REPORT FROM THE CHAIR-ELECT

I want to begin by offering my thanks to all those serving on the Executive Committee for your continuing support to your division and to the ACS as a whole. Ken’s work last year (his 3rd term as Chair - THANK U!) and sustained efforts this year can’t be more appreciated. Debbie has seamlessly stepped into her duties as Chair - while still performing and mentoring in the daunting and time consuming area of “programming” for the division. She’s done this while taking on what is, by any measure, a very heavy load in her new “day-job” in the Chemistry Department at UC Davis. My thanks also to Ralph, Neal, Bob, Harry, Doug, Sammye, Robin, Larry, Brandon, Joe, Ellen, Frankie -- and yes the rest of you -- who are our staunch EC participants. All of you continued to work very hard at keeping our divisional efforts relevant to the needs of our members. Our 2015 effort is well underway – and I’ll also offer a special thanks to ACS President Diane Schmidt (a long-time CHAS EC member!) for her support of our division in her “Presidentially Sponsored” Symposia. Congrats and thanks also to Jyllian Kemsley – she’s been a great help to our division and the CCS in getting the “Safety Message” out to Chemists and everyone! She certainly deserves our thanks and recognition (see us highlighted again in her latest Safety Zone Blog).

Also, I very much appreciated being able to attend the ACS Leadership Institute earlier this year, together with Doug Walters, and I’d like to apply some of the take-home ideas garnered there by soliciting your input as we begin to think about 2016 initiatives. We’ll need to organize and plan for those efforts well in advance if we want to sustain the momentum which has been building in the division over the past several years. Below are just a couple for discussion...

A. Strategic Planning Retreat (2015)

It goes without saying that this will be a seminal effort for 2016 if we pull it off successfully. As you’ve already seen in the Chair’s Report and elsewhere – a good portion of the EC (Debbie, Neal, Ken, Ralph, Frankie, me, etc.) together with a few of the ACS Staff have been begun planning for a working-weekend retreat this summer. Ralph also shared a copy of the report produced from the recent CCS Strategic Planning Retreat. Our hope is to review, renew and enhance our mission statement while identifying and developing a short list of relevant medium and long term goals (9 months - 3+years).

Of course we’ll need everybody’s support -- but let’s work at identifying a good team who would willing to participate (some directly and others in support roles) in the strategic planning effort. As Debbie noted in her report – we’re still open to how best to constitute that “team”. We may also want to poll our members (again) to determine their needs. We certainly should consider how to more fully engage our younger members in current and future leadership roles.

I’ve appended a few pages of relevant information to this report that resulted from an investigational conference call a few weeks back. The call helped identify the most probable date ranges for a retreat. It also provided some guidance in selecting doable “goals” and suggested a few examples and criteria for helping us identify of the probable participants for a divisional retreat. In an effort to meet a compressed organizational timeline I created a preliminary “availability Doodle-Poll”. As was noted earlier - this poll was not intended to be “comprehensive” nor even a confirmation of participation - just a tool to help us streamline our efforts in selecting team members and identifying a date. I’ve attached the “most recent” results.


Next year the Spring ACS National Meeting takes place in San Diego (my town) and I’d like to solicit a couple topic ideas for symposia of special interest to our California audience but that will still find relevance for the broader swath of chemical safety professionals in academic, commercial, and government settings across the nation and the world. In particular I’d like to see if a symposium covering the impact of local community concern & local regulation on both academic and commercial research would be beneficial. For example, several communities have passed local regulations impacting research which uses or produces nano-materials, toxic gases, certain toxins and perhaps other agents with relevance to the realm of chemical safety.

As always – thanks and have a safe day. Sincerely – John Palmer.
CHAS 2015 ‘Strategic Planning’ Retreat

“Possible” weekend dates... (Open to modifications / eliminations):
May 9-10, May 16-17, May 23-24, June 6-7, July 11-12, or July 25-26

Location proposed: DALLAS, TX – (chosen because it’s a “mid-country” location)

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<th>ACS MTG DATES (MID-2015) TYPE / LOC</th>
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Other potential conflicts: AIHce (SLC–Utah, 5/30-6/4) and CSHEMA (Washington-DC, 7/17-7/21)

The Division is considering conducting a “Strategic Planning” workshop (with the administrative support of ACS National staff and a “facilitator” from ACS Prof. Development). The goal would be to review, renew, and better align our 3-5 year goals / mission statement etc. with the needs of our DCHAS members and the broader membership of the ACS. ACS Staff noted that the ‘CCS’ did a similar review a year ago. CCS’s recent efforts should prove useful to us especially where our needs and goals overlap.

Through a conference call (included Carol Duane & ACS Staff) last week a few of our executive committee members identified the calendar range of “May through July” 2015 as the target for our Strategic Planning Workshop and suggested a “middle-US” location (i.e. Dallas). Also considered were St. Louis, Chicago, and other “mid-west” sites.

NOTE: as ACS suggested, this will most likely be a “weekend” event. The anticipated schedule is considered ‘intense’ (8+ hours first day and another 4-hours on the second day). I’ve included some possible date ranges in a doodle-poll [being prepared and sent to a few members of our Exec. Comm]. The preliminary invite list is not static (suggestions for additional or substitute attendees are welcome) especially since some invitees may have personal/professional conflicts with a particular “weekend”.

