



**Portland Local Section Administration Form 2017**

9a. If the response to 9 (above question) is Yes, please list what tool you used to conduct elections.	
Local Section Administration Form - Governance	
1. How many times did the executive committee conduct governance business during 2017?*	6
2. How many members were there in the executive committee during 2017?*	9
3. How did the executive committee communicate with one another during 2017?*(Check all that apply.)	<input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Teleconference <input type="checkbox"/> ACS Network <input checked="" type="checkbox"/> Other - phone calls
4. What percentage of your councilors were in official attendance at the Spring and Fall ACS Council meetings?*	100%
5. Did a member of your local section attend the Local Section Leaders Track at the 2017 ACS Leadership Institute?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
6. Did your local section have a succession and/or leadership development plan during 2017?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
7. How did your local section identify future leaders and get them into the leadership pipeline during 2017?*(Check all that apply.)	<input checked="" type="checkbox"/> Self-nomination <input checked="" type="checkbox"/> Solicitation or advertising <input checked="" type="checkbox"/> Identify active committee members <input type="checkbox"/> Formal leadership training <input type="checkbox"/> Long term plan <input checked="" type="checkbox"/> Outreach to new members <input checked="" type="checkbox"/> Arm-twisting <input type="checkbox"/> Other -
8. Did your local section conduct an officer election during 2017? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
9. Did your local section conduct its elections electronically during 2017?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
9a. If the response to 9 (above question) is Yes, please list what tool you used to conduct elections.*	google docs form: <a href="https://docs.google.com/forms/d/e/1FAIpQLScq91E485MtDORODuCPXQm0S8FkYx6OnVz1ukoP7-nFe_mPTA/viewform">https://docs.google.com/forms/d/e/1FAIpQLScq91E485MtDORODuCPXQm0S8FkYx6OnVz1ukoP7-nFe_mPTA/viewform</a>
10. How many members voted in your local section officer election in 2017?*	45
Questions 11-13 provide the opportunity for your section's leadership to communicate successes, challenges, goals, and progress towards meeting those goals. We want to hear from you! Please use the required comment boxes to share your thoughts about your section. In questions 12 and 13, do not feel limited by having spaces indicated for the top three goals. Other goals can be added in the comment box if needed.	

11. 2017 Chair's report: Please provide a narrative of the past year's activity/successes/challenges:\*

The Portland Section again demonstrated healthy activity in 2017, building on prior successes in education, outreach and professional development for chemists.

The following list highlights major Section's events and activities:

- Earth Day tour of Hatfield Marine Science Center, Newport OR
- Intel Northwest Science expo (high school regional science fair) judging and cash awards
- SEED student posters presented at November Section meeting.
- 2nd Annual Oregon Science Startup Forum (OSSF)
- 213 Chemistry Olympiad exams administered
- 3 merit-based scholarships awarded to local college chemistry majors who plan to continue their chemistry education
- 500 certificates for outstanding HS chemistry students
- Service recognition for 25, 40, and 50-60 year members
- Intersectional (Puget Sound, Richland, Portland, Washington-Idaho Border Sections) Picnic at Cor Cellars (Lyle, WA) with winetasting
- National Chemistry Weekends: hands on activities jointly with the Oregon Museum of Science and Industry
- Linus Pauling Medal Award Symposium joint with Puget Sound Section and Oregon Section held at Portland State University to honor Christopher C. "Kit" Cummins is Henry Dreyfus Professor of Chemistry at Massachusetts Institute of Technology
- The 4th Annual Poster Symposium and Career Fair for undergraduate students
- Winetasting at Cellar 503

The next section of this report draws from the Chair's goals:

- Support high school teachers that are trying to keep up high standards. The ACS Division of Education document "ACS Guidelines and Recommendations for the Teaching of High School Chemistry 2012" provides recommendations for an adequate high school chemistry program to guarantee the success of students in college chemistry coursework and career pathways. I have concern that high school chemistry teachers are not given adequate support by administration. I am willing to undertake a pilot study to establish a standard curriculum endorsed by the Society.

- Increase ACS membership and involvement among Chemistry high school teachers in ACS. The Portland Section encourages HS chemistry teachers to attend ACS meetings and bring students by subsidizing their dinners at half price.

- Increase ACS visibility at science fairs by encouraging members to mentor High School students. We have seen a significant drop in science fair projects entered into the chemistry category. This goal seeks to discover why there has been a decline in projects entered in the chemistry category and find ways to encourage chemistry students to enter projects in chemistry category. Society standardization of chemistry curriculum would establish goals and milestones to support chemistry as a subject rather than focus on "career pathways", which HS career counselors favor.

