

2019 MACTLAC EXECUTIVE COUNCIL PACKET  
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MACTLAC EXECUTIVE COUNCIL MEETING AGENDA  
Friday, October 11, 2019  
St. Catherine University, St. Paul, MI

1. Introductions
2. Approval of the agenda
3. Approval of the minutes of the 2018 Executive Council Meetings (Hillsdale College)
4. Review state representative duties
5. Treasurer's Report – Mark Sinton
6. Secretary's Report – Mark Sinton
7. Report from Archivist – Mark Sinton for Brad Sturgeon
8. Report of Placement – Mark Sinton for Paris Barnes
9. Report on St. Catherine University meeting – James Wollack
10. Report on the 2020 meeting at North Central College – Rebecca Sanders
11. Review of future meeting sites
12. Nominations for Emeritus and Honorary membership status: Eugene Losey, Elmhurst College; Dennis Brinkman, Indiana Wesleyan University, effective in 2021
13. Review of host duties & timeline – Mark Sinton
14. Reminder for Iowa, Minnesota, and Missouri state caucuses to meet Friday afternoon after the first plenary session to elect state representatives
15. Charge for the nominating committee of state representatives to find nominees for President-Elect
16. Establish and/or revise agenda for the General Business Meeting on Saturday, October 12, 2019
17. Creation of agenda for Saturday, October 12, 2019, Executive Council Meeting (New President: Brian Kamusinga, Principia College)
18. Other business
19. Adjournment

## BUSINESS MEETING GENERIC AGENDA

1. President's remarks
2. Treasurer's Report
3. Secretary's Report
4. Archivist 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 19, 2018

Council Members Present:

President: Kim Ha  
 President Elect: Vince Hradil  
 Secretary-Treasurer: Mark Sinton (via video conference)  
 Placement Officer: Paris Barnes  
 Archivist: Brad Sturgeon  
 Illinois Representative: Joseph Sumrak  
 Indiana Representative: Michael Slade  
 Iowa Representative: Matthew Zart  
 Michigan Representative: Mark Nussbaum  
 Minnesota Representative: Christopher Jordan  
 Wisconsin Representative: John Morris

Guests Present:

2018 Host: Mark Nussbaum from Hillsdale College  
 2019 Host: James Wollack from St. Catherine University

1. The meeting was called to order at 10:37 AM by President Kim Ha.
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. The agenda was approved by acclamation.
4. The minutes of the Friday and Saturday 2017 Executive Council meetings were reviewed. These minutes were approved by acclamation.
5. The Treasurer's report for 2018 was presented by Mark Sinton. Mark noted that not much has changed in regards to the Association's finances from the previous year: we have about the same ending balance this year as last year. This is due to the fact that host institutions are requesting little if any reimbursement for their meeting expenses. Paris Barnes moved that the Treasurer's report be accepted, and Mark Nussbaum seconded. The motion passed.
6. Secretary's Report for 2018 was presented by Mark Sinton. Mark told the Council that while the Association continues to receive new members, the number coming in is quite variable. He also noted that the Association is losing many more members that are coming in, so the total membership is continuing its downward trend. Most of the membership loss arises from members that are removed for not paying their dues after three years as detailed in paragraph 2 of the Association's By-Laws. The remaining members removed were either from requests to do so, or after Mark discovered that a member had moved and left no forwarding contact information. Beyond these observations, only a minority of members are paid up on their dues (28%, or 59 out of 208 total members), meaning that 72% of the membership is either excused from paying dues (Emeritus and Honorary members, 19%, or 39 out of 208 total members) or are in arrears (53%, or 110 out of 208 members). Should the membership stand at the end of the year as indicated in this report, 42 additional members will be removed from the membership database for non-payment of their dues as per the Association's By-Laws. Brad Sturgeon moved that the Secretary's report be accepted, and Mark Nussbaum seconded. The motion passed.
7. Brad Sturgeon presented the 2018 Archivist report. Brad has tested the request for documents function of the archive and found that the documents are easily accessible. The Monmouth College Library staff are continuing with the electronic scanning of documents. He also pointed out to the Council the various web

sites from which the archives can be accessed electronically. The next major project will be to digitize meeting participate lists. Kim Ha asked about John Zimmerman's meeting photos. Brad said that he maintains a link to the photos, and plans to eventually add them to the Monmouth archives. Vince Hradil move that the Archivist report be accepted. John Morris seconded, and the motion past.

