



# American Institute of Chemical Engineers Dallas Section

## **AIChE Dallas Section Executive Committee Meeting Minutes (July 25, 2024)**

A Dallas Section Executive Committee meeting was held via Zoom on July 25, 2024, starting at 7:00 pm with 5 participants. The list of meeting attendees is provided below.

### Meeting Attendees

- 1) Jennifer LaCour, Chair
- 2) Aaron Hanks, Secretary
- 3) Billy Jack Riddle, Treasurer
- 4) Fernando J. Aguirre, Past Chair
- 5) Robert Stevens, Director

### Minutes

- The executive committee approved the meeting minutes of the June 25, 2024 Section meeting during today's Executive Committee meeting.
- Fernando relayed that the AIChE requires at least two signatories on the bank account, preferably 3. The executive committee prefers, but it is not a requirement, that the Treasurer be listed as the primary signatory, with the chair and secretary listed as alternates.
- During the meeting, the Executive Committee (EC) voted to authorize three (3) signatories for the section account at Chase Bank: the incoming Treasurer Billy Jack Riddle, the incoming Chair Jennifer LaCour, and the incoming Secretary Aaron Hanks. Past Treasurer David Dickey and any other current signatory should be removed as signatory to the account.
- The account is not a business account. It is a personal account for a non-profit. Billy Jack Riddle mentioned that he would inquire about changing it to a business account, provided that there would be no fees as long as we maintain a minimum balance. The attendees are in agreement with changing to a business account and with Billy Jack Riddle taking the lead on this.
- Aaron to send a copy of the approved minutes to Billy Jack Riddle and Dave Dickey for their use in coordinating the signatory changes with Chase.
- Billy Jack Riddle, as new primary signatory, will add Jennifer and Aaron as signatories on the Chase account.
- Jennifer proposed picking a Saturday in August for the in-person meeting. The attendees agreed that August 17 works the best. Rancho Las Colinas on Hwy 114 is proposed as the meeting location. Jennifer will coordinate a reservation and check with Jim to see if he can make it.



- Jennifer to add proposed budget for this fiscal year to the agenda for the first meeting of the year (September meeting)
  
- Potential speakers were discussed:
  - Jim Muhitch had expressed that he may be willing to present. Jennifer to follow up with Jim Muhitch.
  - Billy Jack Riddle mentioned that he may be able to put together a presentation related to accounting. It's something he would need to prepare. He will think about it.
  - Billy Jack Riddle mentioned that Renee Hale from PepsiCo/Frito Lay may be willing to do another presentation and/or a plant tour (Frito Lay).
  - Billy Jack Riddle mentioned the possibility of a plant tour at a water treatment plant.

For reference, the officers and directors elected for the period July 1, 2024, to June 30, 2025 are the following:

Chair: Jennifer LaCour  
Vice Chair: (Vacant)  
Secretary: Aaron Hanks  
Treasurer: Billy Jack Riddle  
Past Chair: Fernando J. Aguirre (not an elected position)  
Director: David Dickey  
Director: James Muhitch  
Director: Robert Stevens

Minutes recorded by Aaron Hanks  
July 25, 2024