

2018 MACTLAC EXECUTIVE COUNCIL PACKET  
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MACTLAC EXECUTIVE COUNCIL MEETING AGENDA  
Friday, October 19, 2018  
Hillsdale College, Hillsdale, MI

1. Introductions
2. Approval of the agenda
3. Approval of the minutes of the 2017 Executive Council Meetings (Monmouth College)
4. Treasurer's Report – Mark Sinton
5. Secretary's Report – Mark Sinton
6. Report from Archivist – Brad Sturgeon
7. Report of Placement – Paris Barnes
8. Report on Hillsdale College meeting – Courtney Meyet/Mark Nussbaum
9. Report on the 2019 meeting at St. Catherine University – Kim Ha/James Wollack
10. Review of future meeting sites
11. Nominations for Emeritus and Honorary membership status: Tim Lubben, Northwestern College
12. Review of 503(c) non-profit re-application status and taking meeting finances in-house – Mark Sinton
13. Reminder of host organizers of duties and timeline location – Mark Sinton
14. Reminder for Indiana and Michigan 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 20, 2018
17. Creation of agenda for Saturday, October 20, 2018, Executive Council Meeting (New President: Vince Hradil, Concordia University Chicago)
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 13, 2017

Council Members Present:

Past President: Paris Barnes  
 President: Jessica Bonjour  
 President Elect: Kim Ha  
 Secretary-Treasurer: Mark Sinton  
 Placement Officer:  
 Archivist: Brad Sturgeon  
 Illinois Representative: Vince Hradil  
 Indiana Representative: Michael Slade  
 Iowa Representative: Matthew Zart  
 Michigan Representative: Courtney Meyet (substituting for Mark Nussbaum)  
 Minnesota Representative: Christopher Jordan  
 Missouri Representative: Christopher Halsey  
 Wisconsin Representative:

Guests Present:

2017 Host: Brad Sturgeon from Monmouth College  
 2018 Host: Courtney Meyet from Hillsdale College  
 2019 Host: James Wollack from St. Catherine University

1. The meeting was called to order at 9:01 AM by President Jessica Bonjour.
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. Christopher Halsey moved to approve the agenda, Kim Ha and seconded. The motion to approve the agenda passed.
4. The minutes of the Friday and Saturday 2016 Executive Council meetings were reviewed. Christopher Halsey approved to approve the minutes, and Michael Slade seconded, with the changes as indicated in the Secretary-Treasurer's copy. The motion passed.
5. The Treasurer's report for 2017 was presented by Mark Sinton. The Association's finances continue to be on excellent financial footing. Mark noted that with the reimbursement increase approved at the 2016 Annual Meeting, the Association's funds will likely trend downwards until a new equilibrium is reached, assuming host institutions request the full reimbursement amount. Christopher Halsey moved that the Treasurer's report be accepted, and Christopher Jordan seconded. The motion passed.
6. Secretary's Report for 2017 was presented by Mark Sinton. Mark pointed out two general trends in our membership: 1) the Association is attracting many new members, and 2) the Association is losing quite a few members from the automatic removal process detailed in paragraph 2 of the Association's By-Laws. One balance, Mark noted that the Association's total membership has had three years of decreases following a four year period of stability. As in past years, only a minority of members are paid up on their dues (33%, or 80 out of 239 total members). This means that 77% of the membership is either excused from paying dues (Emeritus and Honorary members) or are in arrears. Mark noted that should the membership stand at the end of the year as indicated in this report, 37 members will be removed from the membership database for non-payment of their dues as per the Association's By-Laws. Christopher Halsey moved that the Secretary's report be accepted, and Christopher Jordan seconded. The motion passed.