8. Paris Barnes presented the 2018 Placement Officer. Paris said he is learning a lot from Larry Ferren, the former Placement Officer, and thinks he now has a good understanding of how this position works. He has culled the e-mail list of potential candidates as some of those addresses were very old. He believes that there may be more positions open than he has information for, but will talk with Craig Bieler to be sure of this. He wants to get graduate students that attending meetings to join the Placement Service, and wants to encourage institutions to list positions with the service. He plans to contact state representatives to have them contact schools in their state to list their open positions with the service. As with past meetings, there is a board listing all of the open positions at member's institutions. Brad Sturgeon moved that the report be accepted. Joseph Sumrak seconded, and the motion passed.
9. Mark Nussbaum from Hillsdale College presented the 2018 host report. About 70-75 registered participants will attend the meeting. There will also be 8-12 graduate students attending, as well as several undergraduate students from Hillsdale. Most of the graduate students will attend the panel for graduate students interested in teaching at liberal arts colleges. Only 4 vendors will be in attendance, however. Mark mentioned that it was difficult to get vendors to attend such a small meeting. He described the various speakers and activities that will take place during the meeting, as well as the planned social events. He believes that Hillsdale will request a full reimbursement from the Association. Kim Ha asked about new members, but Mark didn't know that information. Brad Sturgeon mentioned that the survey from the Monmouth meeting indicated that it would be a good idea to recognize new members during a plenary session or General Business meeting. Brad also suggested that name tags could be marked in some way to show that an attendee is a new member or has other membership status. Christopher Jordan moved to accept this report, and Michael Slade seconded. The motion passed.
10. James Wollack from St. Catherine University presented the 2019 host report. The meeting will probably be held on October 11<sup>th</sup> and 12<sup>th</sup>, 2019. The theme of the meeting will be chemistry of art restoration. The main speaker will be announced at later date. They are thinking about having the banquet off-site. They may also do T-shirt sales to help publicize the Association and the meeting. James asked about the web site that Hillsdale used for registration. Mark Nussbaum would not recommend using it as there were some problems if one wanted to register for something out-of-the-ordinary (they only used it because their Alumni Office uses it and they were willing to help the Chemistry Department with it) . Mark Nussbaum can suggest other registration web sites if needed. Brad Sturgeon suggested looking around St. Catherine campus to see if another Department had a system set up that could be easily used. James asked about using PayPal. Paris Barnes mentioned that Millikin used it, but he did not have much to do with it since his Alumni Office set everything up for him. James asked about reimbursement, which takes place after the meeting is over. Mark Sinton noted that he can write checks at the meeting if he knows that ahead of time. Mark Nussbaum moved to accept this report, and Brad Sturgeon seconded. The motion passed.
11. Possible hosts for future years were discussed. The current list is:
  - 2019: St. Catherine University (West)
  - 2020: North Central? (Central)
  - 2021: ? (East)
  - 2022: ? (West)
12. Mark Sinton informed the Council that Tim Lubben from Northwestern College has requested Emeritus status. Brad Sturgeon moved that Tim be granted Emeritus status, and Paris Barnes seconded. The motion passed. The Council will present Tim a certificate indicating his new membership status at the Saturday General Business Meeting. If not in attendance, the Council directed Mark to send the certificate to him.

13. Mark Sinton updated the Council on the Association's re-application for 503(c) non-profit status, as well as with his progress on researching how the Association can bring meeting registration payment in-house. Unfortunately, Mark told the Council that he has made no progress on either of these two items due to significant changes to his teaching load and Departmental responsibilities that arose since the previous meeting. Mark hopes that with the start of his Spring semester, things will stabilize enough for him to make some progress, and that he'll have more to report at the 2019 Council meetings. Mark hopes that by taking meeting payment in-house, meeting finances could be better tracked and ensure that meeting books are closed in a timely fashion each year. This would have an added benefit of relieving host institutions from having to set up their own payment system. Vance Hradil asked about whether the Association's web master's duties would change. Mark Sinton said that it probably would. Brad Sturgeon said that he would talk with Craig about this.
14. 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 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 asked the Council if it would be worth putting all of these documents on the Association's web site. After a brief discussion, the Council decided to update the host duties to include the tips discussed above in item 9. Brad Sturgeon suggested keeping these tips on-line so that hosts can learn from previous meeting experience. Mark will work with Craig Bieler to make this happen, and report back the the Council once the documents are on-line.
15. Indiana and Michigan 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. Vince Hradil suggested that this would be a good time to ask eastern schools to host a meeting in 2021.
16. 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.
17. 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  
 Emeritus Membership Presentations  
 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 St. Catherine University (banner hand-off takes place here)  
 Future Meeting Sites  
 Hand off to incoming President  
 Other business/Announcements  
 Adjournment

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

- Call to Order
- Introductions
- Approve agenda
- Discuss State Representative Duties
- 2018 Host Report
- 2019 Host Report
- Future meeting sites
- Other Business/By-Law Changes
- Adjournment

19. Other business: Mark Sinton told the Council that due to his inability to attend this year's meeting, he will be mailing the \$30 de minimus gift cards approved at the 2016 General Business meeting directly to out going officers and state representatives, instead of handing them out at end the meeting.