Again – avoiding, where possible, proximity to ACS Regional Meetings/AIHce/CSHEMA. (see table above) – here are a few of the remaining ‘less-conflicted’ weekend dates:

May 9-10, May 16-17, May 23-24, June 6-7, July 11-12, or July 25-26

Proposed location – “mid-USA”: Dallas, TX
SP Retreat - Scoping Call with CHAS

3/3/15

Participants: Neal Langerman, treasurer; John Palmer, chair-elect; Ken Fivizzani, immediate past-chair; Mark O’Brien, and Carol Duane, SPR facilitator

Requestor Unit - CHAS
   a. Description of their unit
   b. Assessment of their status
   c. Why they want to do SP and what they expect to get from the workshop

CHAS has concerns about declining membership, wants to aggressively pursue an infusion of new and younger members to mentor and develop as leaders. Last strategic plan was done 7 years ago; many activities accomplished, others need to be reviewed and kicked up or out.

Some environment factors: the world view re Safety has been changing positively – no longer so unsympathetic to concerns and considerations. People are more receptive to safety matters due to recent laboratory accidents. CHAS benefits from this positive view and is seen as a voice on safety issues.

Age discrepancy of membership is due in part because most folks don’t start their career in Safety. They become involved in mid-career.

CHAS wants to serve its member’s needs.
Positives are the listserv which members rate as the number 1 value for members, indicating good outreach.

Feedback has been gathered from those who have dropped membership by the membership chair.

Any dissatisfaction expressed lies more with the lack of support from employers for attendance at national meetings. To address this, CHAS has been very active with programs at regional meetings.

CHAS should be poised to take advantage of increased interest in safety and be ready to help people do their jobs better so this is a good time to take a strategic look at their focus.

CHAS wants to bring new leadership into the fold as it seems the same leaders have been stepping up for the past 20 years.

1. SP Retreats - Description
   a. Our Process – SP under the umbrella of the overall organization’s SP – PROVEN to Work
b. Outcomes from the SP retreat
   i. Mission and vision Statements – CLEAR, AGREED ON BY Leaders FOCUS AND PURPOSES
   ii. 3-5 year Roadmap – To Accomplish
   iii. Portfolio of prioritized 6-12 month strategies with identified champions, ready to implement – Ready to Incorporate in operational plan
   iv. Incorporation of other concerns: Team building, Identifying champions, succession planning, etc.

c. SP Agenda
   8-hr session Saturday: Learning the ACS Strategic Planning Process; Defining your Mission/Vision; Environment Scan; TOWS Analysis; Defining and Setting SMART 3-5 year Goals; Brainstorming Strategies
   
   4-hr session Sunday morning: Defining and Prioritizing SMART 6-12 month Strategies; Assigning Champions; Next Steps
   
   Team size 10-15 – Discussion of the team participants: chair succession; secretary, treasurer, younger folks and some folks connected to CCS.

   [Note: Attendees of the Committee on Chemical Safety Strategic Planning Retreat included: Robert Hill, David Finster, Harry Elston, Scott Goode, Erik Talley, Kim Jeskie, Ralph Stuart, Elizabeth Howson, Kirk Hunter, Ken Fivizzani]

d. Team makeup – Officer Progression, Passionate and committed to lead; willing and able to attend retreat and do pre-work.

e. Requirements: Pre-work assignment, Attendance at full day and a half retreat, champion assignment

2. Ancillary Services for Divisions and Local Sections
   a. Need for Member Survey – ACS’ Office of Research and Brand Strategy can conduct a member survey in support of the retreat.
      Action Item: If CHAS is interested in a member survey, they should contact, Mark O’Brien who will arrange a follow-up conversation. The planning for survey should begin at least 10 weeks ahead of the retreat date.
   b. Financial support from DAC
      i. CHAS received $2k in IPG funding and has set aside adequate funds to for travel, meals and retreat fees.
   c. Environment Scans are available from Board Planning Committee

3. Workshop Date – Mark to arrange with Requestor (Ideally several month timeline)
Time – in the months between Denver and Boston national meetings – late May to end of July; need to firm up plans with exec committee in Denver and want to present SPR outcomes to committee in Boston.

Location – mid country to accommodate travel of participants – Chicago, Dallas, St. Louis. Mark can help with location choice, but CHAS must make arrangements.

Action Item: Neal and Mark to work offline on arrangements.

Action item: CHAS to do Doodle poll to identify dates for the SPR.

Action Item: Once date is chosen, MARK will arrange for the facilitators.

4. Workshop Costs
   a. Requestor pays workshop fee (manuals, workshop materials) - $1,500 plus $150pp > 10 – Contract arrangements to be made with Mark
   b. Requestor pays facilitator fees - $3,000 for 2 facilitators
   c. LAB pays facilitator travel expenses.
   d. Requestor pays venue fees and participant expenses CHAS has budgeted $22k for the retreat so as to pay for hotel for meeting and participants’ travel. They have also submitted a proposal for a DAC IPG.

5. Next Steps -
   a. Initial Planning Call with Facilitators and Core Planning Team (~10 weeks Prior to retreat) – logistics, concerns, background info
   b. Member Survey (If needed, see 2a above)
   c. Identify and Invite Participants – Your Job
   d. Arrange Meeting Room Logistics/ Participant Travel
   e. Pre-work – 4-6 weeks prior to workshop
   f. Follow-up Call
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Poll "ACS CHAS Strategic Planning Retreat"

May 2015
- Fri 5/18 - Sun 5/20
- Fri 5/15 - Sun 5/17
- Fri 6/5 - Sun 6/7
- Fri 7/10 - Sun 7/12
- Fri 7/24 - Sun 7/26

June 2015
- Fri 6/5 - Sun 6/7

July 2015
- Fri 7/10 - Sun 7/12

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