My concerns:

- Develop an updated contact list of local K-12 teachers of Chemistry and Physics. This is exceptionally difficult. State Education Departments are not willing to give, sell or provide email lists of teachers to any organization. Portland ACS must on its own solicit its own mailing lists. As a result of this difficulty in contacting HS chemistry teachers, we have had a 50 % or greater decline in the number of students taking the Chem Olympiad exam. This is likely because it is so difficult to communicate this information to HS chemistry teachers.

Chair's Narrative

As incoming Chair, I was provided with a number of well-established procedures that the Portland Section Executive Committee had in place for many years. Many

	<p>functions were done online: dinner reservations, voting, email requests, National Chemistry Week signup.</p> <p>In the Portland Section, many Committees operate independently of the Executive Committee. The Chair organizes meetings; Committee chairs are encouraged to email a summary report to the chair prior to the meeting which are attached to the agenda. During a meeting, only important discussion need take time. This procedure has pared meetings from 2+ hours to often less than 1.5 hours. If issues arise between meetings, email meetings may held, complete with voting that requires a quorum and may be efficiently managed. All items involving monies must be approved by an EC vote. Committees operating independently from the EC included:</p> <ul style="list-style-type: none"><li>• The Pauling Medal Award Selection Committee</li><li>• The Pauling Medal Award Steering (Symposium) Committee</li><li>• Scholarship Committee</li><li>• The OSSF Committee</li><li>• The Poster Symposium</li><li>• National Chemistry Week</li><li>• Chemistry Olympiad</li><li>• Finance Committee (overseeing investments)</li><li>• Program Committee</li><li>• Silver Chemists Committee</li><li>• Younger Chemists Committee</li><li>• Women Chemists Committee</li><li>• SEED student coordination</li><li>• Certificates for Outstanding Chemistry Students nominated by their chemistry teachers</li></ul> <p><b>Policies</b> The Section continues to provide half-price dinners at catered events have continued to support students and teachers.</p> <p><b>Community outreach</b> Portland Section Members sponsored a table at the Oregon Science Teachers Association (OSTA) annual meeting (October 14th) in Portland, Oregon, distributing flyers to more than 100 teachers and raffled a periodic table blanket. NCW and CCED programs have been successful. Several members sponsored a table with information at Portland's March for Science and took part in the march.</p> <p><b>Continuing Education for Educators</b> The Portland Section provides documentation of an educator's attendance at an ACS event (such as a chemistry lecture). This certification may be applied toward "Professional Development Credits". We are considering sponsoring a "Chemistry in the Classroom" workshop at the 2018 Oregon Science Teachers Association annual conference.</p> <p><b>Membership Retention</b> Marcie Merritt, membership committee Chair, discovered that ACS e-roster data contained many outdated records. Using the Portland Section "bounced email" data records, Marcie convinced ACS staff that a full investigation should be performed. Staff is in midst of performing this analysis now. Marcie's report is uploaded in the supporting documents file.</p> <p><b>Social Media</b> The Section maintains Facebook and Twitter accounts provide outreach to other groups and individuals interested in chemistry and our activities. They can provide instantaneous information, e.g., if a meeting were to be cancelled.</p> <p><b>Section Website</b> In addition to the Section's social media, the Portland Section maintains a Society-hosted website (<a href="http://www.acsportland.org">www.acsportland.org</a> alias to <a href="http://portland-or.sites.acs.org">http://portland-or.sites.acs.org</a>). Monthly meeting notices, past meeting photos, and events of interest to members are regularly updated. The counter is useful for showing us whether members are visiting our website. Facebook, e-mail blasts and mailed postcards are also used.</p> <p><b>Mentoring Within the Section</b> In addition to SEED mentors, mentoring is arranged</p>
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	individually upon request, usually brokered through the chair or email administrator. The Section website provides a link for interested persons to connect with Section mentors.
12. 2018 Chair's goals for the Section	
a. Please list your top 3 goals:	Promote innovation/entrepreneurship of our community through the Oregon Science Startup Forum.
	Provide an educational workshop for ACS members /chemistry community on intellectual property.
	Increase member involvement by holding dinner meetings/events at different venues
b. What are your concerns and challenges?*	Concerns/Challenges 1. Successfully promoting conferences beyond ACS members is a challenge. 2. Logistics of setting up different venues for dinner meetings (e.g. catering) is a challenge.
13. 2018 Chair-Elect's goals for the Section	
a. Please list your top 3 goals:	<ul style="list-style-type: none"> <li>• Increase Membership Engagement</li> <li>• Diversify the types of events held by the section</li> <li>• Increase social media and website presence</li> </ul>
b. What are your concerns and challenges?*	<ul style="list-style-type: none"> <li>• For the amount of members the section has only a small fraction are active</li> <li>• Difficult to capture a broad audience with our monthly events due to location/timing/cost</li> <li>Social Media and Website presence is lacking</li> </ul>

