

CDFO Q1 Meeting Minutes

March, 07, 2018, 11:00 AM – 12:00 PM ET

Action Items:

- [ACTION – CTOC Liaisons] Reach out to your Division & Forum Chairs
- [ACTION – CDFO Members] Review CDFO website, send any suggested changes or questions to your CTOC Liaison
- [ACTION – CDFO Members] Provide any suggestions regarding award promotion to your CTOC Liaison
- [ACTION – CTOC] Review proposed award promotion suggestions
- [ACTION – CTOC] Review/confirm member access details on website
- [ACTION – CDFO Members] If your Division or Forum requires a centralized document storage solution, contact your CTOC Liaison to set up a Box

Notes:

1. Brief Introduction to CTOC
 - a. CTOC Liaison
 - i. Your CTOC Liaison will be reaching out to you
 - ii. CTOC will request an Activities Report, to be used in discussion at the CDFO Meeting at Annual Meeting at Annual
 - b. Conference Calendar
 - i. Spring: Orlando World Center Marriott, Orlando, FL, April 22-26, 2018
 - ii. Annual: David L. Lawrence Convention Center, Pittsburgh, PA October 28-November 2, 2018
 - c. CDFO Meeting at Annual: [tentatively] Monday October 29, 8-10AM
2. CDFO Resources Webpage:
 - a. <https://www.iche.org/community/divisions-forums/leader-resources>
 - b. CDFO Members - Review CDFO website, send any suggested changes or questions to your CTOC Liaison
 - c. Attached: Proposals for foundation funding requests.
3. Possible Future CDFO WebEx Topics:
 - a. Publication Committee – How can Divisions & Forums participate/benefit from it?
 - b. How can Divisions & Forums interface with ITGs?
4. Questions or Comments?
 - a. How can CTOC help publicize/promote Division & Forum awards?
 - i. Broaden availability of photographers when awards are being given out to help document
 - ii. Add more detail of award descriptions on AIChE award page
 - iii. Could we have award ribbons/stickers for badges of winners at Annual/Spring?
 - b. How do the committees in the Org Chart interact with CDFO?

- i. Equipment Testing Procedures Committee
- ii. Research & New Tech Committee(RANTC)
 - 1. Often very specific programming, so many D&F may not be aware of involvement
- iii. Programming Committee: Made up of Division & Forum Chairs
- iv. Publications:
 - 1. Possible Future Topic
 - 2. Best Paper Initiative
 - 3. CEP
- c. Awards discussion:
 - i. Current deadline for Annual awards set as end of July. Open to change if majority requests, otherwise schedule to be standardized around this.
 - ii. Award distribution/promotion: Mostly at Annual, large panel screen with rotating slides of award winners in high traffic area.
 - iii. Pass on any suggestions to your CTOC Liaison
- d. Division & Forum Interaction/Collaboration
 - i. Would it be possible for the Divisions & Forums to formulate bulleted lists of targeted expansion/growth areas to be shared among all Divisions & Forums to better prompt inter-D/F collaboration
- e. Division & Forum members on the AIChE website
 - i. How are members identified when they log-in – Engage
 - ii. Is there a way to restrict access to certain pages based on membership or title?
Can this be used for document storage or distribution?
 - iii. Divisions & Forums in need of document storage can have a Box setup, contact your Liaison