7. Brad Sturgeon presented the 2017 Archivist report. Brad briefly reviewed the new archives and how they will be debuted at the General Meeting on Saturday. Christopher Halsey move that the Archivist report be accepted. Kim Ha seconded, and the motion passed.
8. Mark Sinton presented the 2017 Placement Officer report as Larry Ferren was unable to attend. As with past meetings, there is a board listing all of the open positions at member's institutions. Kim Ha moved that the report be accepted. Christopher Jordan seconded, and the motion passed.
9. Brad Sturgeon from Monmouth College presented the 2017 host report. About 70 registered participants will attend the meeting. The number attending is a good one for the organizers (as larger sizers make more work). While the main speaker isn't a chemist, they will have an excellent presentation that Brad thinks the attendees will find useful and enjoy. He also described the hand-on workshops that will take place at the meeting. Instead of the usual Friday night talk, there will be entertainment instead. Brad made this choice so that there would be more social time at the meeting. Christopher Halsey moved to accept this report, and Michael Slade seconded. The motion passed.
10. Courtney Meyet from Hillsdale College presented the 2018 host report. The meeting will probably be held on October 12<sup>th</sup> and 13<sup>th</sup>, 2018. The theme of the meeting will be chemistry in the liberal arts. The main speaker will be author Nivaldo Tro. The meeting will be held in their new conference building. Christopher Halsey moved to accept this report, and Matthew Zart seconded. The motion passed.
11. Possible hosts for future years were discussed. The current list is:
  - 2018: Hillsdale College (East)
  - 2019: St. Catherine University (West): Theme: chemistry of brewing
  - 2020: North Central? (Central)
  - 2021: ? (East)
12. Mark Sinton informed the Council that Michael Seymour from Hope College has requested Emeritus status. Christopher Jordan moved that this member be granted Emeritus status, and Christopher Halsey seconded. The motion passed. The Council asked Mark to send a certificate indicating Michael's new membership status.
13. The Council next discussed the Placement Officer situation. The person tapped to replace Larry Ferren was not, in the end, able to take over the position from him. Thus, President Jessica Bonjour re-appointed Larry for another year in the hope that the Council could find another person willing to take over. Larry is also willing to stay in the position if needed, but he would not be able to attend all of the meetings in the future. Paris Barnes said he would be interested in taking over the position, but asked for a day to decide for sure. The Council will revisit this issue at the Saturday Council meeting.
14. The Council then discussed the process by which the archives now housed at Monmouth College will be updated. The Council tabled this item as it will be described at the General Business meeting on Saturday.
15. Mark Sinton updated the Council on the Association's re-application for 503(c) non-profit status with the IRS. This application should be submitted by next year's meeting.
16. Mark Sinton next updated the Council on his headway into research to take meeting finances in-house, rather than have each host institution do that work. Mark hopes to make progress on this research and have a plan ready for discussion by the 2018 Annual meeting.
17. The Council reviewed the giving of de minimus gifts to outgoing members. Christopher Halsey and Christopher Jordan moved to buy 30 pens that will giving to out-going Council members. Since is would be high cost (~\$30 per pen for a total of ~\$1,000), and would double the de minimus gifting of \$30 gift cards approved at the 2016 General Business meeting, the Council decided to let this motion die without a

vote. As a result, the de minimus giving of gift-cards will continue as approved at the 2016 General Business meeting.

18. Illinois and Wisconsin representatives were reminded to hold an election after the first plenary session to chose new state representatives and to have their successors (unless they are re-elected) to attend the Saturday Council meeting if they are able to do so. Since this isn't the procedure outlined in Article V of the Association's Constitution, the Council decided to revert to that process and stop requiring newly elected State Representatives to start their term at the Saturday Council meeting.
19. The state representatives were charged with finding nominations for the position of President-Elect and Secretary-Treasurer, and to turn in that information to the President before the Saturday business meeting.
20. The agenda for the Saturday 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
- Moment of Recognition for Sr. Mary Thompson from St. Catherine University
- Introduction of New State Representatives
- Election of President-Elect and Secretary-Treasurer
- Motions for Secretary-Treasurer to send Letters of Thanks

- Outgoing Officers
- Outgoing State Representatives
- Host Institution
- Host Organizer
- Others

- Invitation from Hillsdale College (banner hand-off takes place here)
- Future Meeting Sites
- Hand off to incoming President
- Other business
- Adjournment

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

- Call to Order
- Introductions
- Approve agenda
- Discuss State Representative Duties
- 2017 Host Report
- 2018 Host Report
- Future meeting sites
- Other Business
- Adjournment

22. Other business: no other business was brought forward to the Council.
23. A motion to adjourn was made by Christopher Halsey and seconded by Vince Hradil. The motion passed.  
The meeting adjourned at 10:46 AM.