Local Section Administration Form - Organization

1. Did your local section have any active committees with two or more members during 2017?*	<input checked="" type="radio"/> Yes <input type="radio"/> No																																																																								
a. If the response to 1 (above question ) is YES, please select the committee and enter the chair's name.	<table border="0"> <tr><td><input checked="" type="checkbox"/></td><td>Awards</td><td>Louis Kuo</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Budget/Finance</td><td>Dave Reingold</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Career assistance/Employment</td><td>Jim Tung</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Chemistry Olympiad</td><td>Nick Hamel</td></tr> <tr><td><input type="checkbox"/></td><td>Community Activities</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Continuing Education</td><td></td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Educational</td><td>Bernie Carlsen</td></tr> <tr><td><input type="checkbox"/></td><td>EHS</td><td></td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Environmental</td><td>Jim Boehlert</td></tr> <tr><td><input type="checkbox"/></td><td>Government Affairs</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Industry Relations</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Long Range Planning</td><td></td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Membership/Membership Retention</td><td>Marcie Merritt</td></tr> <tr><td><input type="checkbox"/></td><td>Mentoring</td><td></td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Minority Affairs</td><td>Aida Melendez</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Newsletter/Publications</td><td>Martha Dibblee</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Nominations</td><td>Jim Tung</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Professional Relations</td><td>Jim Tung</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Project SEED</td><td>Angela Hoffman</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Public Relations</td><td>Martha Dibblee</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Senior Chemists</td><td>Warren Ford</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Women Chemists</td><td>Elaine Nam</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Younger Chemists</td><td>Kyle Lundgren</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Other</td><td>Pauling Medal Award Undergraduate Poster Symposium OSSF</td></tr> </table>	<input checked="" type="checkbox"/>	Awards	Louis Kuo	<input checked="" type="checkbox"/>	Budget/Finance	Dave Reingold	<input checked="" type="checkbox"/>	Career assistance/Employment	Jim Tung	<input checked="" type="checkbox"/>	Chemistry Olympiad	Nick Hamel	<input type="checkbox"/>	Community Activities		<input type="checkbox"/>	Continuing Education		<input checked="" type="checkbox"/>	Educational	Bernie Carlsen	<input type="checkbox"/>	EHS		<input checked="" type="checkbox"/>	Environmental	Jim Boehlert	<input type="checkbox"/>	Government Affairs		<input type="checkbox"/>	Industry Relations		<input type="checkbox"/>	Long Range Planning		<input checked="" type="checkbox"/>	Membership/Membership Retention	Marcie Merritt	<input type="checkbox"/>	Mentoring		<input checked="" type="checkbox"/>	Minority Affairs	Aida Melendez	<input checked="" type="checkbox"/>	Newsletter/Publications	Martha Dibblee	<input checked="" type="checkbox"/>	Nominations	Jim Tung	<input checked="" type="checkbox"/>	Professional Relations	Jim Tung	<input checked="" type="checkbox"/>	Project SEED	Angela Hoffman	<input checked="" type="checkbox"/>	Public Relations	Martha Dibblee	<input checked="" type="checkbox"/>	Senior Chemists	Warren Ford	<input checked="" type="checkbox"/>	Women Chemists	Elaine Nam	<input checked="" type="checkbox"/>	Younger Chemists	Kyle Lundgren	<input checked="" type="checkbox"/>	Other	Pauling Medal Award Undergraduate Poster Symposium OSSF
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2. How many subsections were active in your local section during 2017?*	0																																																																								
3. How many subsection meetings were held by your local	0																																																																								

section during 2017?*	
4. How many topical groups were active in your local section during 2017?*	0
5. How many topical group meetings were held in your local section during 2017?*	0
6. Did your local section support (financial or otherwise) an existing Technician Affiliate Group (TAG) during 2017?*	<input type="radio"/> Yes <input checked="" type="radio"/> No
7. How many dues-paying affiliate members were in your local section during 2017?*	1
8. What was the approximate number of active volunteers in your local section during 2017?*	50
9. Please estimate the number of new volunteers in your local section during 2017?*	20
10. Please indicate all the ways that your local section recognized volunteers during 2017.* (Check all that apply.)	<input checked="" type="checkbox"/> Certificates <input checked="" type="checkbox"/> Awards <input type="checkbox"/> Letter to volunteer supervisor <input type="checkbox"/> Letter to volunteer <input type="checkbox"/> Recognition at an event <input type="checkbox"/> Recognition on web <input checked="" type="checkbox"/> Recognition in newsletter <input checked="" type="checkbox"/> Other - Verbal or email Thank You.

