



2007 ACS LOCAL SECTION ANNUAL REPORT QUESTIONNAIRE

Local Section Name: CHICAGO

*****Important Notice Please Read*****

The EZ form consists of Part I – Questionnaire, Part III – Financial Report and the Optional Part IV – Self-Nomination Form for ChemLuminary Awards. Sections that wish to submit the EZ form are not required to submit Part II - Narrative and Appendices. All local sections are eligible to complete the EZ form **UNLESS**, they would like to self-nominate themselves for the LSAC Award for Outstanding Performance by a Local Section. **Local sections may submit the EZ form and self-nominate themselves for any of the other awards listed in Part IV.** Local Sections must postmark or submit their completed annual report electronically by February 15, 2008 to be eligible for any of the awards.

- Our section is submitting the Annual Report EZ. We do not wish to be considered for the Local Section Outstanding Performance Award.
- * Part I – Annual Report Questionnaire
 - * Part II – Annual Report Narrative and Appendices (Optional)
 - * Part III – Financial Report
 - * Part IV – Self Nomination for ChemLuminary Awards (**Not Eligible for Local Section Outstanding Performance Award**) (Optional)
- X **Our Section would like to be considered for the LSAC Award for Outstanding Performance by a Local Section.** We are submitting Parts I, II, III and IV of the annual report.
- * Part I – Annual Report Questionnaire
 - * Part II – Annual Report Narrative and Appendices
 - * Part III – Financial Report
 - * Part IV – Self Nomination for ChemLuminary Awards (*****Outstanding Performance Award Nomination must be completed*****)

X Our Section would like to have Parts I and II (if applicable) posted on the Local Section Activities Committee Website.

Please provide as much information as possible. Add further details in Appendix 5.

1. TOP ACTIVITIES

Please list the titles of your top activities (rank order) and indicate if the activity was new in 2007.

Check if
new in 2007

1. X Chicago National Meeting Program Events
2. X Chicago National Meeting Social/Hospitality Activities
3. Illinois ACS Sections Cooperative State Fair Project
4. Chemistry Week Celebration
5. Awards: Gibbs, Public Affairs, Distinguished Service, Scholarships
6. Section Meeting Speakers
7. DuPage Area Engineers' Week
8. Boy Scouts Workshop
9. Holiday Food, Clothing, and Toy Drive
10. X Timetable Converting to Electronic Distribution of *Chemical Bulletin*

2. SECTION ADMINISTRATION

EXECUTIVE COMMITTEE

- | | | |
|-----|--|-----------|
| 2.1 | How many times did the executive committee meet during 2007? | <u>11</u> |
| 2.2 | How many members are on the executive committee? | <u>33</u> |
| 2.3 | How many section meetings were held in 2007? | <u>10</u> |

2.4 On average, how many members attend a regular section meeting? 110

COUNCILORS

2.5 What percentage of the section's Councilors was in official attendance at the ACS spring Council meeting? 100 %

2.6 What percentage of the section's Councilors was in official attendance at the ACS fall Council meeting? 86 %

2.7 How do Councilors report to the section about national ACS matters: (check all that apply)

- at a section meeting X at an executive committee meeting
X in the newsletter X on the local section website