Mark also noted for the Council that the Association's Missouri Representative, Christopher Halsey, appears to have moved on from Westminster College, and has left no forwarding information. As a result, Missouri has no state representative on the Council. According to Section 3 of Article III, vacancies in Council membership can be filled by a majority vote of the Executive Council when caused by resignation or death. While Christopher has not formally resigned as the Missouri Representative, the fact that Mark has not been able to contact him suggests that he has left the Association and has thus by default resigned. Mark asked the Council to charge the state representatives in attendance with finding a Missouri member at the meeting that would be willing to act as that state's representative for the remainder of Christopher's term, which ends in at the close of the Association's 2019 Annual Meeting. If such a member is identified, the Council could vote on filling this vacancy at the Saturday Council meeting. The Council agreed with Mark's suggestion and so charged the state representatives, and to forward that person's name to the President before the Saturday Council meeting. While this person would be expected to attend the Saturday Council meeting, the Council understood that doing so may not be possible due to previous travel plans. Should no one be identified at the meeting, the Council asked Mark to contact Missouri members to see if anyone would be willing to take over as the Missouri Representative. The Council would then vote by e-mail on filling this vacancy. Mark said that should he not be able to find anyone, he hoped that there would be Missouri members in attendance at the 2019 meeting, at which a new Missouri Representative would normally be elected anyway.

20. A motion to adjourn was made Mark Nussbaum by and seconded by Vince Hradil. The motion passed. The meeting adjourned at 12:20 PM.

Respectfully submitted,  
Mark Sinton  
MACTLAC Secretary-Treasurer

MACTLAC EXECUTIVE COUNCIL MEETING MINUTES  
Saturday, October 20, 2018

Council Members Present:

Past President: Kim Ha  
 President: Vince Hradil  
 Secretary-Treasurer: Mark Sinton (via video conference)  
 Placement Officer: Paris Barnes  
 Archivist: Brad Sturgeon  
 Illinois Representative: Joseph Sumrak  
 Iowa Representative: Matthew Zart  
 Michigan Representative: Mark Nussbaum  
 Minnesota Representative: Christopher Jordan  
 Wisconsin Representative: John Morris

Guests Present:

Michigan Representative Elect: Kelli Kazmier  
 2018 Host: Mark Nussbaum from Hillsdale College  
 2019 Host: James Wollock from St. Catherine University

1. The meeting was called to order at 12:01 PM by President Vince Hradil.
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. Joseph Sumrak moved that the agenda be approved, and Mark Nussbaum seconded. The motion passed.
4. Mark Sinton reviewed the duties of State Representatives. There was a brief discussion whether this agenda item should also be added to the Friday Council meeting agenda since that may be the first meeting for newly elected state representatives. Mark noted for the Council that he sends out an e-mail to newly elected state representatives that outlines their duties shortly after the close of an Annual Meeting.
5. Mark Nussbaum from Hillsdale College presented the 2018 host report. Mark briefly described the meeting and was pleased with both plenary session speakers. Feedback was good for the events he attended directly. He would have liked a smoother registration as the registration web site was clunky. He would have like to have had more vendors. One of the vendors asked for the e-mail addresses of attendees. The Council decided that this vendor could use the participant list in his registration folder to look up people at their institutions, instead. A discussion ensued about having a consistent policy concerning having hosts provide participant list containing e-mails as some host do and others don't. The Council decided to let this continue to be a host institution decision. Mark encouraged everyone to fill out the meeting survey. John Morris move to accept this report, and Joseph Sumrak seconded. The motion passed.
6. James Wollack from St. Catherine University presented the 2019 host report. No new information was reported at this time. The Council discussed briefly whether it should be required to have box lunches for members ready as they leave the meeting on Saturday. The Council urged St. Catherine to have duplicate breakout sessions as that has been a constant request in past meeting surveys. Paris Barnes move to accept this report, and John Morris 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.

2019: St. Catherine University (West)  
 2020: North Central College (Central)  
 2021: ? (East)  
 2022: ? (West)

8. Other business: Vince Hradil suggested that a policy concerning requests asking for membership contact information or asking the Association to make announcements be added to the By-Laws. He proposed the following language:

“MACTLAC does not have an official policy regarding the use of our member list for disseminating unofficial, non-MACTLAC announcements. Such requests 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 announcements during the general meeting.”

