

2022 MACTLAC EXECUTIVE COUNCIL PACKET
Table of Contents

Agenda for Friday Executive Council Meeting	2
Generic Agenda for Saturday Business Meeting	3
Executive Council Meeting Minutes	4-8
Treasurer’s Report	9
Secretary’s Report.....	10
Archivist Report.....	11
Placement Report.....	12
2019 Meeting & Financial Report.....	13
Honorary Membership Nominations and Emeritus Requests.....	14
Current Executive Council Members	15-17
List of Past Officers	18-22
List of Honorary and Emeritus Members	23-25
List of Past Meetings	26-27
Duties of Host Institutions	28-30
Duties of Secretary-Treasurer.....	31-33
Constitution and By-Laws.....	34-38

MACTLAC EXECUTIVE COUNCIL MEETING AGENDA
Friday, September 30, 2022
Principia College, Elsha, IL

1. Introductions
2. Approval of the agenda
3. Approval of the minutes of the 2019 Executive Council Meetings (St. Catherin University)
4. Review state representative duties
5. Treasurer's Report – Mark Sinton
6. Secretary's Report – Mark Sinton
7. Report from Archivist – Brad Sturgeon
8. Report of Placement – Paris Barnes
9. Report on the Principia College meeting – Brian Kamusinga
10. Report on the 2023 meeting at North Central College – Rebecca Sanders
11. Review of future meeting sites
12. Nominations for Emeritus and Honorary membership status
13. Review of host duties & timeline – Mark Sinton
14. Reminder for state caucuses to elect state representatives
15. Charge for the state representatives to find nominees for President-Elect and Secretary-Treasurer
16. Establish and/or revise agenda for the General Business Meeting on Saturday, October 1, 2022
17. Creation of agenda for Saturday, October 1, 2022, Executive Council Meeting (New President: Tracy Thompson, Alverno College)
18. Other business
19. Adjournment

BUSINESS MEETING GENERIC AGENDA

1. President's remarks
2. Treasurer's Report
3. Secretary's Report
4. Archivist's Report
5. Placement Officer's Report
6. Emeritus and Honorary Membership Presentations
7. Introduction of new State Representatives
8. Election of President-Elect and Secretary-Treasurer
9. Motions for Secretary-Treasurer letters of thanks
 - Outgoing officers
 - Outgoing state representatives
 - Host institution
 - Host organizer
 - Others
10. Invitation from next year's host
11. Future Meeting Sites
12. Hand-off to incoming President
13. Other business
14. Adjournment

MACTLAC EXECUTIVE COUNCIL MEETING MINUTES
Friday, October 11, 2019

Council Members Present:

Past President: Kim Ha
 President: Vince Hradil
 President Elect: Brian Kamusinga
 Secretary-Treasurer: Mark Sinton
 Illinois Representative: Joseph Sumrak
 Indiana Representative: Sarah Wilson (not present)
 Iowa Representative: Matthew Zart
 Michigan Representative: Kelli Kazmier
 Minnesota Representative: Christopher Jordan
 Missouri Representative: Bernard Hansert
 Wisconsin Representative: John Morris (not present)
 Archivist: Brad Sturgeon (not present)
 Placement Officer: Paris Barns (not present)

Guests Present:

2019 Host: James Wollack from St. Catherine University
 2020 Host: Rebecca Sanders and Paul Brandt from North Central University

1. The meeting was called to order at 11:02 AM by President Vince Hradil.
2. Each person in the room introduced himself/herself to the group giving his/her Council position and which school he or she was from.
3. Everyone took a few minutes to look over the proposed agenda. Kim Ha moved to approve the agenda, and Joseph Sumrak seconded. The motion to approve the agenda passed.
4. The minutes of the Friday and Saturday 2018 Executive Council meetings were reviewed. There being no changes to the minutes, Christopher Jordan moved to approve them, and Matthew Zart seconded. The motion passed.
5. The Treasurer's report for 2019 was presented by Mark Sinton. Mark noted that our current checking account balance has decreased significantly now that we've had a host institution request a larger reimbursement amount. Assuming this trend continues, the Association will likely need to revisit how much the Association can reimburse host institutions in the future. Otherwise, the Association is in good financial health. Christopher Jordan moved that the Treasurer's report be accepted, and Joseph Sumrak seconded. The motion passed.
6. Secretary's report for 2019 was presented by Mark Sinton. Mark told the Council that the Association's membership seems to have stabilized over the last few years. Mark then mentioned that he continues to remove members who are more than three years in arrears for their dues as detailed in the Association's By-Laws in paragraph 2, as well as those members that have either requested their removal or moved and left no forwarding contact information. Currently, 33% of our members (77 out of 234) are paid up in their dues. Of the remaining members, 15% are excused from paying dues (Emeritus/Honorary members, 35 out of 234), and 52% were in arrears (122 out of 234). Mark noted that should the membership stand at the end of the year as indicated in this report, 35 additional members will be removed from the membership database for non-payment of their dues. Bernard Hansert moved that the Secretary's report be accepted, and Joseph Sumrak seconded. The motion passed.

7. Mark Sinton presented the 2019 Archivist report for Brad Sturgeon, who was not in attendance at the Executive Council meeting. The archives continue to be expanded, although the digitizing of the remaining paper documents is proceeding more slowly than planned. Joseph Sumrak moved that the Archivist report be accepted. Bernard Hansert seconded, and the motion passed.
8. Mark Sinton presented the 2019 Placement Officer for Paris Barnes, who was unable to attend the Council meeting. Mark told the Council that not much has changed in the duties of the Placement Officer in the past year. Unfortunately, with Paris unable to attend this year's meeting, there will not be an open position board. Matthew Zart moved that the report be accepted. Kim Ha seconded, and the motion passed.
9. Kim Ha and James Wollack from St. Catherine University presented the 2019 host report. About 90 people have registered for the meeting. They may also have some walk-up registrants. 80 people will be at the dinner. They will have 9 vendors, and they believe they'll break-even cost wise. They reviewed the three plenary sessions, and that there will be evening entertainment, and there will be an after hours get-together. A handful of graduate students will be attending as well. Christopher Jordan moved to accept this report, and Bernard Hansert seconded. The motion passed.
10. Rebecca Sanders and Paul Brandt from North Central College presented the 2020 host report. The meeting will probably be held on October 2nd and 3rd, 2020. The theme of the meeting is yet to be decided, but the meeting will be held in their new science center. Christopher Jordan moved to accept this report, and Bernard Hansert seconded. The motion passed.
11. Possible hosts for future years were discussed. The current list is:
 - 2020: North Central (Central)
 - 2021: ? (East)
 - 2022: ? (West)
12. Mark Sinton informed the Council that Eugene Losey from Elmhurst College has requested Emeritus status. He also noted that Dennis Brinkman from Indiana Wesleyan University has also requested Emeritus status, effective in 2021. Kim Ha moved that these members be granted Emeritus status, and Brian Kamusinga seconded. The motion passed. Mark will send an e-mail announcing their new status.
13. Mark Sinton took a moment to remind the Council when talking with members who are considering hosting an Annual Meeting that there is a host duties document that contains a timeline for their planning purposes. This document can be found always be found in the Friday meeting Council packet. Mark also provides this document to host organizers the year before their meeting, along with several other documents that they can use to track meeting finances, registration, and the like. Mark also asked the Council if he could update both the Host Duties and Secretary Treasurer Duties documents since neither had been updated in many years. The Council agreed that he should go a head and do that. In addition, Mark noted for the Council that he is having more trouble getting membership and meeting financial information from host institutions. In the last two years, for example, Mark has received closing membership and financial information in either June or July. This delay is cause him trouble with keeping the membership database and financial picture accurate. Before moving to on-line meeting registration and payment, Mark would typically receive all of the information he required from a host by the end of November if not before. Further, since the Association went to electronic payment as managed by the host institution, meeting registration fees, dues, and banquet fees are not coming to the Association, but instead are going to the host institution. Thus, the traditional source of income for the Association isn't coming to the Association, even though Mark has been recording it as doing so in his treasurer's reports. Mark again suggested that the Association look into bringing meeting payment in-house to help fix these issues. Doing so would have an added benefit of relieving host institutions from having to set up their own payment system. The Council agreed that the Association should do this if possible and asked Mark to look into plug-and-play options and report back.

