

## Fellows Council Virtual Meeting, September 16, 2024

11:00 AM PDT – Los Angeles/12:00 PM MDT – Salt Lake City/1:00 PM CDT – New Orleans/2:00 PM EDT – New York/9:00 PM AST - Saudi Arabia

### MEETING MINUTES

Attendance:

#### Action Items

1. All - Welcome and Introductions – Please Introduce yourself, where are you from or something about yourself.
2. LHB – Approval of FC Virtual Meeting Minutes\_08\_19\_24\_Draft\_V1 - Approve
3. Annual Meeting Update – GG
  - a. Fellow’s Breakfast scheduled on Tuesday. (Oct. 29<sup>th</sup>) – 7:00 am; Video of new Fellows from 2024 Spring/Annual Meetings is on the agenda for the breakfast. FC meeting scheduled virtually following Annual. 25 year Fellows will be recognized. 3<sup>rd</sup> Woman Fellow has passed away and will be recognized.
  - b. SHI/Fellows Session on Wednesday. (Oct. 30<sup>th</sup>) – 8:00 am. – 10:30 am. CEOC approved to provide \$1,500 for light refreshments. Motion to approve funding two breakfast tickets for SHI, in the event the SHI grant will not cover the cost - approved
  - c. Raymond Rooks – Brought up a way to interact with Students during Annual Student Conference (Sunday 12:00 pm) – “Speed Networking.” – “In the Works.” Email [membership@aiche.org](mailto:membership@aiche.org) if you wish to volunteer to participate in the event - See attached file “Example of how to Volunteer for Speed Networking Event” to volunteer).
  - d. Add “summary” of how the event will work in 2024 3<sup>rd</sup> Q FC Newsletter – AFF - Done
  - e. RR – Needs the “list” of who has volunteered in order to plan the event. Alyssia (Staff) will send - Done
4. Fellows Newsletter – AFF
  - a. 2024 Q3 Newsletter will be published shortly.

5. On Going Activities for 2024

a. Promotion of the AIChE Fellow's Endowment – "Letter" was sent out from the FC Chair (LHB) on 8/14/24.

b. Fellows Engagement Interest from 2022 – AIChE "intern" has compiled the data gathered from the 2022 Survey (Derek Ward – AIChE Staff).

- Fellows Engagement Interest from 2022 – Fernando will send a file with Fellow's left to contact to the Executive Committee. Fernando has supplied the list of those Fellows interested in volunteering. He will send a link to a file on box for FC members to select who will contact

c. 2023 Fellows Survey Actions

i. FA has actions – 3, 5 and 6. Items 5 and 6 are completed.

ii. Need an update on Action 4 (Review the specific activities suggested by Fellows) – DL/HC.

1. Has started the analysis. Develop "Volunteer Central", Who made the suggestions (Would be good to reach out to ask if they would like to help regarding their suggestion). DL discussed how he and HC will move forward with this item.

6. AICHe-SHI Collaboration – See attached document (AICHe\_SHI Collaboration to capture oral Histories) for context.
- a. John O'Connell – Proposed an idea of having Fellows write what being an AICHe Fellow means to them (This may be especially worthwhile for our Fellows over the age of 80)! Three Fellows over ninety responded to the 2023 Survey – FA will reach out to them as a “test case” with how we may do this.
    - i. Gayle Gibson – as part of the SHI project – is working to collect demographic data for oral histories.
  - b. GG – staff can send “targeted emails” to Fellows who “fit” the criteria to request they participate in an oral history project. (Need to “refine” criteria) – LHB will follow up.
  - c. All - We can also get the FC members to do the same as 6b.
  - d. HC reported that “oral” histories regarding the Oak Ridge area are available – as collected by JO.

## 7. Fellows Council Governance

- a. Review Council Membership Requirements - Succession planning. LHB has reviewed the Bylaws and currently addresses only career diversity.
- b. Bylaws “review team” (LD, DS, LHB).
  - i. Review team has questions regarding the Bylaws – LHB has sent them (05/13/24) to GG for staff to answer. GG has sent a file with Heather’s comments to the review team.
  - ii. Request “Review Team” share questions with the FC Exec Committee – LD, DS, LHB - Done
- c. Documentation Updates
  - i. AICHe\_FellowsCouncil\_Roster\_2024\_V3 has been Completed – AFF – Send to FC for Comments.
  - ii. Need succession plan by September – Submission to CEOC. – LM – Approved – may be sent to CEOC.

## 8. New Business – All

- a. AICHe Fellows Council Annual Report 2024\_In Progress – AFF
  - i. 2024 Goals Accomplishments – LHB
  - ii. 2025 Goals for Fellows Council - AK

AFF - Supporting documentation sent to FC Committee Members

- 1. FC Virtual Meeting Minutes\_08\_19\_24\_Draft\_V1
- 2. FC Meeting Agenda\_09\_16\_24\_Draft\_V2

Submitted by: Anthony Fregosi, 2024 Fellows Council Secretary