A discussion ensued about adding this to the By-Laws. Mark Sinton suggested the following editorial changes:

~~“MACTLAC does not have an official policy regarding the use of our member list for disseminating unofficial, non-MACTLAC announcements.~~ **Requests for the use of our member list for disseminating 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.**”

The Council then discussed whether to advertise this to the membership, but decided not to do so to avoid getting many such requests. A motion was made by John Morris to add this change to the By-Laws with the changes suggested by Mark Sinton and seconded by Kim Ha. The motion passed.

Mark Sinton asked about the cost to purchase a table to promote MACTLAC at an ACS meeting that was approved at last year's (2017) Saturday Council meeting. James Wollack said that this cost will be incurred this coming Spring, and that he will forward to information on whether to send the check to Mark Sinton.

Mark Sinton brought to the Council's attention that the By-Laws state that the Archivist, Placement Officer, and Web Master are not members of the Executive Council. Brad S mentioned that Craig Bieler was not interested in expanding his role as web master to include an in-house registration/placement system. Paris Barnes said that he thought that these officers should not be on the Council nor have votes, but that he would come to the Friday meeting in the future. Vince Hradil suggested that no action needed to be taken, but that we should follow the By-Laws. Mark Sinton said that an announcement could be made to remind those officers don't have voting rights nor are on the Council at the beginning each Friday Council meeting. The Council decided to continue to follow the By-Laws as written at this time.

With Christopher Halsey's resignation as the Association's Missouri State Representative (see item 19 in the Friday, October 19, 2018, Council minutes for more information), Bernard Hansert was asked to become this state's representative for the remainder of Christopher's term, which ends in 2019. While not attendance at the meeting, Bernard agreed via e-mail that he would be willing to do so. As such, Mark Nussbaum made a motion for the Council to accept Bernard Hansert as the Missouri State Representative for the remainder of Christopher Halsey's term. Joseph Sumrak seconded, and the motion passed. Mark Sinton will communicate with Bernard about the Council's decision and remind him of his duties as a state representative.

9. A motion to adjourn was made by Christopher Jordan, which was seconded by Mark Nussbaum. The motion passed. The meeting adjourned at 12:56 PM.

Respectfully submitted,  
Mark Sinton  
MACTLAC Secretary-Treasurer

## 2019 TREASURER'S REPORT

Year	2015	2016	2017	2018	2019
<b>Beginning Assets</b>					
Checking	\$10,298.66	\$10,865.15	\$9,563.29	\$8,577.40	\$5,971.55
Savings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Beginning Assets</b>	\$10,298.66	\$10,865.15	\$9,563.29	\$8,577.40	\$5,971.55
<b>Income</b>					
Dues	\$720.00	\$675.00	\$510.00	\$455.00	\$370.00
Annual Meeting	\$2,090.00	\$1,550.00	\$0.00	\$0.00	
Interest	\$11.16	\$10.62	\$9.36	\$15.58	\$8.97
Other	\$0.00	\$0.00	\$6.55	\$0.00	
<b>Total Income</b>	\$2,821.16	\$2,235.62	\$525.91	\$470.58	\$378.97
<b>Expenses</b>					
Postage, copying, website	\$164.19	\$329.91	\$132.87	\$10.00	\$18.54
Annual Meeting	\$2,069.93	\$3,207.57	\$948.02	\$2,689.39	
Placement, Archives	\$0.00	\$0.00	\$0.00	\$0.00	
Other	\$20.55	\$0.00	\$430.91	\$377.04	\$10.30
<b>Total Expenses</b>	\$2,254.67	\$3,537.48	\$1,511.80	\$3,076.43	\$28.84
<b>Ending Assets</b>	\$10,865.15	\$9,563.29	\$8,577.40	\$5,971.55	\$6,321.68
<b>Asset Change</b>	\$566.49	-\$1,301.86	-\$985.89	-\$2,605.85	\$350.13

Respectfully submitted,  
Mark Sinton  
MACTLAC Secretary-Treasurer

## 2019 SECRETARY'S REPORT

	2011	2012	2013	2014	2015	2016	2017	2018	2019
<b>Beginning Membership</b>	384	297	287	293	296	253	258	239	230
<b>New Members</b>	3	25	35	11	2	8	20	28	6
<b>Members Removed</b>	90	35	29	8	45	3	39	37	2
<b>Ending Membership</b>	297	287	293	296	253	258	239	230	234
<b>Member Dues Breakdown</b>									
Emeritus and Honorary members	43	47	47	49	47	50	57	39	35
Paid up members	86	65	67	70	64	77	80	59	77
In arrears members	168	175	179	166	142	131	102	110	122
<b>Total Dues Paying Units</b>	297	287	293	296	253	258	239	208	234
<b>Member Dues by Year</b>									
Paid up	86	65	67	70	64	77	80	59	23
One year behind	57	74	83	45	75	29	144	41	53
Two years behind	64	43	47	54	29	46	21	27	34
Three or more years behind	47	58	49	67	38	56	37	42	35

Respectfully submitted,  
Mark Sinton  
MACTLAC Secretary-Treasurer

## 2019 ARCHIVIST REPORT

The MACTLAC archives continue to be actively maintained in the Hewes Library Archives at Monmouth College (<https://library.monmouthcollege.edu/c.php?g=356858&p=2407138>).

