



American Institute of Chemical Engineers Dallas Section

AIChE Dallas Section Executive Committee Meeting Minutes (April 3, 2024)

The Executive Committee (EC) meeting was held via Zoom (Chair Aguirre, Organizer) starting at 7:00 PM. Director Riddle volunteered to take notes at this meeting.

The following officers and directors attended:

Chair:	Fernando J. Aguirre
Vice Chair:	Jennifer LaCour
Treasurer:	David Dickey
Director:	B. J. Riddle
Director:	Jim Muhitch

Chair Aguirre opened the meeting and displayed the agenda.

The following topics were discussed:

The minutes for the February 22, 2024 Executive Committee meeting were approved; and the AIChE Dallas Section Meeting for February 27, 2024 were approved. The Chair will post them to the web site.

The Rain Fresh Bottled Water for Friday, April 12, 2024, from 1:00 PM to 2:30 PM, was discussed. The announcement will be sent out again by the Chair, along with announcing the April 23, 2024 Dallas Local Section meeting, around April 10.

Slides for April 23, 2024, meeting

Reviewed the slides, including upcoming programming. The programming for this fiscal year is detailed in the table below.

Programming

The following is the summary status of programming for the current fiscal year as of today.

Programming (scheduled)

Date	Presenter/Event	Topic
Apr 12, 2024	Tour of Rain Fresh Bottled Water & Wellness	Tour from 1:00 to 2:30 pm
Apr 23, 2024	Marwan Elzarka Texas Instruments	The role of chemical engineers in the semiconductor industry
May 28, 2024	Renee Hale PepsiCo	Chemical engineering in the food industry
June 25, 2024	Brian Anderson PROTEGO (USA), Inc.	Proper application of conservation tank vents and flame arresters

Financial report

The financial report is shown below:

Financial report

	Budget	YTD	% of Budget	Dec-23	Jan-24	Feb-24	Mar-24
INCOME							
Dues	1,300.00	939.00	72.23%				479.00
Interest/Dividends	0.00	0.00	0.00%				
Contributions from local members	50.00	0.00	0.00%				
Event revenues	875.00	419.78	47.97%	140.00			
Corporate contributions	0.00	0.00	0.00%				
Grants	0.00	0.00	0.00%				
Other Income	0.00	0.00	0.00%				
TOTAL INCOME	\$2,225.00	\$1,358.78	61.07%	\$140.00	\$0.00	\$0.00	\$479.00
EXPENSES							
Speaker expenses	300.00	246.48	82.16%		50.41	15.63	30.00
Mailing and printing	0.00	8.11	0.00%		8.11		
Meal expenses	975.00	560.73	57.51%	400.00			
STEM Scholarship	300.00	0.00	0.00%				
Communications	600.00	431.46	71.91%	45.58	52.66	52.66	52.66
General supplies	200.00	23.90	11.95%			23.90	
Awards	0.00	0.00	0.00%				
Plant tour	0.00	0.00	0.00%				
Symposium	0.00	0.00	0.00%				
Membership outreach	350.00	0.00	0.00%				
Discretionary fund	0.00	0.00	0.00%				
TOTAL EXPENSES	\$2,725.00	\$1,270.68	46.63%	\$445.58	\$111.18	\$92.19	\$82.66

Chair Aguirre had a question about how dues income could be \$479.00, a non-multiple of \$20.00. No answer was determined. Director Riddle inquired about the Event Revenue of \$140.00 and was told it was from the Christmas Dinner, and Expense for the Christmas Dinner was Meal Expenses of \$400.00.

Nominations for Executive Committee for Fiscal Year 2024-2025 were discussed. A table is given below. We still need nominations for Vice Chair and Director. Vice Chair Jennifer LaCour is willing to run for Chair. Director Riddle has approached member Jamie Sutherland to consider running for Director.



Nominations for Executive Committee Fiscal Year 2024-2025

Nominations for Executive Committee Fiscal Year 2024-2025 (July 2024 to June 2025)

- Please nominate yourself or a colleague for one of the following positions
 - Chair (1 candidate)
 - **Vice Chair**
 - Secretary (1 candidate)
 - Treasurer (1 candidate)
 - **Directors** (three positions) / (2 candidates)

The Chair would like to have a slate of nominees by the May meeting so we can have an election in June.

Other business

On the financial statements, the communications expense of Constant Contact increased from \$45.58 to \$52.66 starting in January 2024. A potential alternative mentioned in the AIChE Discussion Central was discussed. Director Riddle noted that there had been a discussion on this topic, but he had not done any research into it. This will need further investigation. Chair Aguirre asked the question, “Is Constant Contact worth 25% of our budget?” That is the question to be answered. The Chair proposed the following: He will look into an alternative and propose the alternatives at the next Executive Committee meeting. This is an **Action Item** for Chair Aguirre that he asked to be put into the minutes. He will be prepared to present this cost comparison at the next Executive Committee meeting. We defer any decisions until we have more facts. Vice-Chair LaCour brought up that National AIChE has proposed approaching Constant Contact with a discounted rate for the entire organization. Chair Aguirre committed to follow up with this with the National AIChE organization to see if they have made any progress on the rate reduction.

Vice Chair LaCour is to contact Two Guys from Italy to assure that the AIChE Dallas Local Section has the meeting room reserved for Tuesday, April 23, 2024, starting at 6:00 PM until about 9:00 PM. Riddle has the projector and sound system and will bring it. Riddle will make sure the batteries are charged in the sound system. Vice Chair LaCour will introduce the speaker.

The Executive Committee meeting adjourned at 7:40 pm.

Minutes recorded by Billy Jack “B.J.” Riddle, Director, and transcribed from the Zoom recording on April 6, 2024