Respectfully submitted,  
Mark Sinton  
MACTLAC Secretary-Treasurer

MACTLAC EXECUTIVE COUNCIL MEETING MINUTES  
Saturday, October 14, 2017

Council Members Present:

Past President: Jessica Bonjour  
 President: Kim Ha  
 President Elect: Vince Hradil  
 Secretary-Treasurer: Mark Sinton  
 Placement Officer:  
 Archivist: Brad Sturgeon  
 Illinois Representative: Vince Hradil  
 Indiana Representative: Michael Slade  
 Iowa Representative: Matthew Zart  
 Michigan Representative: Courtney Meyet (substituting for Mark Nussbaum)  
 Minnesota Representative: Christopher Jordan  
 Missouri Representative: Christopher Halsey  
 Wisconsin Representative: John Morris

Guests Present:

2017 Host: Brad Sturgeon from Monmouth College  
 2018 Host: Courtney Meyet from Hillsdale College  
 2019 Host: James Wollack from St. Catherine University

1. The meeting was called to order at 12:20 PM by President Kim Ha.
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. Christopher Jordan moved that the agenda be approved, and Jessica Bonjour seconded. The motion passed.
4. The duties of State Representatives were reviewed. There was a brief discussion to have the representatives keep a list of graduate programs that could be given to host institutions when the meeting is within their state.
5. Brad Sturgeon from Monmouth College presented the 2017 host report. Brad thanks Mark Sinton for provided a last minute evaluation form. About half the attendees thought the Saturday banquet entertainment thought it was great, and about half thought it was good, but a bit long. Vendor support was good, although only two of the three vendors planned could attend. The Council said that the observatory demonstration is quite good. About 71 people attended the meeting (4 or 5 of which were Monmouth College students). Brad stressed that representatives need to be point people to interface with Department chairs to get more meeting participants. Christopher Halsey move to accept this report, and Michael Slade seconded. The motion passed.
6. Courtney Meyet from Hillsdale College presented the 2018 host report. The meeting will probably be held on October 12<sup>th</sup> and 13<sup>th</sup>, 2018. The theme of the meeting will be chemistry in the liberal arts. The main speaker will be author Nivaldo Tro, and will be partially held in their new conference building. Christopher Halsey move to accept this report, and Matthew Zart 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.

2018: Hillsdale College (East)  
2019: St. Catherine University (West)  
2020: North Central College (a tentative yes) (Central)  
2021: ? (East)

8. Other business: President Kim Ha appointed Paris Barnes as the Association's new Placement Officer. The Council expressed their thanks to Larry Ferren for his work in this position.

Christopher Halsey made a motion was made to confer emeritus status to Glen Frerichs from Westminster College. Michael Slade seconded the motion. The motion passed. Kim Ha directed Mark to send Glen a certificate conferring his new status.

The Council discussed whether we should pay for space at a regional ACS meeting so that MACTLAC could be represented, which may lead to more faculty joining the Association. The cost would be somewhere between \$300 and \$500. Jessica Bonjour made a motion to spend up to \$500 for the table and promotional materials for a one-time expense. Christopher Halsey seconded the motion. The motion passed.

The Council next discussed whether a list of posters should be generated by the host organizers so that members presenting posters would have some physical evidence of their presentation for their tenure file. The Council did not reach a consensus on this manner.