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](https://library.monmouthcollege.edu/ld.php?content_id=26038236)).

The temporary digital storage continues to be updated as contents continues to be deposited into the Hewes Library Archive system ([http://esr.monmsci.net/wiki/index.php/MACTLAC\\_Archives](http://esr.monmsci.net/wiki/index.php/MACTLAC_Archives)).

Although hardcopies of the Meeting materials continue to be archived without exception, only minimal progress has been made in transferring digital items from the temporary storage to the Monmouth College Hewes Library Digital Archive. This transfer continues as an ongoing project.

An overview map of all MACTLAC sites can be found at <https://www.zeemaps.com/map?group=2342609#>.

### **Information Relevant to the 2019 MACTLAC Meeting at St. Catherine’s University:**

The 1984 (32<sup>nd</sup>) MACTLAC Meeting was held at The College of St. Catherine on October 12/13. Digitized copies of all archived materials from this meeting can be found at the following URL’s.

Program: <http://esr.monmsci.net/wiki/images/3/38/84doc1.pdf>

Meeting Cost: <http://esr.monmsci.net/wiki/images/8/87/84doc4.pdf>

Executive Council Meeting minutes: <http://esr.monmsci.net/wiki/images/5/55/84doc5.pdf>

All other archived materials: [http://esr.monmsci.net/wiki/index.php/Contents\\_folder\\_84](http://esr.monmsci.net/wiki/index.php/Contents_folder_84)

Respectfully submitted,  
Brad Sturgeon  
MACTLAC Archivist

## 2019 PLACEMENT OFFICER'S REPORT

<b>Academic Year</b>	12-13	13-14	14-15	15-16	16-17	17-18	18-19
<b>Applicants</b>	21	28	34	38	34	30	
<b>Positions</b>	24	19	19	20	16	8	

At this time, I do not have a complete report to submit due to illness in my part. I can say that nothing much has changed in terms of what I do as the Placement Officer.

Respectfully submitted,  
 Paris Barnes  
 MACTLAC Placement Officer

## MACTLAC 2018 FINAL MEETING REPORT

## FINANCIAL REPORT FROM THE HILLSDALE COLLEGE MEETING

**EXPENSES**

Brian Coppola	83.20	20-1400014-601103	mileage
	500.00	20-1400014-603004	honorarium
Nivaldo Tro	833.60	20-1400014-601101	airfare
	1000.00	20-1400014-603004	honorarium
Dow Hotel	120.00	10-1420000601104	Room for Nivaldo Tro
Chris Hamilton	91.38	10-1420000-615000	Reimbursement for Beer
HC Mail Room	97.76	10-1420000-602101	Postage to mail out packets
HC Mail Room	75.25	10-1420000-602101	Postage for 215 postcards x .35 each
HC Copy Center	9.75	10-1420000-612002	Postcard printing
Bon Appetit	4638.40	10-1420000-601103	Meals and refreshments
<b>Sub-Total</b>	<b>7449.34</b>		

**Exec. Council Meeting and 3D Printing Breakout Session by M. Nussbaum**

Copies/printing, 700	35.00
10, 3-ring 1" Binders	25.00
14 Hillsdale College Folders	17.00
3D Printer Supplies (resin)	50.00
<b>Sub-Total</b>	<b>127.00</b>

**GRAND TOTAL 7,576.34****INCOME**

MicroLab, Inc.	100.00	Vendor
Thorn-Smith Laboratories	100.00	Vendor
Douglas Armstrong	50.00	Registration fee & banquet
Todsapon Thananatthanachon	15.00	Dues
Glen Frerichs	25.00	Banquet
John Zimmerman	25.00	Banquet
<b>TOTAL INCOME</b>	<b>315.00</b>	

## EVALUATION REPORT FROM THE HILLSDALE COLLEGE MEETING

Plenary Sessions: What did you like and/or dislike about the plenary sessions?

## Friday Afternoon Session

- Thank you for having guides between buildings; sad I had to choose.
- Great, but have trouble with split screens with speaker in the middle.
- Speakers this year were well chosen, compelling, and useful. Interesting topics for this audience; excellent high-profile speakers.
- I liked the Friday afternoon session, the talk given by Dr. Tro, and also enjoyed the breakout session.