14. Minnesota, Iowa, and Missouri representatives were reminded to hold an election after the first plenary session to chose new state representatives. The terms for the new representatives will begin after the close of the Annual Meeting as outlined in Section 3 of Article V of the Association's Constitution. If able, newly elected representatives are encouraged to attend the Saturday Council meeting as non-voting members.
15. The state representatives were charged with finding nominations for the position of President-Elect, and to turn in that information to the President before the Saturday General Business Meeting.
16. The agenda for the Saturday General Business Meeting was set as follows:

President's Remarks
 Treasurer's Report
 Secretary's Report
 Archivist's Report
 Placement Officer's Report
 Introduction of New Emeritus Members
 Introduction of New State Representatives
 Election of President-Elect
 Motions for Secretary-Treasurer to send Letters of Thanks

Outgoing Officers
 Outgoing State Representatives
 Host Institution
 Host Organizer
 Others

Invitation from North Central College (banner hand-off takes place here)
 Future Meeting Sites
 Hand off to incoming President
 Other Business/Announcements
 Adjournment

17. The Executive Council generated the agenda for the Saturday Council meeting as follows.

Call to Order
 Introductions
 Approve agenda
 2019 Host Report
 2020 Host Report
 Future meeting sites
 Other Business
 Adjournment

18. Other business: Christopher Jordan asked if there was a list of attendees arranged by state for the purpose of finding new state representatives. The Council noted that this information was included in each members registration folder.
19. A motion to adjourn was made by Kim Ha and seconded by Brian Kamusinga. The motion passed. The meeting adjourned at 11:45 AM.

Respectfully submitted,
 Mark Sinton
 MACTLAC Secretary-Treasurer

MACTLAC EXECUTIVE COUNCIL MEETING MINUTES
Saturday, October 12, 2012

Council Members Present:

Past President: Vince Hradil
 President: Brian Kamusinga
 President Elect: Tracy Thompson
 Secretary-Treasurer: Mark Sinton
 Illinois Representative: Joseph Sumrak
 Indiana Representative: Sarah Wilson (not present)
 Iowa Representative: Meliane Hauser
 Michigan Representative: Kelli Kazmier
 Minnesota Representative: Christopher Jordan
 Missouri Representative: Bernard Hansert
 Wisconsin Representative: John Morris
 Archivist: Brad Sturgeon (not present)
 Placement Officer: Paris Barnes (not present)

Guests Present:

2019 Host: James Wollack from St. Catherine University
 2020 Host: Rebecca Sanders and Paul Brandt from North Central University

1. The meeting was called to order at 11:47 PM by President Brian Kamusinga. He thanked Vince Hradil for his work in running the business meeting this morning.
2. Each person in the room introduced himself/herself to the group giving his/her position and which school he or she was from.
3. The agenda was reviewed. Joe Sumrak moved that the agenda be approved, and seconded by Bernard Hansert. The motion passed.
5. James Wollack from St. Catherine University presented the 2019 host report. They had 81 paid registrants, \$2000 worth of vendor income, 26 new members were registered, and they will probably request about \$2000 from MACTLAC. James then described briefly how they charged vendors for the North Central host representatives. He also told them that they paid \$250 honorarium for the museum presenters, with Beyond Benign paying for about 1/3 of the travel costs for Dr. Levy. John Morris asked why there was a lack of posters. James motioned that he could have done more to advertise this part of the meeting. Paul Brandt asked whether this was an important part of the meeting. Mark Sinton said that he brings a poster with him when he has a student poster ready, and the rest of the Council agreed that it was a good thing to keep in future meetings. Tracy Thompson move to accept this report, and John Morris seconded. The motion passed.
6. Rebecca Sanders from North Central College presented the 2020 host report. There was no new information reported at this time. Rebecca asked about who would send survey information to them. Mark Sinton said that the folks at St. Kates would be sending that information to them. Christopher Jordan move to accept this report, and Joseph Sumrak seconded. The motion passed.

7. Future meeting sites were reviewed. The current list is shown below. All Council members were asked to continue to look for future meeting sites and to forward that information to Mark Sinton.

2020: North Central College (Central)

2021: Carrol College? (East)

2022: Principia College, or St. Mary's University of MN, or Buena Vista University? (West)

8. Other business: Paul Brandt asked about how flexible the meeting dates could be. The Council said that the traditional meeting time is October. There was also a brief discussion about moving the meeting to the summer, but the Council decided to stay with the October time for now.
9. A motion to adjourn was made by Joseph Sumrak and was seconded by Bernard Hansert. The motion passed. The meeting adjourned at 12:13 PM.

Respectfully submitted,

Mark Sinton

MACTLAC Secretary-Treasurer

2022 TREASURER'S REPORT

Year	2018	2019	2020	2021	2022
Beginning Assets					
Checking	\$8,577.40	\$5,971.55	\$5,143.72	\$5,381.12	\$5,430.30
Savings	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00
Total Beginning Assets	\$8,577.40	\$5,971.55	\$5,143.72	\$5,381.12	\$5,455.30
Income					
Dues	\$455.00	\$585.00	\$300.00	\$45.00	\$235.00
Annual Meeting	\$0.00	\$1,200.00	\$0.00	\$0.00	\$0.00
Interest	\$15.58	\$10.13	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$1.00	\$61.10	\$0.00
Total Income	\$470.58	\$1,795.13	\$301.00	\$106.10	\$235.00
Expenses					
Postage, copying, website	\$10.00	\$114.71	\$0.00	\$0.00	\$0.00
Annual Meeting	\$2,689.39	\$2,326.05	\$0.00	\$0.00	\$0.00
Placement, Archives	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$377.04	\$182.20	\$63.60	\$31.92	\$0.00
Total Expenses	\$3,076.43	\$2,622.96	\$63.60	\$31.92	\$0.00
Ending Assets	\$5,971.55	\$5,143.72	\$5,381.12	\$5,455.30	\$5,690.30
Asset Change	-\$2,605.85	-\$827.83	\$237.40	\$74.18	\$235.00

Respectfully submitted,
Mark Sinton
MACTLAC Secretary-Treasurer

2022 SECRETARY'S REPORT

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Beginning Membership	287	293	296	253	258	239	230	255	251	251
New Members	35	11	2	8	20	28	31	0	1	6
Members Removed	29	8	45	3	39	37	6	4	1	3
Ending Membership	293	296	253	258	239	230	255	251	251	254
Member Dues Breakdown										
Emeritus and Honorary members	47	49	47	50	57	39	37	37	35	33
Paid up members	67	70	64	77	80	59	141	78	52	46
In arrears members	179	166	142	131	102	110	77	136	164	175
Total Dues Paying Units	293	285	253	258	239	208	255	251	251	254
Member Dues by Year										
Paid up	67	70	64	77	80	59	141	78	52	46
One year behind	83	45	75	29	144	41	39	59	52	23
Two years behind	47	54	29	46	21	27	22	39	33	22
Three or more years behind	49	67	38	56	37	42	16	38	79	130

Respectfully submitted,
Mark Sinton
MACTLAC Secretary-Treasurer

2022 ARCHIVIST REPORT
Presented at the 68th, 69th, or 70th Annual Meeting?

The MACTLAC archives continue to be actively maintained in the Hewes Library Archives at Monmouth College (<https://library.monmouthcollege.edu/archives>).

The “Finding Aid” available online contains detailed information about the collection, including links to the digitized content (https://library.monmouthcollege.edu/ld.php?content_id=26038236).

The server for temporary digital storage has been updated to:

http://205.166.159.208/wiki/index.php/MACTLAC_Archives

Temporary digital storage will eventually be deposited into the Hewes Library Archive system.

As noted in the title, I am looking into how this meeting should be numbered due to the cancellation of annual meetings in 2020 and 2021. I will provide further info, although the Executive Council could make a decision in this regard.

Information specific current meeting:

- This is the first year Principia College has hosted MACTLAC.
- List of meeting sites can be found at http://205.166.159.208/wiki/index.php/List_of_Meeting_Sites.
- A map of all MACTLAC sites can be found at <https://www.zeemaps.com/map?group=2342609#>.

Respectfully submitted,
Brad Sturgeon
MACTLAC Archivist

2022 PLACEMENT OFFICER'S REPORT

No report was submitted for 2022.

MACTLAC 2019 FINAL MEETING REPORT*

FINANCIAL REPORT FROM THE ST. CATHERINE UNIVERSITY MEETING

Income:

39 Members x \$25.....	\$975
9 members from St. Kate's x \$25.....	\$225
8 Sponsors x \$30 (nonmember rate).....	\$240
25 new members x \$30 (includes 1 st year dues).....	\$750
Membership Dues collected.....	\$260
 Total Income due to MACTLAC.....	 \$2450

Expenses:

Postage and mailing expenses.....	\$255.29
Honoraria.....	\$650
Speaker travel/lodging/car rental.....	\$759.69
Prizes.....	\$449.89
Beer/wine.....	\$502.17
Snacks.....	\$775.67
Executive Council food for Council meetings.....	\$464.23
To go snacks in orange bags.....	\$211.18
 Total expenses.....	 \$3812.83

Of the \$3,500 MACTLAC meeting reimbursement, the MACTLAC treasurer paid St. Catherine University for honoraria, speaker travel/lodging/car rental, prizes, and the to go snacks in orange bags at the meeting for a total of \$2070.76.