9. A motion to adjourn was made by Christopher Halsey, which was seconded by seconded Michael Slade. The motion passed. The meeting adjourned at 12:45 PM.

Respectfully submitted,  
Mark Sinton  
MACTLAC Secretary-Treasurer

## 2018 TREASURER'S REPORT

Year	2014	2015	2016	2017	2018
<b>Beginning Assets</b>					
Checking	\$8,888.59	\$10,298.66	\$10,865.15	\$9,563.29	\$8,577.40
Savings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Beginning Assets</b>	\$8,888.59	\$10,298.66	\$10,865.15	\$9,563.29	\$8,577.40
<b>Income</b>					
Dues	\$440.00	\$720.00	\$675.00	\$510.00	\$260.00
Annual Meeting	\$4,255.00	\$2,090.00	\$1,550.00	\$0.00	
Interest	\$10.43	\$11.16	\$10.62	\$9.36	\$9.68
Other	\$0.00	\$0.00	\$0.00	\$6.55	
<b>Total Income</b>	\$4,705.43	\$2,821.16	\$2,235.62	\$525.91	\$269.68
<b>Expenses</b>					
Postage, copying, website	\$143.14	\$164.19	\$329.91	\$132.87	
Annual Meeting	\$3,152.22	\$2,069.93	\$3,207.57	\$948.02	
Placement, Archives	\$0.00	\$0.00	\$0.00	\$0.00	
Other	\$0.00	\$20.55	\$0.00	\$430.91	
<b>Total Expenses</b>	\$3,295.36	\$2,254.67	\$3,537.48	\$1,511.80	\$0.00
<b>Ending Assets</b>	\$10,298.66	\$10,865.15	\$9,563.29	\$8,577.40	\$8,847.08
<b>Asset Change</b>	\$1,410.07	\$566.49	-\$1,301.86	-\$985.89	\$269.68

Respectfully submitted,  
Mark Sinton  
MACTLAC Secretary-Treasurer

## 2018 SECRETARY'S REPORT

	2011	2012	2013	2014	2015	2016	2017	2018
<b>Beginning Membership</b>	384	297	287	293	296	253	258	239
<b>New Members</b>	3	25	35	11	2	8	20	6
<b>Members Removed</b>	90	35	29	8	45	3	39	37
<b>Ending Membership</b>	297	287	293	296	253	258	239	208
<b>Member Dues Breakdown</b>								
Emeritus and Honorary members	43	47	47	49	47	50	57	39
Paid up members	86	65	67	70	64	77	80	59
In arrears members	168	175	179	166	142	131	102	110
<b>Total Dues Paying Units</b>	297	287	293	296	253	258	239	208
<b>Member Dues by Year</b>								
Paid up	86	65	67	70	64	77	80	59
One year behind	57	74	83	45	75	29	44	41
Two years behind	64	43	47	54	29	46	21	27
Three years behind	47	58	49	67	38	56	37	42

Respectfully submitted,  
Mark Sinton  
MACTLAC Secretary-Treasurer

## 2017 ARCHIVIST REPORT

The MACTLAC archives continue to be actively maintained in the Hewes Library Archives at Monmouth College. The web page for the Hewes Library Archives can be found at <https://library.monmouthcollege.edu/archives>.

The "Finding Aid" available online contains detailed information about the collection, including links to the digitized content. It can be found at [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. An index of these items can be found at [http://esr.monmsci.net/wiki/index.php/MACTLAC\\_Archives](http://esr.monmsci.net/wiki/index.php/MACTLAC_Archives).

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

Respectfully submitted,  
Brad Sturgeon  
MACTLAC Archivist

## 2017 PLACEMENT OFFICER'S REPORT

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

Of the positions advertised, six were institutions in the states identified with MACTLAC. Two of the advertisements were from Augustana University in Sioux Falls, SD. All advertised positions were either located by way of advertisements placed with the Placement Service, or electronic notices forwarded to me by various sources. A breakdown of the advertised positions by sub-discipline were: 2 – organic chemistry, 1 – analytical chemistry, 1 – physical chemistry/general chemistry, 3 – biochemistry, and 1 – other (lab/NMR coordinator).