- The session on “Chemistry as Liberal Education” gave so good thoughts for things to include in general education classes. I liked the chance to do some WebMO calculation that I can use. I appreciate discussion of P-chem, especially what others cover and leave out.
- Engaging speaker – good topic
- Great meeting (comment for all three plenary sessions)
- Add a one-line description next to the title, then give more info when selecting.
- Maybe do snacks before plenary session (I didn’t grab lunch before).
- Attended the “Chemistry of War” and it was so inspiring. I love how the profs at Hillsdale are passionate about their students and are excited about introducing the “untold” stories of chemistry to their students.
- All great, but need better projection system as you probably know!
- Great discussion of how to teach chemistry as a good in itself.
- I liked the topic.
- Tro was a real draw (big name).
- I was pleased with everything (all three sessions).
- Liked the focus on “The Purpose of Education.”
- Excellent talk; Tro raised timely, meaningful questions about teaching chemistry.
- Wish the breaks would be a lot longer than five minutes.
- I really enjoyed this. It inspired me with ways to teach chem to non-majors in a relevant way.
- Very relevant topic for liberal arts institutions.
- WebMO session was great and useful
- Only saw about half of it – was enjoyable.
- Excellent talk, very interesting and relevant.
- Very good topic.
- Great discussion, interesting perspective
- Excellent talk about the importance of teaching and learning chemistry as a liberal art, beyond its practical/consumer relevance.
- The slides were difficult to read.
- Tro is an icon in chem. ed.
- Some thought-provoking moments. For me, couldn’t read projector.

#### Friday Evening Session

- Glad these sessions were interactive; spaces that were group oriented rather than classic desks would be useful.
- Great, but have trouble with split screens with speaker in the middle
- Speakers this year were well chosen, compelling, and useful. Interesting topics for this audience; excellent high-profile speakers.
- Very much enjoyed the evening session, especially the beer talk – great talk.
- The beer chemistry was a great example of how to raise interest of students.
- Flavorful
- Very informative and interesting, good to have samples.
- Great after-dinner talk, perfect topic
- Attended the Inorganic session. Mostly graduate students attended this session and it was great to hear about the struggles current liberal arts profs have at liberal arts colleges.
- Very interesting discussion on IPA.
- This talk was great, loved the topic.
- I thought it was really interesting. I didn’t know that much about IPA’s.
- Also fantastic; I knew beer/fermentation chemistry was interesting, but I learned a ton about what goes into beer flavor. The tasting was ok, but the tart cherry home brew was amazing.
- I knew nothing about beer chemistry, so it was very interesting to learn a little about it.
- Nice after-dinner topic; enjoyed the interactive samples.
- Good science content with relaxed atmosphere.
- Lecture for beer was great.
- Informative and entertaining.

- Fun information about beer.
- Very interesting and informative.
- Interesting info re: beer. Nice to have the samples.
- Difficult to read, didn't like to be seated at a table (hard to see)
- Meal was amazing. Beer was fun to learn about.
- Awesome.

### Saturday Morning Session

- Thanks for having repeats so we could get multiple classes.
- Great, but have trouble with split screens with speaker in the middle
- Speakers this year were well chosen, compelling, and useful. Interesting topics for this audience; excellent high-profile speakers.
- Also very interesting session, enjoyed the breakout session!
- I really like the ethics. I will use this in my class. I liked seeing how to frame good questions.
- Phenomenal speaker/topic.
- All three plenary sessions were excellent. Only my third MACTLAC, but this is the best set of speakers I've seen. They fit the theme well and were very engaging as speakers and afterwards.
- Good angle on topic.
- Useful, great info.
- Good
- Great plenary speaker on relevant topic that's missing in the curriculum (ethics).
- Attended the Pursuing a Career as a College Professor. The best one. I don't have a lot of information about what it takes to pursue a career in academia, especially at a liberal arts institution, and it was great hearing from Matt and Chris.
- Engaging and useful.
- I loved the topic. I think the topic of ethics is so important. The speaker did a great job of motivating and keeping attention.
- I really found them to be interesting, and useful information.
- Great – dynamic and stimulated ideas!!
- Examples I can use myself, e.g. story about discovering colleague's fabricated data will facilitate good discussion.
- I felt that this was very important. I particularly appreciated the outline of the way U of M teaches ethics throughout a semester. This is something our school can implement.
- Dynamic speaker. Wasn't too excited when I saw the topic, but it was very interesting.
- Gave new ideas and approaches.
- Chemistry of War
- Very interesting topic and engaging speaker.
- Not sure everyone needs a raffle prize.
- Very good talk – interesting.
- Purple dragons – yellow toadstools
- Well presented and great information – very thought provoking.
- Excellent, thought-provoking talk by B. Coppola.
- Guest speaker
- Coppola – EXCELLENT! By the title, I thought the talk would be boring – it was anything but!
- Really well done. More time, fun sessions.