COMMITTEES

2.8 Specify active committees having two or more members. Please indicate the chair's name where appropriate.

- | | |
|---|---|
| X Awards
Chair <u>Fran Clifton</u> | X Other <u>Great Lakes Regional Meeting: Chicago Meeting Chair</u>
Chair <u>Susan Shih</u> |
| X Budgets/Finance
Chair <u>Fran Kravitz</u> | X Minority Affairs
Chair <u>Tom Higgins</u> |
| X Career Assistance/Employment
Chair <u>Paul Young</u> | X Newsletter/Publication
Chair <u>Cherlyn Bradley</u> |
| X Chemistry Olympiad
Chair <u>Ami LeFevre</u> | X Nominations
Chair <u>Mark Cesa</u> |
| X Community Activities (e.g. National Chemistry Week or Chemists Celebrate Earth Day, etc.)
Chair <u>Dave Crumrine</u> | X Professional Relations
Chair <u>Mark Cesa</u> |
| X Continuing Education
Chair <u>Fred Turner</u> | X Project SEED
Chair <u>Cherlyn Bradley</u> |
| X Education
Chair <u>High School-Ami LeFevre; College-Charles Cannon; Elementary-Fran Kravitz</u> | X Public Relations
Chair <u>Russ Johnson</u> |
| X Environmental Health & Safety/
Chemical Hygiene
Chair <u>Ken Fivizzani</u> | <input type="checkbox"/> Senior Chemists
Chair _____ |
| <input type="checkbox"/> Government Affairs
Chair _____ | X Women Chemists
Chair <u>Susan Shih</u> |
| <input type="checkbox"/> Industry Relations
Chair _____ | X Younger Chemists
Chair <u>Amber Arzadon</u> |
| X Long-Range Planning
Chair <u>Susan Shih</u> | X Other <u>Hospitality</u>
Chair <u>Richard Cornell</u> |
| <input type="checkbox"/> Membership/Member Retention
Chair _____ | X Other <u>House</u>
Chair <u>Frank Jarzembowski</u> |
| X Other <u>Illinois State Fair</u>
Chair <u>Cherlyn Bradley</u> | X Other <u>National Affairs</u>
Chair <u>Barb Moriarty</u> |
| X Other <u>Public Affairs</u>
Chair <u>Jim Shoffner</u> | X Other <u>Distinguished Service Award</u>
Chair <u>Sharon Northup</u> |
| X Other <u>Office Affairs</u>
Chair <u>Susan Shih</u> | X Other <u>Tellers</u>
Chair <u>Margaret Schott</u> |
| X Other <u>Policy</u>
Chair <u>Barb Moriarty</u> | X Other <u>Development</u>
Chair <u>Robin Zavod</u> |
| X Other <u>Topical Group</u>
Chair <u>Dave Crumrine</u> | X Other <u>Gibbs Arrangements</u>
Chair <u>Margaret Levenberg</u> |
| X Other <u>Section Trustees</u>
Chair <u>Sharon Northup</u> | X Other <u>Program</u>
Chair <u>Keith Kostecka</u> |
| X Other <u>Earth Day</u>
Chair <u>Mary Newberg</u> | X Other <u>Bylaws</u>
Chair <u>Russ Johnson</u> |
| X Other <u>Great Lakes Regional Meeting</u>
Chair <u>Marilyn Kouba</u> | X Other Willard <u>Gibbs Jurors</u>
Chair <u>Ken Fivizzani</u> |
| X Other <u>New Technology Enhancement</u>
Chair <u>Russ Johnson</u> | X Other <u>Stieglitz Lecture</u>
Chair <u>Jim Shoffner</u> |
| | X Other <u>Webmaster</u>
Chair <u>Milt Levenberg</u> |

SUBSECTIONS

- 2.9 How many subsections are active in the section? 0
2.10 How many subsection meetings were held in 2007? 0

TOPICAL GROUPS

- 2.11 How many topical groups are active in the section? 1
2.12 How many topical group meetings were held in 2007? 3

OPERATIONS AND PLANNING (check all that apply)

- 2.13 X The section prepared a budget for 2007, (please include a copy in Part II, Appendix 2).
2.14 X The section prepared a budget for 2008, (please include a copy in Part II, Appendix 2).
2.15 X The section prepared a long-range plan (please include a copy in Part II, Appendix 2).
2.16 X The section maintains and uses a current job manual prepared by the section as a guide for officers and committees.
2.17 The section conducted a membership survey in 2007 to determine members' interests and needs, (please include a copy in Part II, Appendix 3).
2.18 X A section representative attended the 2007 ACS Leaders Conference (Local Section Track).
2.19 X The section has a succession plan.

SECTION COMMUNICATION

- 2.20 How many newsletters were published in 2007? 10
2.21 X One copy of a newsletter is included in Appendix 3.
2.22 How many meeting notices were published in 2007? 10
2.23 X The section has an active website.
a. URL <http://chicagoacs.org>
b. Webmaster name Milt Levenberg
c. email address milt@chicagoacs.org
2.24 X The section used electronic communication.
2.25 X The section posted its 2006 Annual Report on its website.