Subtracting the remainder of the \$3500 stipend ($\$3,500 - \$2070.76 = \1429.24) from amount that St. Catherine University owed MACTLAC (\$2450) means that St. Catherine owed a balance of \$1020.76 to MACTLAC. This amount was covered in excess by two checks, one for \$500 and one for \$700. Thus, in total St. Catherine University only requested \$3320.76 of the \$3,500 meeting reimbursement.

*The Association did not hold an Annual Meeting in 2020 and 2021 due to the COVID-19 pandemic, so there are no meeting reports for those years. Since the most recent report comes from our last meeting in 2019, that report is recorded here because it would have been part of the 2020 Executive Council packet had we had a Friday afternoon Council meeting that year.

2022 HONORARY MEMBERSHIP NOMINATION LETTERS

Name of Professor Requesting Honorary StatusInstitution

There have been no requests this year for Honorary Membership.

2022 EMERITUS MEMBERSHIP REQUESTS

Name of Professor Requesting Emeritus StatusInstitution

Nadine Szczepanski

MacMurry College

2022 MACTLAC EXECUTIVE COUNCIL

OFFICERS

PAST PRESIDENT	Vince Hradil	Concordia University Chicago Department of Natural Sciences & Geography 7400 Augusta St. River Forest, IL 60305 Office: 708-209-4074 E-mail: vincent.hradil@cuchicago.edu
PRESIDENT	Brian Kamusinga	Principia College Department of Chemistry 1 Maybeck Place Elsah, IL 62028 Office: 618-374-5295 E-mail: brian.kamusinga@principia.edu
PRESIDENT ELECT	Tracy Thompson	Alverno College Department of Chemistry 3400 S. 43rd St. P.O. Box 343922 Milwaukee, WI 53235-3922 Office: 414-382-6457 E-mail: tracy.thompson@alverno.edu
SECRETARY-TREASURER	Mark Sinton	University of Dubuque Department of Natural and Applied Sciences 2000 University Ave. Dubuque, IA 52001 Office: 563-589-3153 FAX: 563-589-3688 E-mail: msinton@dbq.edu

STATE REPRESENTATIVES

ILLINOIS	Joseph Sumrak	Concordia University Chicago Department of Natural Sciences 7400 Augusta St. River Forest, IL 60305 Office: 708-209-3639 E-mail: joseph.sumrak@cuchicago.edu
INDIANA	Sarah Wilson	University of Evansville Department of Chemistry 1800 Lincoln Ave. Evansville, IN 47722 Office: 812-488-1014 E-mail: sw278@evansville.edu
IOWA	Open	
MICHIGAN	Kelli Kazmier	Hillsdale College Department of Chemistry 33 E. College St. Hillsdale, MI 49242 Office: 517-607-2481 E-mail: kkazmier@hillsdale.edu
MINNESOTA	Bryan Nell	University of Minnesota, Morris Department of Chemistry 600 East 4th St. Morris, MN 56267 Office: 302-589-6313 E-mail: bnell@morris.umn.edu
MISSOURI	Bernie Hansert	Westminster College Department of Chemistry 501 Westminster Ave. Fulton, MO 65251-1229 Office: 573-592-5216 E-mail: bernie.hansert@westminster-mo.edu
WISCONSIN	John Morris	Marian University Department of Chemistry 45 S. National Ave. Fond du Lac, WI 54935-4699 Office: 920-923-7140 E-mail: jmorris@marianuniversity.edu

OTHER ASSOCIATION PERSONNEL

PLACEMENT OFFICER	Paris Barnes	Millikin University Department of Chemistry 1184 W. Main Decatur, IL 62522 Office: 217-424-6272 E-mail: pbarnes@mail.millikin.edu
ARCHIVIST	Bradley Sturgeon	Monmouth College Department of Chemistry 700 E. Broadway Monmouth, IL 61462 Office: 309-457-2368 E-mail: besturgeon@monm.edu
WEBMASTER	Craig Bieler	Albion College Department of Chemistry 611 E. Porter St. Albion, MI 49224 Office: 517-629-0295 E-mail: cbieler@albion.edu

PAST MACTLAC OFFICERS

<u>Year</u>	<u>President</u>	<u>President-Elect</u>	<u>Secretary-Treasurer</u>
1953	Haenish		Shawver
1954	Haenish		Shawver
1955	Culbertson	Gier	Mathews
1956	Gier	Moore	Mathews
1957	Moore	Mathews	Ramette
1958	Mathews	Darling	Ramette
1959	Darling	Wright	Ramette
1960	Wright	Miller	Deskin
1961	Miller	Danforth	Deskin
1962	Danforth	Wolthius	Deskin
1963	Wolthius	Carnell	Stratton
1964	Carnell	Allen	Stratton
1965	Allen	Agre	Stratton
1966	Agre	Coutts	Bayer
1967	Coutts	Ramette	Bayer
1968	Ramette	W. Deskin	Bayer
1969	W. Deskin	Fuller	J. Zimmerman
1970	Fuller	Bayer	J. Zimmerman
1971	Bayer	W. Oelke	J. Zimmerman
1972	W. Oelke	Hanson	M. Thompson
1973	Hanson	Peterson	M. Thompson
1974	Peterson	G. Cook	M. Thompson
1975	G. Cook	M. Thompson	M. Dixon
1976	M. Thompson	A. Ault	M. Dixon
1977	A. Ault	J. Woods	M. Dixon
1978	J. Woods	J. Zimmerman	Bosch
1979	J. Zimmerman	E. Jekel	Bosch
1980	E. Jekel	Stratton	Bosch
1981	L. Erickson		L. Funck
1982	Stratton	P. Fish	L. Funck
1983	P. Fish	Lembke	L. Funck
1984	Lembke	Bosch	A. Sherren
1985	Bosch	Wubbels	A. Sherren
1986	Wubbels	Koeltzow	A. Sherren
1987	Koeltzow	J. Mohrig	F. Frank
1988	J. Mohrig	L. Funck	F. Frank
1989	L. Funck	J. Crump	F. Frank
1990	J. Crump	A. Sherren	B. Glorvigen
1991	A. Sherren	W. Martin	B. Glorvigen
1992	W. Martin	C. Mottley	B. Glorvigen
1993	C. Mottley	F. Frank	D. Hampton
1994	F. Frank	B. Glorvigen	D. Hampton
1995	B. Glorvigen	P. Bays	D. Hampton
1996	P. Bays	M. Caffery	E. Kelly
1997	M. Caffery	D. Hampton	E. Kelly
1998	D. Hampton	G. Losey	E. Kelly
1999	G. Losey	M. Muyskens	E. Kelly
2000	M. Muyskens	G. Frerichs	E. Kelly
2001	G. Frerichs	A. Hutchcroft	E. Kelly
2002	A. Hutchcroft	R. Scamehorn	S. Klein
2003	R. Scamehorn	L. Ferren	S. Klein

2004	L. Ferren	C. VanOrman	S. Klein
2005	C. VanOrman	D. Oostendorp	L. Ferren
2006	D. Oostendorp	M. Applebee	L. Ferren
2007	M. Applebee	M. Collins	L. Ferren
2008	M. Collins	M. Ross	M. Sinton
2009	M. Ross	C. Mertzenich	M. Sinton
2010	C. Mertzenich	L. Ferren	M. Sinton
2011	L. Ferren	B. Jensen	M. Sinton
2012	B. Jensen	C. DeVries	M. Sinton
2013	C. DeVries	J. Mueller	M. Sinton
2014	J. Mueller	J. Wollack	M. Sinton
2015	J. Wollack	P. Barnes	M. Sinton
2016	P. Barnes	J. Bonjour	M. Sinton
2017	J. Bonjour	K. Ha	M. Sinton
2018	K. Ha	V. Hradil	M. Sinton
2019	V. Hradil	B. Kamusinga	M. Sinton
2020*	B. Kamusinga	T. Thompson	M. Sinton
2021*	B. Kamusinga	T. Thompson	M. Sinton
2022*	B. Kamusinga	T. Thompson	M. Sinton

*Since the Association did not hold Annual Meetings in 2020 and 2021 due to the COVID-19 pandemic, it was agreed in 2020 that all officers would serve in their posts until the Association could again meet and resume electing officers.