### Program: What did you like and/or dislike about the meeting program?

#### Breakout Sessions

- Glad they repeated options
- Standard – looked good
- Good – good array of topics, maybe have more interactive sessions to balance out discussion and lecture sessions.

- I have attended a few breakout sessions, all of them were great!
- Breakouts were good.
- Good – highlight is always the disciplinary sessions.
- Great variety; Good variety (2); Great
- Really great to meet with similar faculty.
- A longer time for the specific discipline sessions would be nice.
- Loved how informal these sessions were.
- Nice variety, almost wish we had more.
- Good discussions and topics. I especially liked the career panel as a graduate student.
- Good breakout session dynamics with Tro, appreciated his presence here.
- Breakout sessions were great.
- Some could have had a more formal program. Good diversity of sessions.
- The inorganic session was outstanding; also enjoyed the favorite demos breakout session. Presenters were fantastic and dynamic.
- I found the breakouts very helpful for ideas for jazzing up chemistry material (telling stories) and showing me how to implement computational chemistry inexpensively. The P-Chem breakout gave me good ideas also.
- Great demos session and always good to learn more stories.
- More field specific.
- Very good. Well done.
- Very good conversations in these sessions.
- The WebMO demo was very nice.
- I liked having the same sessions twice (Friday and Saturday).
- All I attended were amazing. The only exception was that one woman talked a lot about herself. Wish the moderator would have switched the topic sooner.
- The individual subject one was slow.

### Socials

- Well-spaced and good snacks
- Great (2); Excellent; Well done!
- Good – lots of good food and drink
- I didn't attend social hour.(2)
- Open bar... yes!
- Good food and drinks, good to connect.
- I loved the tastings. Great conversations.
- Afternoon refreshment times were good. The evening social was late enough that I didn't attend.
- Great group to socialize.
- More coffee on Saturday.
- Good range of food.
- Enjoyed talking to other teachers and asking questions.
- Excellent – great food and drink.
- Great discussion!
- Excellent. Thank you for offering beer besides the usual Bud, Bud Light.
- Good time to get to know people.

### Vendors

- Fine (3)
- Positive
- Well placed in the central meeting location.
- Great, I learned about WebMO and NMR.
- In past, vendors gave presentations.
- Didn't visit (4)
- Good – wish we had more. Where was J. Chem. Ed.?

- Okay
- Glad to see Nano
- Okay, would like more.
- Interesting
- Good presentations.
- More would be nice.
- Good variety, would like some professional associations.

#### Poster Session

- Liked that there was much selection and diverse topics.
- Positive
- Excellent incorporation of grad students into poster session. Nice turnout!
- Also great!
- Interesting posters. I took some notes.
- Fine
- Useful
- Great seeing so many grad students.
- Breakout session took longer than one hour so didn't have sufficient time to present.
- Great – would like to see more!
- I wished this could have been a little longer.
- More posters would be even better.
- Excellent
- Nice selection of posters including MACTLAC from last year and numerous science posters.
- Great to get students from different divisions. Really hope we can have more presenters. Should be great if we can have presentations about chemistry education.
- Good, accessible posters.
- Looked like a fair number, good opportunity for students
- Okay
- It would be good to have an award for best poster to encourage more posters.
- Many good posters – more than usual.
- Loved talking to the students
- Very nice to see so many posters.
- Good, lots of posters!
- Well attended.

#### Banquet

- Tasty food – more obvious vegetarian option would be good.
- Great; great food; nice food; delicious; good (5), very delicious; excellent food, good choices (4)
- Great location, nice food, well done.
- Very nice (2)
- Awesome meat!
- Good was great, talk was fun
- Food great, talk went a bit long.
- Good food. It would have been nice if the faculty would sit with graduate students... or if there was some mechanism to mix up the tables.
- Food was outstanding; nice bar; excellent talk.
- Food was excellent, and venue was classy.
- Excellent food and setting was very nice.
- Great! Veg option?

Arrangements: What did you like and/or dislike about the meeting arrangements?

Registration

- Liked that it was easy with just my name.
- No problem
- Good – worked
- Very helpful and great
- Registration worked well.
- Easy (4); easy and quick; excellent; good
- Very easy – EventBrite was a simple site to navigate and use.
- Very easy and convenient
- Simple, easy to find.
- No problem; worked well!
- It was easy, but I prefer to pay with a check at the meeting. It would be nice to have that option again.
- Easy online
- No problems, but heard of a few issues.
- EventBrite isn't very flexible or user-friendly.