SECTION ELECTIONS (Please answer the following questions using data from your elections for the 2007 year)

- 2.26 X The section conducted a 2007 officer election.
2.27 The section conducted its 2007 elections electronically.
2.28 The section revised its bylaws to allow electronic elections.
2.29 How many members voted in the 2007 officer election? 443
2.30 How many 2007 elected officials, councilors and committee chairs:
a. have held other **elected** positions in the local section 32
b. have held other **appointed** positions in the local section 13
c. Presently hold more than one elected office 15
d. are in their first two years of service 4
2.31 For each election that was held in 2007 please give the number of members that ran for:
a. Chair-elect 2
b. Secretary 1- 2nd cand moved before elect
c. Treasurer 2
d. Other (not including councilor Director): 10 (for 6 positions)
2.32 For the positions of Councilor and Alternate Councilor, did your local section vote for a single list of Councilor/Alternate Councilors candidates with the highest vote getters being elected as Councilor and those with the next highest vote counts being elected Alternate Councilor? Yes No X
2.33 How many total Councilor positions **were available** for 2007? 3
2.34 How many total Alternate Councilor positions **were available** for 2007? 7
2.35 How many total Councilor positions **were filled** in 2007? 3
2.36 How many total Alternate Councilor positions **were filled** in 2007? 7
2.37 How many candidates were on the 2007 ballot for the available Councilor positions? 4
2.38 How many candidates were on the 2007 ballot for the available Alternate Councilor positions? 9
2.39 What was the total number of candidates for Councilor and Alternate Councilor in 2007? 13

SECTION AWARDS (check all that apply)

2.40 The section submitted a nomination for the ACS Regional Award in High School Chemistry Teaching during 2007.

The section gave awards or Salutes to Excellence to:

2.41 Primary school students (K-6)

2.42 Secondary school students (7-12)

2.43 College students

2.44 Primary school teachers (K-6)

2.45 Secondary school teachers (7-12)

2.46 College teachers

2.47 Members of the local section for service

2.48 Outstanding chemist(s), regardless of section affiliation

2.49 The section or local company encouraged and/or submitted a nomination for the ACS Regional Industrial Innovation Awards

SECTION AFFILIATES

How many paid section affiliates (excluding students, teachers, technicians, others) are there in the section? 0

2.51 Section supported an existing Technician Affiliate Group (TAG) during 2007.

2.52 Section promoted the formation of Technician Affiliate Groups during 2007.

REGIONAL MEETINGS

2.53 Does your local section have a representative to your Regional Board/Steering Committee?

2.54 Does your section participate in the Regional Chemjobs Employment Center?

VOLUNTEERS

2.55 Please indicate the approximate number of active volunteers in your local section. (Volunteer is defined as a member who helps plan or organizes a meeting or activity, serves on a committee, or is an elected official including Councilor and Alternate Councilor.) 38

a. How many of these volunteers were new in 2007? 2

2.56 Please indicate all the ways that you recognize volunteers:

Certificates

Awards

Letter to volunteer's supervisor

No formal recognition program

Gifts

Letter to volunteer

Recognition at an event

Other newsletter article

2.57 How does your local section identify future leaders and get them into the leadership pipeline?

Self-Nominations

Identify active committee members

Outreach to new members

Other _____

Solicitation or advertising

Formal leadership training

Arm-Twisting

2.58 Aside from the Chair-Elect becoming Chair, does your local section have a long-term plan for developing new leaders and/or volunteers? Yes No

2.59 Does your local section support travel of members (other than councilors) to:

national meetings

regional meetings

Leaders Conferences

Other _____

3. COMMUNITY BUILDING (check all that apply)

3.1 Industrial members are active in the section's governance.

3.2 The section communicated with non-ACS members working in industry and local companies about meetings and programs.

3.3 Local companies have financially-sponsored an activity or donated money to the section.

3.4 **Industrial members (M), local companies (C), and/or non-members employed in industry (N) participated in these section programs or activities:**

