



# American Institute of Chemical Engineers

## Dallas Section

### **AICHE Dallas Section Executive Committee Meeting Minutes (March 25, 2025)**

A Dallas Section Executive Committee meeting was held at Two Guys from Italy on March 25, 2025, starting at 7:30 pm with 5 current Executive Committee members and 3 Dallas Local Section members for a total of 8 participants in total.

The list of meeting attendees is provided below:

#### Meeting Attendees

- 1) Jennifer LaCour, Chair
- 2) Aaron Hanks, Secretary
- 3) Billy Jack "B.J." Riddle, Treasurer
- 4) Fernando J. Aguirre, Past Chair
- 5) David Dickey, Director
- 6) Fred Eisen
- 7) Nicholas Sands
- 8) Russ Stephens

#### Minutes

- Programming/presentations
  - May is still open.
    - Nicholas mentioned that he could potentially do a presentation on process safety.
  - Fred Eisen recommended having a dedicated program chair for next year.
    - EC members agreed with Fred's recommendation and Nicholas offered to help.
    - Fernando and Nicholas agreed to follow up after the meeting.
  - Fernando has reached out to 8 people and a few local universities to line up presentations.
  - Nicholas proposed that we might be able to find someone from ISA, of which he is a member, to do a presentation.
    - The group brainstormed that local sections of ASME and IEEE may also be good places to look for speakers.
  - David mentioned that the local chapter Institute of Food Technologists (IFT) may have someone that could present.
  - Jennifer suggested a few webinars from AICHE Academy that could be presented in months when a speaker is not available. They are around 1 hour in length.
- Targeted e-mail addresses
  - The group discussed the pros and cons of utilizing targeted e-mail addresses to reach EC position holders, such as Chair, Secretary, Treasurer, etc., rather than personal e-mail addresses.
  - The group agreed that the cons outweigh the pros for now.
- Treasurers Report

- B.J. reviewed the balance sheet and income statement with the group.
  - CD rates and term lengths were discussed. Group agreed that it may be worth looking at different term lengths to see if they have better rates, but the differential amount of cash generated would be small, so not worth spending much time on.
  - B.J. is working on the tax filing (Form 990-N) due May 15 and planning to file a change of address form for the Dallas Local Section.
  - Fred mentioned that they used to formally approve the Treasurer's report and minutes. The attendees concluded that formal approval of the Treasurer's report is not necessary at present since the Treasurer's report is presented monthly and no concerns have arisen. Meeting minutes are already recorded formally approved.
- K-12 Initiative
  - Jennifer presented on materials available from National's Bee a Chem-E initiative at <https://www.aiche.org/beecheme>.
  - Fernando suggests that Jennifer draft a plan for a local K-12 outreach initiative.
- Other business
  - Constant Contact renewal is coming up. Planning to pay for the full year since it results in a lower overall renewal fee.
  - Grants were discussed and it was noted that no grants have been applied for yet.
  - EC nominations were discussed.
  - Fernando suggested reviewing the Bylaws soon. They are in Box as well as the Dallas Local Section website.
- The meeting was adjourned at 8:35 pm.

#### Post Meeting

- B.J. filed a Change of Address (Form 8822-B) with the IRS field assistance office in Farmers Branch on 3/26/2025 and they have accepted it and stamped it with proof of delivery.
  - The old address was AIChE Dallas Section, 112 Simmons Dr., Coppell, TX 75019
  - The new address is AIChE Dallas Section, 2820 Weather Vane Lane, Dallas, TX 75228
- B.J. filed the tax return (Form 990-N) with the IRS on 3/29/2025 using the new address.
- B.J. filed the AIChE Local Section's Treasurer's report on 3/31/2025.

Minutes Prepared by Aaron Hanks