



**253<sup>rd</sup> American Chemical Society National Meeting  
San Francisco, CA  
Division of Carbohydrate Chemistry  
Executive Committee (EC) Meeting at Tiramisu  
April 2<sup>nd</sup>, 2017  
7:00 pm to 9:00 pm**

**Minutes**

**Present:** Chair: E. Rozners (ER); Chair-elect and Webmaster: P. Andreana (PA); Executive secretary and Program Chair: N. Snyder (NS); Secretary: S. Sucheck (SS); Treasurer: G-J. Boons (GJB); Councilor: A. Serianni (AS); Members at Large: A. Demchenko (AD); G. O'Doherty (GO); D. Crich (CM); Awards committee: D. Crich (DC); Guests: French (AF)

6:30 pm

AF updated the Committee on the attendance and financial outcomes of the International Carbohydrate Symposium 2016 (ICS2016). He noted an attendance of approximately 505 persons. Revenue exceeded expenses and the ACS CARB division was rebated their sponsorship to ICS2016. An organizational meeting for ICS2018 will be held in conjunction with the Fall 2017 Washington ACS meeting. ACS CARB congratulated AF and the ICS on their highly successful meeting.

6:45-7:00 pm

Program Committee meeting held. NS reported that CARB avoided programing on Thursday. SS reported on the new proposals submitted for New Orleans. It was noted that CARB has several proposals postponed from previous meetings, but we need to contact organizers to confirm that they are still interested in organizing at New Orleans.

7:00 pm

Official Executive Committee (EC) meeting called to order by ER

**1. Approval of Minutes**

- a. Minutes from the Spring 2016 Executive Meeting (held at the San Diego National ACS Meeting) were approved unanimously.

**2. Officers Reports**

**a. Chair's Report**

- i. ER – Thanks AS for recording a CARB promotional video.
- ii. ER – Motion to discuss CARB membership fee as part of an annually request from the ACS. The EC supported maintaining the division fee at current level.

- b. Past Chair's Report
  - i. Absent due to illness.
  
- c. Char Elect's Report
  - i. PA – Commented that the awards dinner was organized at the R&G Lounge in San Francisco and he was expecting 35 attendees.
  
- d. Secretary's Report
  - i. SS – Fall 2016 elections were organized and new members officially installed and positions updated with the ACS.
  - ii. Spring CARB Newsletter written and distributed.
  - iii. Call for nominations of ACS Fellows was made resulting in the Nomination of Peter Seeberger and Lai-Xi Wang
  - iv. 1<sup>st</sup> call for Spring 2018 (New Orleans) Symposia was made. Three proposals were received. **Action item:** Send email to inquire if additional previously received symposia proposals held over from Spring 2016 should be consider for New Orleans 2018 or Boston 2018.
  - v. **Action item:** SS will identify a meeting place for the Spring 2018 EC meeting.
  
- e. Executive Secretary's Report
  - i. NS – Reported that there were 20% withdraws of contributed talks for the San Francisco meeting Suggested this was a result of talks not accepted and moved to poster sessions.
  - ii. NS – Reported CARB poster sessions were not being well attended and that a greater commitment to attend the poster sessions was needed. It was noted that there were past proposals to institute a Poster Award. The logistics of this concept were briefly discussed resulting in an **action item:** ER appointed DC to lead an Awards Committee discussion to draft a proposal for implementing a Poster Award.
  
- f. Treasure's Report
  - i. GJB – Reported budget stable – incoming funds matched with expenditures.
  - ii. A discussion encouraging more contributed talks (rather than invited) in symposia also took place. It was concluded that CARB would encourage more opportunities for organizers to keep symposia open by reducing the number of CARB sponsored registration fees since CARB sponsorship implies an invitation. After discussion a proposal to “reduce the number of CARB sponsored registration fees paid for a full day symposium from the current 8 registrations (full for ACS members and 1 day for non-ACS members) to 6 registrations, and reduce the number of CARB sponsored registration fees paid for a half day symposium from the current 4 registrations to 3 registrations”. Motion passed unanimously.
  - iii. ER – noted that AS, on behalf of Omnicron, has committed to sponsoring Young Investigators in CARB symposia. It was discussed that a Young

Investigator for these awards will be no more than 7-years past their PhD. Omincron will Sponsor up to four \$200 Awards per Young Investigator per ACS meeting. Therefore, it is to the benefit of Symposia Organizers to include more Young Investigators

**g. Councilor's Report**

- i. AS – Reported only 10% of ACS members attend National ACS meetings and that ACS membership continues to fall. This indicates the ACS is not serving the needs of its members. In order to increase membership the ACS and the CARB division need to create value for the members. This can be done by promoting employment related activities, streaming meeting content to members who can't attend meetings, and organizing workshops.

**3. Old Business**

- a. ER presented for EC approval the Operating Protocols for Members of the Executive Committee. Following on recommendations of 2016 EC meeting, Xuefei Huang created detailed description of CARB Officers' workflows. The document was reviewed and edited by NS and ER. The updated version was distributed to EC. After brief discussion the document was unanimously approved as the working Operating Protocols for Members of the Executive Committee.
- b. ER reviewed the progress on the strategic plan developed by Lai-Xi Wang and approved at the 2016 EC meeting. While there were no objections to the LXW plan, AS noted that there is a formal and rigorous ACS strategic planning process. AS advised the division to look into formal strategic planning. As an **action item**: ER will inquire with the ACS about formal strategic planning.

**4. New Business**

- a. ER presented a request by Lai-Xi Wang for support of 2017 Carbohydrate GRC. It was noted that Carbohydrate GRC is one of the most relevant meetings to CARB Division and deserves a strong support. It was decided to support the current request with \$500 contribution and commit similar support for future meetings based on requests by organizers.
- b. PA – Website is up to date. Inquired about process for controlling website content. Determined that all website content should be approved by the chair prior to posting.
- c. Make greater effort to co-localize CARB with CELL division symposia, CARB was not co-localized at the San Francisco 2017 meeting.
- d. ER noted some discrepancies in roles of EC members, in particular, the Chair Elect as defined in bylaws and the current practice of CARB Officers. ER noted that the current role of Chair Elect as per bylaws is focused on chairing the Program Committee. However, this is not well implemented in our practice. After brief discussion, it was decided that we should clearly define the workflow for Chair Elect in accordance to bylaws. ER will revise the current Operating Protocols for Members of the Executive Committee by adding the Chair Elect workflow.

**5. Other Business**

- a. None

**ACTION ITEMS:**

- 1. SS will send email to inquire if previously received symposia proposals held over from Spring 2016 should be consider for New Orleans 2018 or Boston 2018.**
- 2. DC will lead an Awards Committee meeting and draft proposal for implementing a Poster Award.**
- 3. SS will identify a meeting place for the Spring 2018 EC meeting.**
- 4. ER to write an attestation letter on behalf of the division to support the nomination of Peter Seeberger and Lai-Xi Wang as candidates for ACS Fellow.**
- 5. ER will inquire with the ACS about formal strategic planning.**
- 6. ER will develop Workflow for the Chair Elect and propose additional bylaw changes**

**Adjourned: 9:00pm**

Respectfully submitted,  
Steven J. Sucheck, PhD  
Secretary  
ACS Carbohydrate Division  
Professor  
University of Toledo