I believed all MACTLAC schools with positions open had their advertisements forwarded to Craig Bieler who placed them on the MACTLAC web page. Review of my records and e-mails show that a position at St. Ambrose University was not advertised on the MACTLAC website because my e-mail to Craig was returned undeliverable. Institutions within the MACTLAC area commonly sent me notices of open positions. I appreciated the notices and attempted to respond quickly when a notice came in to get it out to get it to Craig for posting on the webpage.

Applicants to the Placement Service remained in several groupings – graduate students, Ph.D.'s as post-docs, and some professors at MACTLAC schools looking for positions. Four names were removed from the Placement Service as their e-mail addresses were deemed invalid. There are 30 candidates presently in the Placement Service seeking employment.

The Placement Officer requests the host institution to offer a bulletin board at this meeting to advertise positions currently available. At this year's MACTLAC annual meeting, I want to remind our colleagues that the Placement Service is available on the organization's website and encourage their departments to advertise their open positions.

Respectfully submitted,  
Paris Barnes  
MACTLAC Placement Officer

## MACTLAC 2017 FINAL MEETING REPORT

### SUMMARY FROM THE MONMOUTH COLLEGE MEETING

The 65th Annual MACTLAC meeting was held on October 13-14, 2017 in the Center for Science and Business on the campus of Monmouth College (MC) in Monmouth IL. Seventy-five online registrations were received with ~8 registrants failing to check in at the registration desk.

All 5 members of the MC Chemistry Department (Distin, Moore, Prinsell, Sostarecz, and Sturgeon) assisted with the meeting organization and general operations during the meeting. Five MC students (Allen, Axup, Hounsve, Richter, and Ropian) assisted mainly with registration and during breakout session and breaks. MC Biology Department member Mainz was the primary on-site registration manager.

Three instrument Vendors (Parr Instruments, Pine Research Instrumentation, and Teledyne Isco) supported the meeting (\$250 each) and Parr and Pine were in attendance.

Twenty-two evaluation forms were received. Attendees were very positive in their comments about the meeting organization and the general location and MC facilities. Although not stated in the evaluation form, many informally reported that not having to transition between buildings was a plus. Attendees seemed to like the “repeat” breakout sessions, so that they could attend more than one. The evening presentation was more focused on entertainment by science song writer Mike Offutt; this was well received by the membership with a few comments made regarding the length of the program (ie. a little goes a long way). The evaluations made note that we need more vendors and more posters. It was also noted that it would be beneficial to 1<sup>st</sup> time attendees to MACTLAC to be welcomed/acknowledged during the introductory comments in order to make them known to the membership.

### FINANCIAL REPORT FROM THE MONMOUTH COLLEGE MEETING

A meeting financial report is not available at this time.

### EVALUATION REPORT FROM THE MONMOUTH COLLEGE MEETING

22 total evaluation forms were completed. The form asked the following questions.

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

Friday Afternoon Session (Debra Shore)

Great – 15      Ok – 4      Not so good – 0      No response – 3

Comments:

Great to have a non-scientist  
The history was great  
More chemistry details desired  
More about her liberal arts background and how she got into her current position

## Friday Evening Session (Mike Offutt)

Great – 14      Ok – 5      Not so good – 2      No response – 1

## Comments:

Too easy to be social and not take part  
“A little goes a long way”

## Saturday Morning Session (Sturgeon/Daw)

Great – 12      Ok – 2      Not so good – 1      No Response – 7

## Comments:

None

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

## Breakout sessions

Great – 20      Ok – 2      Not so good – 0      No Response – 0

## Comments:

Less was more  
Loved the hands-on activities

## Socials

Great – 21      Ok – 1      Not so good – 0      No Response – 0

## Comments:

We should have had juice with breakfast

## Vendors

Great – 6      Ok – 10      Not so good – 1      No Response – 5

## Comments:

Need more vendors

## Poster session

Great – 10      Ok – 6      Not so good – 0      No Response – 6

## Comments:

Need more posters

## Banquet

Great – 10      Ok – 10      Not so good – 0      No Response – 0

## Comments:

Location was a bit boring since it was in the cafeteria  
 Variety of food could be better