PAST MACTLAC STATE REPRESENTATIVES

Year	Illinois	Indiana	Iowa	Michigan	Minnesota	Missouri	Wisconsin
1953	E. Shawver	Haenish	Culbertson	Vanzyl	Moore	Gier	Mathews
1954	E. Shawver	Haenish	Culbertson	Vanzyl	Moore	Gier	Mathews
1955	Green	Weaver	Peterson	Carrell	Larson	Huselton	Darling
1956	Lyons	Weimar	Danforth	Carnell	Larson	Dunn	Darling
1957	McMullen	Long	Coppock	DeVries	Larson	Dunn	Darling
1958	McMullen	Long	Coppock	DeVries	Allen	Gier	Bever
1959	Parmeter	Larson	Pennington	Potter	Allen	Gier	Bever
1960	Parmeter	Larson	Pennington	Potter	Hardgrove	Huselton	Powers
1961	Bernsten	Straton	Docken	McGavey	Hardgrove	Huselton	Powers
1962	Bernsten	Straton	Jacob	DeYoung	Finholt	Pivonka	Bayer
1963	J. Coutts	Weaver	Jacob	DeYoung	Finholt	Pivonka	Bayer
1964	J. Coutts	Weaver	Jacob	DeYoung	Shifflett	Huselton	Rosenberg
1965	Harris	P. Kinsey	W. Deskin	I. Brink	Shifflett	Huselton	Rosenberg
1966	Harris	P. Kinsey	W. Deskin	I. Brink	Child	M. Dixon	Barks
1967	R. Poel	Deters	L. Erickson	Wolthius	Child	M. Dixon	Barks
1968	R. Poel	Deters	L. Erickson	Wolthius	W. Wolsey	Hindman	Gates
1969	J. Ganchoff	G. Cook	Jacob	D. Steffenson	W. Wolsey	Hindman	Gates
1970	J. Ganchoff	G. Cook	Jacob	D. Steffenson	Werth	McNamee	Kramer
1971	Peterson	S. Burden	T. Jordan	Worden	Werth	M. Dixon	Kramer
1972	Peterson	S. Burden	T. Jordan	Worden	P. Barks	M. Dixon	Scamehorn
1973	J. Hazdra	Ricketts	S. Watkins	Broene	P. Barks	M. Dixon	Scamehorn
1974	J. Hazdra	Ricketts	S. Watkins	Broene	Child	M. Dixon	Hudson
1975	W. Martin	J. Zimmerman	P. Hansen	G. Cook	Child	Holloway	Hudson
1976	W. Martin	J. Zimmerman	P. Hansen	G. Cook	P. Fish	Holloway	Miller
1977	L. Funck	J. Zimmerman	P. Hansen	E. Jekel	P. Fish	Holloway	Miller
1978	L. Funck	Ricketts	Keiser	E. Jekel	P. Fish	Holloway	Miller
1979	L. Funck	Ricketts	Keiser	E. Jekel	J. Mohrig	R. Lembke	M. Collins
1980	M. Thompson	Ricketts	Keiser	J. Crump	J. Mohrig	R. Lembke	M. Collins
1981	M. Thompson	P. Bays	Koeltzow	J. Crump	J. Mohrig	R. Lembke	M. Collins
1982	M. Thompson	P. Bays	Koeltzow	J. Crump	B. Williams	G. Frerichs	Childs
1983	H. Neumiller	P. Bays	Koeltzow	Craig	B. Williams	G. Frerichs	Childs
1984	H. Neumiller	George	D. Speckhard	Craig	B. Williams	G. Frerichs	Childs
1985	H. Neumiller	George	D. Speckhard	Craig	J. Dwyer	Hastings	Collins
1986	W. Martin	George	D. Speckhard	Johnson	J. Dwyer	Hastings	Collins
1987	W. Martin	P. Bays	C. Mottley	Johnson	J. Dwyer	Hastings	Collins
1988	W. Martin	P. Bays	C. Mottley	Johnson	P. Fish	Servosa	Scheich
1989	D. Chignell	P. Bays	C. Mottley	Latham	P. Fish	Servosa	Scheich
1990	D. Chignell	W. Morrison	C. Rila	Latham	P. Fish	E. Lane	Scheich
1991	D. Chignell	W. Morrison	C. Rila	Latham	M. Ross	E. Lane	Katahira
1992	G. Losey	W. Morrison	C. Rila	Hill	M. Ross	E. Lane	Katahira
1993	G. Losey	E. Kelly	M. Caffery	Hill	M. Ross	E. Lane	Katahira
1994	G. Losey	E. Kelly	M. Caffery	Hill	M. Ross	J. Schultz	C. Byron
1995	A. Hutchcroft	E. Kelly	M. Caffery	S. Wietstock	M. Ross	J. Schultz	C. Byron
1996	A. Hutchcroft	W. Bordeaux	C. Mertzenich	S. Wietstock	M. Ross	J. Schultz	C. Byron
1997	A. Hutchcroft	W. Bordeaux	C. Mertzenich	M. Muyskens	B. Glorvigen	M. Dixon	M. Schuder
1998	J. Hanson	W. Bordeaux	C. Mertzenich	C. Bieler	B. Glorvigen	M. Dixon	M. Schuder
1999	J. Hanson	S. Klein	S. Glover	C. Bieler	B. Glorvigen	M. Dixon	M. Schuder
2000	J. Hanson	S. Klein	S. Glover	C. Bieler	B. Glorvigen	E. Lane	L. Guilbault
2001	J. Cody	S. Klein	S. Glover	C. VanOrman	R. Hoyer	E. Lane	L. Guilbault
2002	J. Cody	R. Lutgring	D. Oostendorp	C. VanOrman	R. Hoyer	E. Lane	L. Guilbault
2003	J. Cody	R. Lutgring	D. Oostendorp	C. VanOrman	M. Riehl	B. Hansert	T. Thompson

2004	M. Applebee	R. Lutgring	D. Oostendorp	C. Woodbridge	M. Riehl	B. Hansert	T. Thompson
2005	M. Applebee	K. Miller	M. Sinton	C. Woodbridge	M. Riehl	B. Hansert	T. Thompson
2006	D. Wisner	K. Miller	M. Sinton	C. Woodbridge	M. Riehl	B. Hansert	Backstrand
2007	D. Wisner	K. Renkema	M. Sinton	M. Nussbaum	M. Riehl	B. Hansert	Backstrand
2008	D. Wisner	K. Renkema	E. Dahlke	M. Nussbaum	B. Johnson	B. Hansert	Backstrand
2009	J. Rausch	K. Renkema	E. Dahlke	M. Nussbaum	B. Johnson	B. Hansert	G. Voita
2010	J. Rausch	K. Renkema	E. Dahlke	M. Seymour	B. Johnson	B. Hansert	G. Voita
2011	P. Barnes	K. Renkema	A. Hoffman	M. Seymour	J. Mueller	B. Hansert	G. Voita
2012	P. Barnes	B. Morrison	A. Hoffman	M. Seymour	J. Mueller	B. Hansert	J. Pellino
2013	P. Barnes	T.	A. Hoffman	M. Seymour	J. Mueller	B. Hansert	J. Pellino
	Thananatthananchon						
2014	P. Barnes	T.	J. Stratton	M. Seymour	K. Ha	C. Halsey	J. Pellino
	Thananatthananchon						
2015	V. Hradil	T.	J. Stratton	M. Seymour	K. Ha	C. Halsey	J. Pellino
	Thananatthananchon						
2016	V. Hradil	M. Slade	J. Stratton	M. Nussbaum	K. Ha	C. Halsey	J. Pellino
2017	V. Hradil	M. Slade	M. Zart	M. Nussbaum	C. Jordan	C. Halsey	J. Pellino
2018	J. Sumrak	M. Slade	M. Zart	M. Nussbaum	C. Jordan	C. Halsey	J. Morris
2019	J. Sumrak	S. Wilson	M. Zart	K. Kazmier	C. Jordan	B. Hansert	J. Morris
2020*	J. Sumrak	S. Wilson	M. Hauser	K. Kazmier	B. Nell	B. Hansert	J. Morris
2021*	J. Sumrak	S. Wilson	M. Hauser	K. Kazmier	B. Nell	B. Hansert	J. Morris
2022*	J. Sumrak	S. Wilson	Open	K. Kazmier	B. Nell	B. Hansert	J. Morris

*Since the Association did not hold Annual Meetings in 2020 and 2021 due to the COVID-19 pandemic, it was agreed in 2020 that all state representatives would serve in their posts until the Association could again meet and resume electing representatives.

