



American Institute of Chemical Engineers Dallas Section

AIChE Dallas Section Executive Committee Meeting Minutes (August 13, 2022)

The Executive Committee (EC) meeting was held at The Ranch at Las Colinas starting at 11:45 am on August 13, 2022.

The following officers, directors, and members attended:

Chair:	Fernando Aguirre
Secretary:	Richard Thut
Treasurer:	David Dickey
Director:	BJ Riddle
Past Chair:	Julia Tossetti
Member:	Andy Moore

Vice Chair Singh, Director Adams, and Director Droge were absent.

Welcome

- Chair Aguirre began the meeting by welcoming the officers and directors.

Meeting Agenda

- Programming – The speaker for the September meeting has not been confirmed. It was noted that member Jason Ballengee has offered to be a backup speaker. Discussions followed to identify potential speakers for this year.
- Treasurer Reports
 - Financial reports for the past fiscal year 2021-2022 were presented by Treasurer Dickey.
 - The budget for fiscal year 2022-2023 was presented by Treasurer Dickey. Following discussions on the budget, Chair Aguirre made a motion that the budget be approved. Past Chair Tossetti seconded. The 2022-2023 budget was unanimously approved by the EC.
 - The EC discussed the bank signatories. Treasurer Dickey will contact the bank to confirm the current signatories. Treasurer Dickey will update the bank signatories to match the current leadership and notify AIChE of the updated bank signatories.
- Webmaster – Director Droge has volunteered to be the section's webmaster.
- Volunteer Assignments
 - Certificates – Secretary Thut will provide certificates of attendance to members who attend section meetings. Non-members who request a certificate will be charged a fee of \$10.
 - Name Tags – Director Riddle will provide name tags for in-person section meetings.
 - Zoom Account – The EC discussed that managing the section's Zoom account is the responsibility of the Vice Chair, with the Past Chair being the backup. Member Andy Moore volunteered to be the secondary backup, if needed.
 - Newsletter – Vice Chair Singh will produce the newsletter with the appropriate announcements and information.
 - Contact List – Past Chair Tossetti will update the Constant Contact list with the current membership.



- Speaker Gifts – The EC discussed the successful practice of providing speakers with a gift card. Various vendors were discussed for the gift cards and associated amounts. Secretary Thut proposed that the EC approve Amazon gift cards in the amount of \$30, Past Chair Tossetti seconded. The EC unanimously approved providing speakers with Amazon \$30 gift cards.
- Speaker Systems – The EC discussed the possibility of some upcoming meetings being a hybrid in-person/Zoom meeting and the need to update our current audio system. Chair Aguirre and Treasurer Dickey agreed to meet at Two Guys from Italy prior to the September meeting to try several different options with wireless microphones and speakers provided by Treasurer Dickey. They will report back to the EC with their results and recommendations.
- Initiatives – Several initiatives were discussed for the fiscal year including the Dallas Region Science Fair and Girlgineering.
- Other Business – The EC discussed the possibility of a Field Trip during the upcoming year. Suggestions included Texas Instruments, Mary Kay, Mother Parker’s Tea and Coffee, Nestle Water Plant, and Alcon. The EC members will inquire further to determine the availability and possibility of site tours at these companies.

The EC meeting adjourned at 1:05 pm.

Richard Thut
Secretary
August 28, 2022