**Local Section Administration Form - Communications**

1. How many local section meetings were held during 2017?*	10
2. On average, how many members attended a local section meeting during 2017?*	35
3. How did Councilors report to your local section members about national ACS matters during 2017?*(Check all that apply.)	<input type="checkbox"/> At a section meeting <input checked="" type="checkbox"/> At an executive committee meeting <input type="checkbox"/> In the newsletter <input checked="" type="checkbox"/> On the local section web site <input type="checkbox"/> Other -
4. Did your local section have a representative on your Regional Meeting Board or Steering Committee during 2017?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
5. How does the sections leadership communicate information to its members (including social media channels)?*	<p>The Portland Section provides ongoing communication about meetings and events to members and ancillary interested parties (such as Section Affiliate Members, teachers, and local interest groups) using email (MagnetMail), postcards (for those without email), and social media (Facebook, LinkedIn, Twitter). The Section newsletter editor updates email lists regularly, taking advantage of roster updates. Twitter is updated with email blasts sent from MagnetMail and also by individuals; Facebook is updated regularly as needed by the Facebook administrator.</p> <p>Re: Item 5a2 below "Number of meeting notices" the following applies:            Emails: approx 3 email blasts via MagnetMail per meeting            Postcards: one mailing for each meeting to those without email            The same goes for the election: most voters cast their ballot online but voters without email were sent a paper ballot to return to the secretary.            Emails also were sent regularly for the Pauling Medal Award Symposium (5 emails); the Undergraduate Poster Symposium; National Chemistry Week signups; Oregon Science Startup Forum (6 emails); Summer intersectional picnic; and job notices, outside chemistry events (special events); Younger Chemists; Silver Chemists; Women Chemists; Intel Northwest Science Expo judging; election notice.            In addition, the section uses googledocs FORMS (GUI, graphical user interface) for tracking events (dinner reservations, HS certificate nominations, MagnetMail requests for email notice, Section Affiliate Membership, Pauling Medal Award Symposium banquet reservations,</p>

	tour reservations, Oregon Science Startup Forum, Poster Symposium, National Chemistry Week signup).
5a How Often do these communications occur:	
5a1 Number of newsletters published:*	11
5a2 Number of meeting notices:*	10
6. What social media does your local section use? (If selected, please provide the link.)	<input checked="" type="checkbox"/> Facebook <a href="https://www.facebook.com/events/215084692248653/">https://www.facebook.com/events/215084692248653/</a> <input checked="" type="checkbox"/> Twitter <a href="https://twitter.com/acs_pdx">https://twitter.com/acs_pdx</a> <input checked="" type="checkbox"/> LinkedIn <a href="https://www.linkedin.com/groups/6791746">https://www.linkedin.com/groups/6791746</a> <input type="checkbox"/> Other
7. Did your local section have a website during 2017?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
7a. If the answer to 7 (above question) is YES, what was the URL for your local section's website?	<a href="http://portland-or.sites.acs.org">http://portland-or.sites.acs.org</a>
8. Did your local section post its Annual Report on your website during 2017?*	<input type="radio"/> Yes <input checked="" type="radio"/> No

Local Section Administration Form - Nomination

1. Our Section would like to self-nominate for the Local Section Outstanding Performance Award.*	<input type="radio"/> Yes <input checked="" type="radio"/> No
2. Please provide a summary self-nomination statement of 500-word or less. The summary statement should highlight local section's 2017 activities to support your nomination.	

Local Section Administration Form - Supporting Materials

File Name	File Size	Brief Description
2017 CONCATENATED NEWSLETTERS.pdf	1.88 MB	2017 Newsletters
2017_L620_concatenated_EC_minutes.pdf	0.27 MB	2017 concatenated L620 EC MINUTES

Local Section Administration Form - Approval

Comments

Approved & Submit for Review

*This form has been submitted for your approval. Please review each tab for completeness and accuracy, make any necessary edits, and save all changes before approving this form. After the form is approved, it will be submitted for review. The approved form will be placed in read only mode and no additional edits will be allowed. Your approval will submit this form as part of your official annual report to ACS.*

Local Section Administration Form - Reasons for Return

**Approver Return Comments**

**Contributor Return Comments**

---- END OF REPORT ----