Announcements and Reminders

- Glad e-mail had easy searchable terms.
- No problem.
- Few, but didn't need more.
- Good (4)
- Adequate
- Helpful and timely.
- Organized and on schedule.
- Loved the post card and email updates.
- Frequent reminders were helpful.
- It would be nice to know the date earlier.
- Timely and good to keep informed.
- Thanks for minimal reminders.
- Perfect

Facilities

- Thank you for including signage.
- Amazing – with some sorting through the building maze.
- Great (4)
- Perhaps you could warn about construction.
- Nice plenary/dining/vendor/poster.
- Good
- Great, but would be more convenient if they were all in the same building.
- Beautiful (2)
- Convenient
- Campus was a bit confusing.
- Nice, but confusing to get to breakouts.
- Beautiful venue and campus.
- Superb!
- Excellent facilities.
- Better signage.
- Lovely

## Housing

- In house – amazing
- Worked
- Didn't stay in housing
- On-site hotel, awesome!
- Convenient
- Fine; good
- Great meeting! (comment for all arrangements)
- Stayed in Coldwater – affordable
- Day's Inn worked well (2)
- Stayed off campus
- The Hillsdale "Air B n B" site worked great, enjoyed staying at a house.
- Days Inn was close and reasonably priced.
- Superb! Couldn't be better, very handy being on-site.
- Days Inn was fine, I slept well and it was nice and close by.
- Days Inn – well, it was Day's Inn.

## Suggestions for Future Meetings

### Meeting Themes

- Chemistry of Art will be a great topic.
- Writing and speaking on the curriculum.
- Incorporating research in courses, real and visual models in classroom.
- Chemistry of the movies/tv
- Good
- Forensic Chemistry
- Chemistry in entertainment (movies, tv, etc.)
- More special

### Speakers

- Pat Hill at Millersville State would be a great speaker or workshop leader on Chemistry of Art, especially her labs!
- Excellent
- Neil Degrasse Tyson; Kip Thorne

### Discussion Topics

- Easy demos for classrooms.
- Good choices.
- Technology in the classroom.
- Statistics in chemistry/science.
- I was happy that the atmosphere was respectful of different opinions.

## Anything Else?

- Positive meeting with lots of new faces
- Thanks for hosting!
- I enjoyed the meeting quite a bit!
- Name tags – names should be on both sides, and should be on the shoulder.
- Need to consider food allergies or ask about them beforehand (several things I couldn't eat due to food allergies).

- Name tags to wear on shoulder – more visible.
- Names on both sides of the name tags.
- Thank you!! Let's keep MACTLAC going strong. It would be great to find a donor who could subsidize a free year of J. Chem. Ed. for new members – at least the digital version. That was a previous benefit.
- This was a great experience.
- Enjoyed all the door prizes. Student help was great.
- Keep it up! Great job, excellent overall.

## 2019 HONORARY MEMBERSHIP NOMINATION LETTERS

Name of Professor Requesting Honorary StatusInstitution

There have been no requests this year for Honorary Membership.

## 2019 EMERITUS MEMBERSHIP REQUESTS

Name of Professor Requesting Emeritus StatusInstitution

Dennis Brinkman, effective 2021

Eugene Losey

Indiana Wesleyan University

Elmhurst College

## 2019 MACTLAC EXECUTIVE COUNCIL

## OFFICERS

PAST PRESIDENT	Kim Ha	St. Catherine University Department of Chemistry 2004 Randolph Ave. St. Paul, MN 55105 Office: 651-690-8617 E-mail: knha@stkate.edu
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 ELECT	Brian Kamusinga	Principia College Department of Chemistry 1 Maybeck Place Elsah, IL 62028 Office: 618-374-5295 E-mail: brian.kamusinga@principia.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
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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

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ARCHIVIST	Bradley Sturgeon	Monmouth College Department of Chemistry 700 E. Broadway Monmouth, IL 61462 Office: 309-457-2368 E-mail: besturgeon@monm.edu
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## 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. Mertenich	M. Sinton
2010	C. Mertenich	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		M. Sinton

## 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. Vojta
2010	J. Rausch	K. Renkema	E. Dahlke	M. Seymour	B. Johnson	B. Hansert	G. Vojta
2011	P. Barnes	K. Renkema	A. Hoffman	M. Seymour	J. Mueller	B. Hansert	G. Vojta
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		K. Kazmier			J. Morris

## 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 Walhout  
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 Streater 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)

## 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 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> 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

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.