M C N

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Meeting at industrial site/plant tour |
| X | <input type="checkbox"/> | <input type="checkbox"/> | Local Section Award/ Recognition program |
| X | X | <input type="checkbox"/> | Membership drive for new members |
| X | X | X | Industrial speaker/Industrially-focused topic |
| X | X | X | National Chemistry Week, Chemists Celebrate Earth Day or other community outreach activity |
| X | <input type="checkbox"/> | <input type="checkbox"/> | Career development activities |
| X | X | X | Student or younger chemist activities |

- 3.5 The section is affiliated with other technical or scientific societies or consortia.
 a. The affiliation with _____ (name of technical organization) was approved by ACS Council in _____(year).

3.6 Please indicate other groups that your section held joint event(s) etc. with.

- | | | | |
|--------------------------|------------------------------------|---|------------------------------|
| X | Local Section | X | Boy/Girl Scouts |
| <input type="checkbox"/> | Community Group | X | Another Professional Society |
| X | Other <u>Chemistry Departments</u> | | |

4. MENTORING AND LEADERSHIP (check all that apply)

- 4.1 X The section provided services for pre-college students.
 4.2 The section provided speakers for student affiliates chapter meetings.
 4.3 The section organized tours of local industries for student affiliates.
 4.4 The section offered financial support for student affiliates chapter activities.
 4.5 The section offered financial support to students attending regional or national meetings (undergraduate and/or graduate).
 4.6 The section appointed a member as student affiliates chapter liaison.
 4.7 X The section members served as non-faculty professional advisers or contacts for students and young chemists.
 4.8 The section provided students with free subscriptions to journals.
 4.9 X The section invited student affiliates to attend regular section meetings.
 4.10 The section sponsored a teacher affiliate group to engage students in ACS.
 4.11 X The section involved student affiliates in community outreach activities (e.g. National Chemistry Week and/or Chemists Celebrate Earth Day, etc.).
 4.12 X The section distributed career literature to students or to colleges and universities.
 4.13 The section developed and maintained a networking directory.

5. PROFESSIONAL DEVELOPMENT (check all that apply)

- 5.1 X The section published articles on employment services in its newsletter or website.
 5.2 X The section sponsored local employment services (e.g., free ads in section newsletter or website, job counseling, employment clearing house).
 5.3 X A section representative attended a Local Section Career Program offered by the National ACS (if available) during 2007.
 5.4 X The section referred individuals to the national ACS Department of Career Management and Development.
 5.5 X The section maintained a job line for career opportunities available within the local section.
 5.6 The section hosted an ACS short course.
 5.7 How many local section career programs or activities were conducted in 2007? 9
 a. How many career programs were new in 2007? 0
 5.8 X The section offered career counseling /literature.
 5.9 X The section maintains a list (and contact information) of local organizations (networking directory) that employ chemical professionals?
 5.10 The section has a Career Coordinator?

6. **CONTINUING EDUCATION (check all that apply)**

- 6.1 The section organized a regional meeting.
 An ACS Technical Division was involved.
- 6.2 X The section organized a symposium.
X An ACS Technical Division was involved.
- 6.3 The section organized a Meeting-in-Miniature.
 An ACS Technical Division was involved.
- 6.4 X The section organized an undergraduate research symposium.
 An ACS Technical Division was involved.
- 6.5 The section organized a meeting that was co-sponsored by an ACS Technical Division.
- 6.6 The section has topical groups in interdisciplinary areas.
- 6.7 X The section has sponsored meetings with an interdisciplinary focus.
- 6.8 The section offered activities such as symposia, seminars, or sponsored student activities on environmental issues.
- 6.9 X The section offered specifically tailored symposia, seminars, or sponsored activities for industrial chemical professionals.