PAST MACTLAC ARCHIVIST, PLACEMENT, AND WEBMASTER OFFICERS

ARCHIVIST

DATES OF SERVICE	PERSON	AFFILIATION
1952-1975	Harry Lewis	Institute of Paper Chemistry
1975-1986	Arild Miller	Institute of Paper Chemistry
1986-2002	Anne Sherren	North Central College
2003-2010	Tracy Thompson	Alverno College
2011-2016	John Zimmerman	Wabash College
2017-present	Brad Sturgeon	Monmouth College

PLACEMENT OFFICER

DATES OF SERVICE	PERSON	AFFILIATION
1962-1975	Arild Miller	Institute of Paper Chemistry
1975-1978	Quienten Peterson	Central Michigan University
1978-1983	Donald Cook	DePauw University
1983-1986	Donald Kelsow	Luther College
1986-1989	Anne Sherren	North Central College
1989-2002	Larry Ferren	Olivet Nazarene University
2002-2005	Lauralee Guilbault	Alverno College
2006-2017	Larry Ferren	Olivet Nazarene University
2018-Present	Paris Barnes	Millikin University

WEBMASTER

DATES OF SERVICE	PERSON	AFFILIATION
?-Present	Craig Bieler	Albion College

MACTLAC HONORARY MEMBERS

1. Harry Lewis
Institute Of Paper Chemistry (1965)
2. Gerrit Van Zyl
Hope College (1966)
3. Emil Ellingson
St. Olaf College (1966)
4. James Culbertson
Cornell College (1966)
5. Garret Thiessen
Monmouth College (1966)
6. Stephen Darling
Lawrence University (1966)
7. Ben Peterson
Coe College (1966)
8. Edward Haenish
Wabash College (1968)
9. Perry Moore
Hamline University (1972)
10. Chester Shiflett
Macalester College (1972)
11. Edward Fuller
Beloit College (1973)
12. William Oelke
Grinnell College (1975)
13. Enno Wolthuis
Calvin College (1978)
14. Joe Danforth
Grinnell College (1980)
15. Laurence Strong
Earlham College (1980)
16. Martin Allen
St. Thomas College (1984)
17. Arild Miller
Institute Of Paper Chemistry (1985)
18. Emil Slowinski
Macalester College (1989)
19. Richard Ramette
Carleton College (1990)
20. Richard Bayer
Carroll College (1992)
21. Eugene Jekel
Hope College (1993)
22. Patricia Fish
College Of Saint Catherine (1995)
23. Jack Crump
Albion College (1998)
24. Anne Sherren
North Central College (2000)
25. Truman Schwartz
Macalester College (2001)
26. Alan Hutchcroft
Rockford College (2005)
27. David Hampton
Wartburg College (2008)
28. Brad Glorvigen
University of St. Thomas (2008)
29. John Moore
University of Wisconsin-Madison (2009)
30. Betty Moore
University of Wisconsin-Madison (2009)

MACTLAC EMERITUS MEMBERS

1. Warren A. Mcmillan
Greenville College (1978)
2. Courtland Agre
Augsburg College (1979)
3. James Carney
College Of St. Thomas (1979)
4. Adrian Docken
Luther College (1979)
5. Clarence Grothaus
Olivet Nazarene College (1979)
6. Rudolph Priepeke
Elmhurst College (1979)
7. Norman L. Heckman
St. Joseph's College (1980)
8. F. Emmitt Jacob
Drake University (1980)
9. John H. Scott
Macalester College (1980)
10. Sister Antonius Kennelly
College Of St. Catherine (1981)
11. Gordon M. Krueger
Taylor University (1981)
12. Sister Marquita Barnard
College Of St. Catherine (1982)
13. Harold Fiess
Wheaton College (1983)
14. Richard J. Landborg
Augustana College (1983)
15. Howard A. Potter
Alma College (1983)
16. Herman H. Broene
Calvin College (1984)
17. Allen Hanson
St. Olaf College (1984)
18. Wallace Hines
Kalamazoo College (1984)
19. Frederick Mathews
Beloit College (1984)
20. Robert Bernstsen
Augustana College (1985)
21. Sr. Marguerite Neuman
Clark College (1985)
22. Theodore C. Schwan
Valparaiso University (1985)
23. Carl Weatherbee
Millikin University (1985)
24. Joe D. Woods
Drake University (1985)
25. John W. Coutts
Lake Forest College (1987)
26. Neal Brace
Wheaton College (1989)
27. William A. Deskin
Cornell College (1989)
28. Kenneth L. Hamm
Carthage College (1989)
29. Jacob S. Rodia
St. Joseph College (1989)
30. Earle S. Scott
Ripon College (1989)
31. Charles Skinner
Alma College (1989)
32. Lowell E. Weller
University Of Evansville (1989)
33. Paul Cook
Albion College (1990)
34. Carl Osuch
University Of Dubuque (1990)
35. Richard Ramette
Carleton College (1990)
36. Sr. Mary Maynard Rhodes
Mount Mary College (1990)
37. John Ricketts
Depauw University (1990)
38. Russell Sutton
Knox College (1991)
39. Gustav Dinga
Concordia College (1991)
40. Richard Werth
Concordia College (1991)
41. James Kroon
Bethel College (1992)
43. Robert Rosenber
Lawrence University (1992)
44. Elaine Jekel
Hope College (1993)
45. Bruce Graybill
Graceland College (1995)
46. Justine Walkout
Rockford College (1996)
47. Leonard Grotz
University Of Wisconsin-Waukesha (1997)
48. Jack Crump
Albion College (1997)
49. Harry Neumiller
Knox College (1997)
50. Forrest Frank
Illinois Wesleyan University (1999)
51. John Hanson
Olivet Nazarene University (2000)
52. Anne Sherren
North Central College (2000)
53. Donald Cook
Valparaiso University (2001)

54. Sister Mary Thompson
College Of Saint Catherine (2001)
55. John Schultz
Westminster College (2002)
56. Alan Hutchcroft
Rockford College (2003)
57. Ron Richards
Greenville College (2003)
58. Marrin Dixon
William Jewel College (2005)
59. Peter Wickham
Coe College (2005)
60. Tom Hodges
Franklin College (2005)
61. Gilbert Cook
Valparaiso University (2005)
62. John Brodmann
Culver Stockton College (2005)
63. Jim Streator
Manchester College (2005)
64. Roger Lembke
Central Methodist University (2005)
65. Dr. Luther Erickson
Grinnell College (2006)
66. Dr. Arlen Viste
Augustana College (2006)
67. Dr. Wayne Wolsey
Macalester College (2006)
68. Dr. Robert Gayhart
Bradley University (2007)
69. Michael Collins
Viterbo University (2008)
70. Dale Nimrod
Luther College (2008)
71. David Hampton
Wartburg College (2008)
72. Brad Glorvigen
University of St. Thomas (2008)
73. Ron Amel
Viterbo University (2009)
74. Peter Hansen
(2009)
75. Steven Taylor
Hope College (2009)
76. James Vogel
St. Mary's University of Minnesota (2009)
77. Warren Zemke
Wartburg College (2009)
78. Cliff Meints
Simpson College (2010)
79. Mary Lou Caffery
Clarke University (2011)
80. Jim Evans
Lawrence University (2011)
81. Zinnia Lim
Mount Mercy College (2011)
82. Alex Nisbet
Ouachita Baptist University (2011)
83. Philip Bays
St. Mary's College (2012)
84. Clarence Josefson
Millikin University (2012)
85. William Morrison
University of Evansville (2012)
86. William Mungall
Hope College (2012)
87. William Bordeaux
Hunting University (2013)
88. Fred Hadley
Rockford College (2013)
89. Kenneth Kraus
Loras College (2013)
90. Brock Spencer
Beloit College (2013)
91. Carolyn Mottley
Luther College (2015)
92. Kathleen Antol, BVM
St. Mary's College (2015)
93. Lou Sytsma
Trinity Christian College (2016)
94. Larry Ferren
Olivet Nazarene University (2016)
95. Michael Seymour
Hope College (2017)
96. Glen Frerichs
Westminster College (2017)
97. Tim Lubben
Northwestern College (2018)
98. Eugene Losey
Elmhurst College (2020)
99. Dennis Brinkman
Indiana Wesleyan University (2021)

