during 2019.* (Check all that apply.)	<input type="checkbox"/> Certificates <input checked="" type="checkbox"/> Awards <input type="checkbox"/> Letter to volunteer supervisor <input type="checkbox"/> Letter to volunteer <input type="checkbox"/> Recognition at an event <input type="checkbox"/> Recognition on web <input type="checkbox"/> Recognition in newsletter <input type="checkbox"/> Other -	

**Local Section Administration Form - Communications**

1. How many local section meetings were held during 2019?*	10	
2. On average, how many members attended a local section meeting during 2019?*	25	
3. How did Councilors report to your local section members about national ACS matters during 2019?*(Check all that apply.)	<input type="checkbox"/> At a section meeting <input checked="" type="checkbox"/> At an executive committee meeting <input type="checkbox"/> In the newsletter <input type="checkbox"/> On the local section web site <input type="checkbox"/> In an email <input checked="" type="checkbox"/> Other - Board of Directors Meeting	
4. Did your local section have a representative on your Regional Meeting Board or Steering Committee during 2019?*	<input checked="" type="radio"/> Yes <input type="radio"/> No	
5. How does the sections leadership communicate information to its members (including social media channels)?*	"The Catalyst" newsletter, website, LinkedIn, Twitter, Facebook.	
5a How Often do these communications occur:		
5a1 Number of newsletters published:*	9	
5a2 Number of meeting notices:*	10	
6. What social media does your local section use? (If selected, please provide the link.)	<input checked="" type="checkbox"/> Facebook <a href="https://www.facebook.com/PhilaSectionACS/?rf=159065957457357">https://www.facebook.com/PhilaSectionACS/?rf=159065957457357</a> <input checked="" type="checkbox"/> Twitter    @philaacs <input checked="" type="checkbox"/> LinkedIn <a href="https://www.linkedin.com/groups/3366988/">https://www.linkedin.com/groups/3366988/</a> <input checked="" type="checkbox"/> Other    N/A	
7. Did your local section have a website during 2019?*	<input checked="" type="radio"/> Yes <input type="radio"/> No	

7a. If the answer to 7 (above question) is YES, what was the URL for your local section's website?	<a href="https://phillyacs.org">https://phillyacs.org</a>
8. Did your local section post its Annual Report on your website during 2019?*	<input type="radio"/> Yes <input checked="" type="radio"/> No

Local Section Administration Form - Nomination

1. Our Section would like to self-nominate for the Local Section Outstanding Performance Award.*	<input type="radio"/> Yes <input checked="" type="radio"/> No
2. Please provide a summary self-nomination statement of 500-word or less. The summary statement should highlight local section's 2019 activities to support your nomination.	

Local Section Administration Form - Supporting Materials

File Name	File Size	Brief Description
januarycatalyst2019.pdf	2.13 MB	January 2019 Newsletter
februarycatalyst2019.pdf	1.63 MB	February 2019 Newsletter
marchcatalyst2019.pdf	2.1 MB	March 2019 Newsletter
aprilcatalyst2019.pdf	2.2 MB	April 2019 Newsletter
maycatalyst2019.pdf	1.53 MB	May 2019 Newsletter
2019_june_catalyst.pdf	2.01 MB	June 2019 Newsletter
2019_september_catalyst.pdf	1.46 MB	September 2019 Newsletter
2019_october_catalyst-1.pdf	1.89 MB	October 2019 Newsletter
2019_november_catalyst.pdf	1.46 MB	November 2019 Newsletter
Chair Report September 2019.pptx	0.21 MB	Chair Report September 2019

Local Section Administration Form - Approval

Comments

Approved & Submit for Review                                  Anne DeMasi                                  02/13/2020

*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.*

Local Section Administration Form - Reasons for Return

**Approver Return Comments**

**Contributor Return Comments**

---- END OF REPORT ----