7. **PUBLIC OUTREACH (check all that apply)**

The section provided assistance to K-12 schools by:

- 7.1 X Providing judges for area science fair(s)
- 7.2 Sponsoring awards at area science fair(s)
- 7.3 X Members making visits to K-8 classrooms
- 7.4 Members making visits to 9-12 classrooms
- 7.5 X Presenting career programs and/or distributing career literature to students or schools
- 7.6 X Sponsoring or organizing student competitions (e.g., chemistry examinations, ChemBowls, poster competitions)
- 7.7 X Presenting Chemical Demonstrations
- 7.8 X Participating in the National US Chemistry Olympiad
- 7.9 Conducting a Science Café in 2007.

The section encourages participation and leadership in all aspects of the chemical sciences by women (W), underrepresented groups (G), and persons with disabilities (D). (Check all that apply)

- | | W | G | D | |
|------|--------------------------|--------------------------|--------------------------|--|
| 7.9 | X | X | <input type="checkbox"/> | Section members mentored students or colleagues. |
| 7.10 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The section conducted hands-on science activities in elementary and/or middle school classrooms. |
| 7.11 | X | X | <input type="checkbox"/> | The section sponsored hands-on science activities in underserved communities. |
| 7.12 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The section provided summer research opportunities. |
| 7.13 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The section developed science career fairs at high schools or colleges that have high female, underrepresented minority or disabled populations. |
| 7.14 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The section organized summer science camps. |
| 7.15 | X | X | <input type="checkbox"/> | The section sponsored contests or awards. |
| 7.16 | X | X | <input type="checkbox"/> | The section maintained employment services. |
| 7.17 | X | X | X | The section leadership (elected or appointed) includes underrepresented groups. |
| 7.18 | X | X | <input type="checkbox"/> | The section sponsored community outreach activities. |

- 7.19 The section maintained an experts roster and provided it to local media.
- 7.20 The section created or updated a media list.
- 7.21 X The section prepared a public relations plan and included a copy of this plan in Appendix 4.
- 7.22 How many times were section activities promoted to the local media (press releases, op-eds, advisories, etc)? 11
- 7.23 The section used an ACS film, videotape, or other ACS visual-aid resource at a public event.
- 7.24 How many talks were given by section members to the public in 2007? 2

7.25 **The section participated in, or conducted the following community activities:**

- X National Chemistry Week
- X Chemists Celebrate Earth Day
- X Other: Illinois State Fair; DuPage Area Engineers Week Expo
- 7.26 The number of community outreach events conducted during National Chemistry Week. 1
- 7.27 The number of community outreach events conducted during Chemists Celebrate Earth Day. 1
- 7.28 The section organized, sponsored, or conducted workshops for K-8 teachers.
- 7.29 X The section organized, sponsored, or conducted workshops for high school teachers.
- 7.30 X The section invited teachers to attend section meetings.
- 7.31 The section provided teachers with free subscriptions to magazines or journals.

- 7.32 X The section involved teachers in section program planning.
- 7.33 X The section participated in Project SEED.
- 7.34 X The section provided a forum to address educational issues.

8. Advocacy (check all that apply)

- 8.1 X Local section members interacted with federal government officials. (i.e. members of Congress, agency staff, etc.) to encourage funding of research.
- 8.2 X Local section members interacted with federal government officials (i.e. members of Congress, agency staff, etc.) to encourage support for ACS workplace policy issues.
- 8.3 The section conducted a chemical hygiene, responsible care or environmental health and safety event for the general public.
- 8.4 The section offered its services to the local community as a resource on chemical hygiene, responsible care or environmental health and safety.
- 8.5 The section carried out environmental activities for the general public.
- 8.6 X Section has a Government Relations Representative.
- 8.7 Section hosted a government policymaker (elected, appointed or otherwise) to speak at a local section meeting.
- 8.8 X Section organized or participated in a special government relations event (state capitol day, science town meeting, legislative hearing, public policy forum, etc).
- 8.9 X Section informed its members on legislative issues and events through newsletter articles, website, or other communication method.
- 8.10 Section member(s) held an office or key position in state or federal government in 2007.
- 8.11 X The section actively encourages members to join and participate in ACS' Legislative Action Network.
- 8.12 The section arranged for visits with federal elected officials when they were home on recess.