MACTLAC ANNUAL MEETINGS

NO.	YEAR	ATTEND	LOCATION	THEME
0	1952	90	Monmouth College	An Evaluation of the Teaching of College Chemistry In Liberal Arts Colleges
1	1953	90	Institute Of Paper Chemistry, Lawrence College	
2	1954	90	Grinnell College	
3	1955	63	Earlham College	
4	1956	120	Wheaton College	
5	1957	58	Park College	5 th Anniversary
6	1958	132	Beloit College	
7	1959	144	Valparaiso University	
8	1960	–	Jointly: College of St. Thomas, College of St. Catherine, Hamline University, and Macalester College	
9	1961	140	Cornell College	
10	1962	119	Alma College	
11	1963	175	Wabash College	
12	1964	200	Lake Forest College	
13	1965	200	Lawrence College	
14	1966	150	Luther College	
15	1967	–	University of Evansville	
16	1968	253	Carroll College	
17	1969	220	Elmhurst College	
18	1970	175	Calvin College	
19	1971	–	St. Olaf College	
20	1972	175	Knox College	A Whole New Ball Game 20 th Anniversary
21	1973	–	DePauw University	The Role of Chemistry In Environmental and Pollution Problems
22	1974	160	Rockford College	
23	1975	143	Drake University	
24	1976	180	Hope College	
25	1977	130	Monmouth College	25 th Anniversary
26	1978	145	Carleton College	
27	1979	175	Beloit College	
28	1980	110	Earlham College	
29	1981	175	Carthage College	
30	1982	150	Cornell College	Computers In Chemical Education
31	1983	160	Valparaiso University	
32	1984	130	College of St. Catherine	
33	1985	120	Kalamazoo College	Interfaces Between Industry and Academia at the Undergraduate Level
34	1986	160	Wheaton College	The High School/College Interface
35	1987	85	Westminster College	Computers In Chemistry
36	1988	120	St. Mary's College	Opportunities In Chemistry
37	1989	160	Luther College	Chemistry For Non-science Students
38	1990	191	Lake Forest College	Chemistry: Connections and Diversity

39	1991	160	Albion College	Chemistry: The Introductory Course
40	1992	176	Grinnell College	The Role of Investigation In Chemical Education
41	1993	187	Olivet Nazarene University	Computers In Chemical Education
42	1994	137	Alma College	The Chemistry Curriculum In Transition
43	1995	161	Hamline University	Chemistry an Essential Element In the Liberal Arts
44	1996	140	Loras College	Incorporating Polymer Chemistry Into the Undergraduate Curriculum
45	1997	163	Calvin College	Environmental Chemistry In the Curriculum
46	1998	152	Wartburg College	Chemistry In the New Millennium: Making the Transition
47	1999	162	Augustana College	Chemical Education Over the 20 th Century: What Have We Learned
48	2000	100	Taylor University	Chemistry: 2000 and Beyond
49	2001	130	St. Thomas University	Chemistry In Time and Space
50	2002	135	Illinois Wesleyan University	2002 – A Symmetric Year 50 th Anniversary
51	2003	61	University of Evansville	New Dimensions In Chemistry
52	2004	85	Clarke College	Green Chemistry
53	2005	100	Lawrence University	Exploring Nanoscience From a Chemical Perspective
54	2006	85	Saint Mary's College	Whither Chemistry? Whether Chemistry? What Are the Curricular Implications of the Changing Face of Chemistry?
55	2007	112	Viterbo University	Chemistry at the Interface of Biology, Chemistry, and Beyond
56	2008	89	University of Dubuque	Molecular Visualizations: Do Our Students See What We See?
57	2009	85	Hope College	Integration of Research into Teaching: Improving Learning Through Research
58	2010	91	Luther College	Chemistry on the Fringe
59	2011	83	Beloit College	Energy
60	2012	55	Albion College	Emerging Issues in Chemical Education
61	2013	~50	Westminster College	Frontiers in Chemistry
62	2014	96	Alverno College	Chemistry in Our Community
63	2015	99	Millikin University	Green Chemistry's Silver Anniversary: A Look Ahead
64	2016	67	College of Saint Benedict/St. John's University	Reimagining Chemistry: Innovations in Undergraduate Chemistry Curricula
65	2017	74	Monmouth College	Expanding the Curriculum
66	2018	73	Hillsdale College	Chemistry in the Liberal Arts
67	2019	81	St. Catherine University	The Chemistry of Art and Artifact Restoration
	2020	–	–	No meeting due to the COVID-19 pandemic
	2021	–	–	No meeting due to the COVID-19 pandemic

DUTIES FOR HOST INSTITUTIONS
FOR MACTLAC MEETINGS
Revised October, 2018

The duties of the host institution include the following:

1. Plan and organize the meeting program, including securing speakers and discussion leaders. An appropriate person at the host institution serves as the Program Coordinator. This individual, or a representative, should be present at the annual Friday Executive Council meeting the year before the institution hosts the annual meeting. Tentative dates and special plans for the next MACTLAC meeting will be discussed at this Executive Council meeting. The Program Coordinator should keep the MACTLAC Secretary-Treasurer and President informed on progress in planning the meeting program. **A tentative program should be sent to all State Representatives and MACTLAC officers by May 1.**
2. The spring semester prior to the meeting the host institution is strongly encouraged to send a postcard to each MACTLAC member advertising the meeting, giving the theme, preliminary plans, and the date of the meeting. The Secretary-Treasurer will provide to the host institution mailing labels for this mailing, and postage cost will be reimbursed by MACTLAC to the host institution.
3. Arrange for meals for the MACTLAC meeting (Friday evening dinner and Saturday luncheon for those who register and pay for meals) and the Executive Council Meetings (Friday and Saturday luncheons in a separate room). Refreshments should be provided for breaks for Friday afternoon and Saturday morning.
4. Provide suitable rooms for the Association meetings including a large meeting room for general sessions and a number of smaller rooms for discussion sessions.
5. Assure that sufficient housing is available at nearby motels and/or hotels, preferably blocks of rooms set aside for "MACTLAC Meeting". Assemble information on accommodations and rates which can be sent out to the membership in advance. The host institution, in cooperation with the MACTLAC Secretary-Treasurer, is responsible for sending out information on the meeting. Meeting participants normally make their own motel reservations directly.
6. In early August to mid-August, send an e-mail reminder to all MACTLAC members with details about the meeting so they will have information when planning course syllabi. Then send out the meeting information to members by first class mail by the first week of September.
7. Provide printed material concerning the Fall meeting program, registration and meal charges, housing information, travel directions, campus maps, etc., which should be mailed with the meeting announcement. The announcement of the fall meeting should be sent to the members by first class mail. The name of the Program Coordinator (contact person) and telephone numbers should be included with this mailing. MACTLAC will pay for postage costs for the meeting arrangements and program announcement mailing. A separate record of all postage costs should be maintained for reimbursement. The MACTLAC Secretary-Treasurer will mail a packet of member dues statements to the host institution to be included in the August/September mailing (to be mailed by the first week of September) of the Fall Meeting Program and Registration announcement to save the mailing expense of two separate mailings. The Secretary-Treasurer is responsible for providing the Program Coordinator with a set of mailing labels for the meeting announcements and for the spring postcard mailing. The Program Coordinator should look at the states that neighbor the MACTLAC boundaries, particularly when the host school is near a boundary, for potential schools to invite to the Annual Meeting. To help in this effort, the Program Coordinator should enlist the State Representatives.
8. Your State Representative will be coordinating with you to see that graduate students in PhD granting institutions in your state are invited to the meeting. Your role as host will be to plan some type of

breakout session(s) that will appeal to graduate students who might aspire to teach in the environment of a MACTLAC school. This can be a real recruitment tool for our organization.

9. Handle meeting registration and payment record keeping. All checks should be payable to MACTLAC. This includes receiving advance registrations by mail and arranging for and staffing the registration desk on Friday. All meeting receipts are transferred to the MACTLAC Secretary-Treasurer who will pay the reimbursable food service bill submitted by the host institution. In addition to the postage expense and the food service bill, MACTLAC will support all host institution expenses, up to \$3,500, which are incurred in hosting the meeting. Registration charges for the meeting were set at \$25(member)/\$30(late member)/\$30(non-member) at the Fall 2009 meeting. Graduate and post-doctoral students will not have to pay to register.
10. Good record keeping is very important for a successful meeting. The MACTLAC Secretary-Treasurer should receive an alphabetized list of MACTLAC members and guests who are in attendance at the meeting. This list should include a listing of the pre-registration or at-meeting registration payments broken down into the categories (1) registration payments, (2) MACTLAC dues payments, (3) meal payments, and (4) total payment. If a single check is sent by an institution to cover several individuals from that campus, it is important to break down this amount so that each individual can be properly credited for his/her dues and registration payment. The list should also include e-mail addresses of the members attending the meeting. Any cash received during the meeting should be documented carefully with respect to the person paying and the category (dues, registration, etc.). Generic spreadsheets will be provided by the Secretary-Treasurer that may be used for record keeping. You may modify these as you need to accommodate your particular situation.
11. Prepare and have for each person attending the conference a receipt that can be submitted for reimbursement from their host institution.
12. Prepare and distribute a meeting evaluation questionnaire. Send a summary of the questionnaire responses plus hints on meeting organization to the Program Coordinator of the next meeting. Questionnaire responses should also be sent to the MACTLAC Secretary-Treasurer.
13. To assist Program Coordinators of future meetings, the Program Coordinator of the current meeting is directed to prepare a report (to be sent to the Secretary-Treasurer and then to the Executive Council and the Program Coordinator of the next meeting) which will include the following: (1) attendance in discussion groups, (2) hotel reservations: how many rooms reserved, how many rooms used by MACTLAC members, (3) a summary of the responses on the evaluation forms, (4) a response from the Program Coordinator to the comments on the evaluation forms, (5) a detailed record of the actual meeting income and expenses which will include all money received from members for dues, registration, and meals; in addition any money received from vendors shall be recorded. All expenses relating to the plenary speakers (travel, meals, lodging, honorarium, etc.) shall be itemized.
14. The following items should be sent to the Archivist within two weeks of the meeting:
 - electronic copies of all documents that pertain to the meeting, so that they might be archived
 - electronic copies of all reports that are submitted to the secretary-treasurer concerning the meeting
15. Check the Association's web site for useful hosting tips that have been garnered from previous hosts and meeting surveys.