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

## Registration

Easy  
 Smooth, no problems  
 Great  
 URL was a bit weird  
 It would have been nice to have a notepad in folder

## Announcements and reminders

Website was helpful

## Facilities

Easy to navigate  
 Good map  
 Clean and neat  
 Many positive comments about the building and its design

## Housing/Hotel

AmericInn was great  
 The Monmouth hotel filled quickly  
 Galesburg hotel was dirty  
 Super 8...you get what you pay for

Suggestions for Future Meetings

## Meeting themes

Engaging more with students  
 Modeling/Visualization  
 Science and Society  
 Interdisciplinary  
 Forensics  
 Inquiry-based learning  
 Building a research program  
 Computational Chemistry  
 Use of Technology in the classroom



## Speakers

More industrial speakers

## Discussion topics

Pedagogy  
Environmental  
Departmental challenges and successes  
Working with Administrators

## Anything Else?

Students were amazing  
One of the best organized meetings  
It would have been helpful to have more info about the town so that we could find food (drug store, etc)  
before and after the meeting  
There should be programs for 1<sup>st</sup> time attendees

## 2016 HONORARY MEMBERSHIP NOMINATION LETTERS

Name of Professor Requesting Honorary StatusInstitution

There have been no requests this year for Honorary Membership.

## 2016 EMERITUS MEMBERSHIP REQUESTS

Name of Professor Requesting Emeritus StatusInstitution

Tim Lubben

Northwestern College

## 2018 MACTLAC EXECUTIVE COUNCIL

## OFFICERS

PAST PRESIDENT	Jessica Bonjour	University of Wisconsin-Whitewater Department of Chemistry 800 W. Main St. Whitewater, WI 53190 Office: 262-472-1088 E-mail: menkej@uww.edu
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 ELECT	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
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
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## STATE REPRESENTATIVES

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IOWA	Matthew Zart	Wartburg College Department of Chemistry 100 Wartburg Blvd. Waverly, IA 50677 Office: 319-352-8718 E-mail: matthew.zart@wartburg.edu
MICHIGAN	Mark Nussbaum	Hillsdale College Department of Chemistry 33 E. College St. Hillsdale, MI 49242 Office: 517-607-2612 E-mail: mnussbaum@hillsdale.edu
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MISSOURI	Christopher Halsey	Westminster College Department of Chemistry 501 Westminster Ave. Fulton, MO 65251-1229 Office: 573-592-5379 FAX: 573-592-5191 E-mail: christopher.halsey@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

## 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

## 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. Thananatthananchon	A. Hoffman	M. Seymour	J. Mueller	B. Hansert	J. Pellino
2014	P. Barnes	T. Thananatthananchon	J. Stratton	M. Seymour	K. Ha	C. Halsey	J. Pellino
2015	V. Hradil	T. Thananatthananchon	J. Stratton	M. Seymour	K. Ha	C. Halsey	J. Pellino
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. Morrison



## PAST MACTLAC ARCHIVIST AND PLACEMENT 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

## 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 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 (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

DUTIES FOR HOST INSTITUTIONS  
FOR MACTLAC MEETINGS  
Revised October, 2009

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 \$2,000, which are incurred in hosting the meeting. Registration charges for the meeting were set at \$25(member)/\$30(late member)/\$35(non-member) at the Fall 2009 meeting. Graduate 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:
  - a copy of the meeting folder
  - a paper copy of the attendance list
  - an electronic copy of the attendance list
  - 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

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.

Revised October 7, 2016 at the College of Saint Benedict meeting.