For your guidance an approximate timeline is suggested below:

At Least Two Years Ahead -	Notify state representatives or President of interest in hosting a meeting
August 1 - Year Ahead-	President of institution sends letter of invitation to MACTLAC President or to Secretary-Treasurer
October - Year Ahead-	Attend Executive Council meeting at MACTLAC and have theme in place. Issue invitation to membership for the meeting.
Spring Before	Send out postcard to membership reminding them of the time and place and of speakers (if known)
End of Spring-	Set tentative program, secure speakers, meeting rooms, and hotel blocks. Check with state rep to see if he/she has begun to make contact with graduate students to invite them.
May 1	Send copy of tentative program to Executive Council members
Early to Mid-August	Send out e-mail meeting reminder to MACTLAC members
By First Week of September	Send out meeting information to members
September	Arrange meals and refreshments. Set up vendors, etc.
Two Weeks Before	Identify discussion leaders and recorders, and get them directions. Arrange bulletin board space for archivist and placement
October	Host meeting and attend executive council meetings
November	Provide sec/treasurer and archivist with requested documents

Your willingness to host the Fall Meeting of MACTLAC is sincerely appreciated. MACTLAC's success is dependent on the willingness of hosting institutions to assist in carrying out successful Fall Meetings.

DUTIES FOR THE MACTLAC SECRETARY-TREASURER
Revised October, 2011

FEBRUARY

1. Prepare a set of mailing labels for the entire membership. Send the labels to the host institution for their post-card reminder mailing (meeting invitations) for the upcoming October meeting.

JUNE

1. If this is a year in which the Secretary-Treasurer position is handed over to a new person, be sure to close all accounts, transfer the money to the new person and engage in all pertinent communication to ensure a smooth transition.

AUGUST

1. Prepare two sets of mailing labels for the entire membership. Send one set of labels to the host institution for their mailing (meeting invitations) for the upcoming October meeting. Then use the second set of labels to prepare the annual dues statements. The dues statements will also be mailed to the host institution so that they can be included in the general mailing for the October meeting (registration form, dues statement, directions, program, etc.). The dues statements can be made on a half-sheet of paper (consult previous samples), modify the dates and location each year and make any other changes in format or greeting according to personal preference. The host institution may request a select list of nonmembers from the MACTLAC database who reside within a specific region surrounding the host institution.

SEPTEMBER

1. Check with the host institution contact person about the status of the meeting invitations. They should aim to have this material in the hands of the members by early September. It is best to have meeting invitations arrive shortly after Labor Day, when most member schools will have begun classes.
2. By late in the month check with the President and the members of the Executive Council to establish the agenda for the Friday morning Executive Council Meeting.
3. Send a letter to all members of the Executive Council reminding them of their duty to attend the upcoming Fall Meeting. Be sure to send this letter to the host of the current meeting and to the host of next year's meeting, as these folks should attend the Friday and/of Saturday Council meeting(s).

OCTOBER

1. Prepare the Treasurer's report. Make sure that the report is consistent with the annual meeting report from the previous October meeting.
2. Prepare packets for the Friday Executive Council meeting, which should contain the following:
 - a. a table of contents;
 - b. the meeting agenda for the Friday Executive Council meeting;
 - c. a generic agenda for the Saturday business meeting;
 - d. minutes from the previous year's Executive Council Friday and Saturday meetings;
 - e. the Treasurer's report;
 - f. the Archivist's report;
 - g. the Placement Officer's report;
 - h. the meeting report;
 - i. the meeting financial report;

- j. Emeritus and/or Honorary requests (include all required supporting documentation);
 - k. a list of the current Executive Council members with addresses and contact information;
 - l. a list of past and present Executive Council members with years of service;
 - m. a list of members with Emeritus and/or Honorary status
 - n. a list of past and future (if known) meeting sites;
 - o. duties of the host institution;
 - p. duties of the Secretary-Treasurer; and
 - q. MACTLAC Constitution and By-Laws.
3. Supply the host institution with new member documents and applications. Before leaving on Saturday, be sure to retrieve any new member applications.
 4. Take notes at each of the following events during the meeting: the Friday and Saturday Executive Council meetings, the Saturday morning business meeting, and each plenary session. Before leaving on Saturday, also collect all the breakout session recorder notes.
 5. Generate an agenda for the Saturday Executive Council meeting in consultation with the President.
 6. Determine which State Representatives will make motions at the Saturday morning business meeting directing you to send letters of appreciation to the host institution's President, the host institution organizer, and each outgoing Executive Council member (along with copies to the appropriate administrators).
 7. Prepare your report for the Saturday morning business meeting.
 8. When members register for the annual meeting, they should make checks payable to MACTLAC and send them to the host institution along with their registration materials. (Note: vendors should make checks payable to the host institution.) Before leaving on Saturday, collect all MACTLAC checks from the host institution. Deposit these checks as quickly as possible, and properly credit dues to each member.

NOVEMBER

1. Send letters of appreciation as approved during the Saturday morning business meeting.
2. Generate the following items for inclusion in next year's Executive Council packet: an updated list of the current Executive Council with addresses and contact information; Executive Council meeting minutes, business meeting minutes, an updated list of past and present Executive Council members with years of service; an updated list of members with Emeritus and/or Honorary status, an updated list of past and future (if known) meeting sites; an updated duties of the host institution document; an updated duties of the Secretary-Treasurer document, and updated MACTLAC Constitution and By-Laws documents. Send the Executive Council meeting minutes to each Council member as well as to the members of the host institution who attended the Council meetings.
3. Send the minutes for both Executive Council meetings to each member of the Council.
4. Send the updated Executive Council list to each Council member and the Association's web master. If any of the documents currently on the Association's web site were updated, send those updates to the web master as well.
5. Update the membership database as directed by the Constitution and the By-Laws.

6. Generate the annual report, and e-mail it to the membership (mail the report to those members that don't have access to e-mail). The annual report should include the following:
 - a. a summary letter from the Secretary-Treasurer;
 - b. meeting from the Saturday morning business meeting;
 - c. the Placement Officer's report;
 - d. future confirmed meeting dates and sites;
 - e. important announcements;
 - f. meeting program information;
 - g. a summary of the plenary sessions;
 - h. breakout session recorder's notes;
 - i. titles and authors of the posters presented at the annual meeting;
 - j. a list of meeting vendors and sponsors;
 - k. a list of the Executive Council; and
 - l. a short description of the weather during the annual meeting.

7. Reconcile meeting finances with the host institution. After you have received a complete and final meeting financial report from the host institution, send a check to the host that covers the banquet, By-Law required reimbursement (currently \$3,500), postage, workshop fees (if necessary), and any other meeting pass-through. (The most typical meeting pass-through arises when vendors make their checks payable to MACTLAC instead of the host institution as they should. This requires that MACTLAC deposit the vendor's check, and then refund the same amount to the host institution.)

Midwestern Association of Chemistry Teachers in Liberal Arts Colleges

CONSTITUTION

Article I - Name and Object

Section 1. The name of the organization shall be "Midwestern Association of Chemistry Teachers in Liberal Arts Colleges".

Section 2. It shall be the purpose of this Association to bring together teachers of chemistry in the non-tax supported liberal arts colleges of the North Central region of the United States (Midwest) for exchange of ideas and for general mutual helpfulness in their profession. This region shall be defined as including the states of Michigan, Indiana, Illinois, Wisconsin, Minnesota, Iowa and Missouri, together with areas reasonably adjacent to the borders of the above seven states, not otherwise served by a similar association or agency.

Article II - Membership

Section 1. Active membership in this association shall include those persons directly associated with the several colleges included within the definition of Article I, Section 2, who have demonstrated to the satisfaction of the Executive Council their interest in chemistry and teaching and in the purposes and worth of this association. Membership in this association may be retained by the individual at his or her discretion in the event he or she becomes associated with an institution not defined in Article I, Section 2.

Section 2. Honorary membership shall be granted only by a unanimous vote of the Executive Council, and shall be reserved for those persons who have rendered extraordinary service to this Association or who have made especially noteworthy contributions to the improvement of chemistry teaching in the member colleges. Election to Honorary membership shall be recognized by the presentation of a specially prepared and individualized scroll. Honorary members may also be Emeritus members as described in Section 3.

Section 3. Any person who has been an active member for 10 years may, upon retirement, request status as an "Emeritus Member" and be excused from further payment of dues but retains all other rights of membership. Such status will be recognized by the presentation of a printed certificate. Such membership does not exclude the person from consideration for Honorary membership.

Article III - Officers

Section 1. The general officers of the Association shall consist of the President, President-Elect, Past-President and Secretary-Treasurer. The immediate Past-President shall continue for one year as a member of the Executive Council. In addition, each state shall have one representative chosen from its own membership. These State Representatives together with the four general officers shall constitute the Executive Council. Any State Representative unable to attend an Executive Council Meeting may designate a proxy, from the MACTLAC membership, to represent his or her state. All individuals, including proxies, shall have a vote. A representative of the host institution for the next annual meeting shall have the privilege of attending Executive Council meetings as a non-voting member.

Section 2. These general officers shall have the responsibilities and duties usually assigned to their respective offices including the arrangement of the annual program, etc. The President shall have the responsibility of appointing committees required for the various activities of the Association.

Section 3. Vacancies in the membership of the Executive Council caused by resignation or death shall be filled by a majority vote of the Executive Council. In the event that the President cannot attend the annual meeting, the President Elect shall preside.

Section 4. All matters of general policy must be considered and passed upon by a majority vote of the Executive Council.

Article IV - Meetings

Section 1. There shall be one Annual Meeting of the Association held on the campus of a college where at least one member resides. The locale of future meetings shall be set at least one year in advance, two years in advance if possible, upon invitation of the host schools. In making the selections, the Executive Council will act with due regard to scheduled meetings in the region of that year's State Representative election.

Section 2. There shall be at least one session of the Executive Council during the Annual Meeting period.

Article V - Elections

Section 1. The State Representatives shall constitute a nominating committee for a slate of the general officers to be elected at a final business session of the Annual Meeting.

Section 2. Opportunity for nomination from the floor shall always be given by the presiding officer at the final business session. In case of a single slate of officers the vote shall be by acclamation. Where competing names are presented for a given office, the vote shall be by written ballot.

Section 3. Each State Representative shall be elected for a three year period. The State Representatives shall be nominated and elected by a caucus of the state's delegation at the Annual Meeting, in groupings as specified below. The grouping of states for election are: Western Region: Iowa, Minnesota, and Missouri; Central Region: Illinois and Wisconsin; Eastern Region: Indiana and Michigan.

State Representative terms begin after the Annual Meeting of the Association at which they are elected. Newly elected State Representatives are encouraged to attend the Saturday luncheon meeting of the Executive Council as non-voting members in the year they are elected.

Section 4. The President shall be elected for a one-year term, though service on the Executive Council shall be for three years: as President-Elect, President, and Past-President. Service as President-Elect shall begin at the Saturday luncheon meeting of the Executive Council in the year elected. The term as President shall begin at the end of the General Business Meeting of the Annual Meeting of the Association in the following year.

Section 5. The Secretary-Treasurer shall be elected for three years. The term of this office shall begin on July 1 of the year following the Annual Meeting at which this officer is elected, and shall extend through June 30 three years thereafter.

Article VI - Amendments

Section 1. Suggested amendments shall be submitted in writing to the Secretary-Treasurer of the Association at least ninety days before the Annual Meeting. Suggested amendments must be signed by at least five members.

Section 2. The Secretary-Treasurer will circulate the proposed amendments to all members along with the notices of the Annual Meeting. Members may file written objections to the amendments with the Secretary-Treasurer at least ten days before the Annual Meeting.

Section 3. If no more than ten percent of the members file written objections and if a majority of those present at the Annual Meeting approve, the amendments shall be adopted.

Section 4. By-Laws may be amended by a majority vote of the Executive Council of the Association or by a majority vote at any Annual Meeting at which a quorum is present.

BY-LAWS

1. Annual Dues. Annual dues shall be five dollars for each member. Annual dues may be paid in advance to cover a period of time of no longer than five years. Honorary and Emeritus members shall not pay dues.
2. Membership. The active members shall be those whose dues are paid up to date. A member who becomes more than three years in arrears for dues shall be removed from the membership list. Reinstatement with full membership privileges shall require payment of back and current dues, but the assessment for back dues shall not exceed five years' dues.
3. Honorary membership. In order to be considered for Honorary status, the candidate must be nominated by a colleague in a letter submitted to the Secretary-Treasurer at least one month prior to the Annual Meeting at which the letter is to be considered by the Executive Council. A second letter of support from another colleague should also be submitted at least two weeks before the Annual Meeting. These letters should attest to the criteria needed for Honorary membership status as delineated in Article II, Section 2 of the Constitution. The Secretary-Treasurer will notify the Executive Council of the names of nominees prior to the Annual Meeting.
4. Nominations for State Representatives. The Secretary, in this officer's Annual Meeting Report mailing, shall announce those states due to elect State Representatives at the following Annual Meeting. Such nominations shall not abridge the right of nominations from the floor. Election of State Representatives shall occur on a rotational basis every three years (Iowa, Minnesota, and Missouri; the next year Illinois and Wisconsin; then the third year Indiana and Michigan) at a caucus of state Association members called together during the Annual Meeting.
5. Duties of State Representatives. The State Representatives shall have the following responsibilities. 1) Nominate the slate of officers for the elections that are held at the Saturday morning Business Meeting. 2) Maintain a current list of chemistry department chairs at liberal arts institutions in their state, and provide that list to host institutions when the Annual Meeting is held in their region. 3) At the request of the Executive Council, solicit invitations from member schools in his or her state to host an annual MACTLAC meeting. Each State Representative is authorized to spend up to \$100 per year to promote the Association within their state.
6. Quorum. Twenty percent of the active members shall constitute a quorum at any business meeting.
7. Guests. At the Annual Meeting of this Association, members may sponsor a limited number of guests. Invitations to such guests are to be issued only by or with the approval of either the President or a member from the host institution.
8. Registration Fee. A \$25.00 advance registration fee or \$30.00 late/on-site registration fee for the Annual Meeting shall be charged in addition to the \$5.00 annual dues for members. The registration fee for non-members shall be \$30.00. The registration fee is to be waived for graduate and post-doctoral students. The host institution is authorized to spend up to \$3,500.00, excluding postage, which will be paid by MACTLAC.
9. Placement Officer. The Placement Officer is appointed by the President normally at the Friday Executive Council Meeting for a renewable three-year term. This is a non-voting position and does not carry membership on the Executive Council. The Placement Officer will maintain two lists: 1) a list of faculty positions available within MACTLAC Colleges, and 2) a list of candidates seeking positions within MACTLAC Colleges. The Placement Officer will facilitate getting the candidates in contact with the colleges having positions available.
10. The Archivist. The Archivist is appointed by the President normally at the Friday Executive Council Meeting for a renewable three-year term. This is a non-voting position and does not carry membership on the

Executive Council. It is the Archivist's responsibility to maintain a historical record of the Association and its documents, and to share such information with the membership.

11. The Webmaster. The webmaster is appointed by the President normally at the Friday Executive Council Meeting for a renewable three-year term. This is a non-voting position and does not carry membership on the Executive Council. The webmaster maintains the MACTLAC website and regularly updates the information regarding Executive Council members, job postings, and upcoming meeting information.

12. Requests for the use of our member list for disseminating unofficial, non-MACTLAC announcements. Requests to use our membership database to disseminate unofficial, non-MACTLAC announcements are handled by the Executive Council on a case-by-case basis. Historically, the Association has not honored these requests except for very special circumstances. Members who wish to make announcements of interest to our members are encouraged to attend the annual meetings and make those announcements during the General Business Meeting.

Revised October 29, 2018 at the Hillsdale College meeting.