

2023 MACTLAC EXECUTIVE COUNCIL PACKET  
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MACTLAC EXECUTIVE COUNCIL MEETING AGENDA  
Friday, October 20, 2023  
North Central College, Naperville, IL

1. Introductions
2. Approval of the agenda
3. Approval of the minutes of the 2022 Executive Council Meetings (Principia College)
4. Review state representative duties as outlined in the Association's By-Laws
5. Treasurer's Report – Mark Sinton
6. Secretary's Report – Mark Sinton
7. Report from Archivist – Brad Sturgeon
8. Report of Placement – Paris Barnes
9. Report on the North Central College meeting – Becky Sanders
10. Report on the 2024 meeting at Gustavus Adolphus College – Jessica Imholte
11. Review of host duties & timeline – Mark Sinton
12. Review of future meeting sites
13. Nominations for Emeritus and Honorary membership status – George Lisensky from Beloit College and Douglas Armstrong from Olivet Nazarene University
14. Transition to new Archivist
15. Update on Host and Secretary-Treasurer Duties documents – Mark Sinton
16. Update on taking meeting registration in-house – Mark Sinton
17. Reminder for state caucuses to elect state representatives
18. Charge for the state representatives to find nominees for President-Elect and Secretary-Treasurer
19. Establish and/or revise agenda for the General Business Meeting on Saturday, October 21, 2023
20. Creation of agenda for Saturday, October 21, 2023, Executive Council Meeting (New President: Jessica Bonjour from University of Wisconsin-Whitewater)
21. Other business
22. Adjournment

## BUSINESS MEETING GENERIC AGENDA

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

MACTLAC EXECUTIVE COUNCIL MEETING MINUTES  
Friday, September 30, 2022

Council Members Present:

Past President: Vince Hradil (did not attend and has apparently left Concordia)  
 President: Brian Kamusinga  
 President Elect: Tracy Thompson  
 Secretary-Treasurer: Mark Sinton  
 Illinois Representative: Joseph Sumrak (did not attend and has left his college?)  
 Indiana Representative: Sarah Wilson (did not attend)  
 Iowa Representative: Melanie Hauser (did not attend and has resigned)  
 Michigan Representative: Kelli Kazmier (did not attend and has resigned)  
 Minnesota Representative: Brian Nell  
 Missouri Representative: Bernard Hansert  
 Wisconsin Representative: John Morris (did not attend and has resigned)  
 Archivist: Brad Sturgeon (did not attend)  
 Placement Officer: Paris Barns (did not attend)

Guests Present:

2022 Host: Brian Kamusinga and Jeffery Cornelius from Principia College  
 2023 Host: Paul Brandt and Rebecca Sanders from North Central University

1. The meeting was called to order at 11:02 AM by President Brian Kamusinga. He mentioned that attendance would be low, but that roughly 42 members paid their dues who would not be attending.
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. Agenda was approved by acclamation.
4. The minutes of the Friday and Saturday 2019 Executive Council meetings were reviewed. (Note: due to the COVID-19 pandemic, MACTLAC did not have an Annual Meeting in 2020 and 2021.) There being no changes to the minutes, Tracy Thompson moved to approve them, and Bernard Hansert seconded. The motion passed.
5. The duties of state representatives was reviewed by those in attendance. The Council discussed how Representatives can keep the list of schools and past those onto subsequent representatives. The Council decided to table this discussion until the next meeting due to the lack of Representatives at this year's meeting.
6. The Treasurer's report for 2022 was presented by Mark Sinton. Mark noted that since the Association hasn't had a meeting for two years, the Association finances are essentially as they were at Annual Meeting in 2019. At that time, Mark noted that the Association's checking account experienced a large decrease due to the 2018 host institution requesting the full \$3,500 reimbursement. If this trend continues, Mark thought that the Association would probably need to revisit how much the Association can reimburse host institutions in the future unless more income sources can be found. For the time being, however, Mark indicated that the Association is in good financial health. Bernard Hansert moved that the Treasurer's report be accepted, and Tracy Thompson seconded. The motion passed.
7. Secretary's Report for 2022 was presented by Mark Sinton. Mark told the Council that the Association's membership remains largely unchanged since our 2019 meeting. Due to the lack of Annual Meetings in 2020 and 2021, Mark said that dues statements for those years were not distributed since that is a

meeting organizer duty. (Mark did provide a dues statement to any member during this time period upon request, however.) As a consequence, Mark did not remove any member more than three years in arrears for their dues from the membership database as detailed in paragraph 2 of the Association's By-Laws since most pay their dues when they receive their dues statement along with their Annual Meeting registration materials or when they attend an Annual Meeting. (Mark noted that he did remove a few members from the database when requested or when a member moved and left no forwarding address information, however.) Currently, 18% of our members (46 out of 254) are paid up in their dues, while 13% are excused from paying dues (Emeritus and Honorary members, 33 out of 254), and 69% were in arrears (175 out of 254). Mark noted that two years without a meeting has put a majority of membership in arrears as most pay dues as mentioned above. He said that it may take several years for the number in arrears to fall back to a more historical number as members start attending meetings again. That said, Mark indicated that, should the membership stand at the end of the year as indicated in this report, 130 members could be removed from the membership database for non-payment of their dues. Mark said that he would contact all members set to be removed at the end of the year in February so as to offer them a chance to pay their back dues and remain members. Rebecca Sanders asked what members get for their dues. Mark said that dues get them mails and inclusion on in the membership database. The Council then discussed if more services or benefits could be offered for dues. Brian Kamusinga noted that more benefits and services would likely cost more money. The Council decided that the dues payment should stay the same as the benefit of coming to an annual meeting should be enough. Rebecca wondered if a MACTLAC facebook group would be something would that would be good for those not able to come to a meeting. Who would be responsible was then discussed by the Council. Two options would be the web master and the placement officer. The discussion then turned to taking the meeting payment in-house. Mark said he would look into that. Brian Nell moved that the Secretary's report be accepted, and Tracy Thompson seconded. The motion passed.

8. Mark Sinton presented the 2022 Archivist report for Brad Sturgeon who was not in attendance in the meeting. Brian Kamusinga moved that this would be considered the 70<sup>th</sup> annual meeting, and Brian Nell seconded. The motion passed.
9. Mark Sinton for Paris Barns presented the 2022 Placement Officer since he was not in attendance. Since there was no report submitted, no action was taken on the placement report.
10. Brian Kamusinga from Principia College presented the 2022 host report. About 30 people will be attendance, with about 42 paying dues but not attending. No vendors will be at this meeting. The meeting is being sponsored by the St. Louis ACS Local Section in the amount of \$200, however. Brian Nell moved to accept this report, and Tracy Thompson seconded. The motion passed.
11. Rebecca Sanders and Paul Brandt from North Central College presented the 2023 host report. The meeting will probably be held on October 20 and 21, 2022. A new invitation will be sent. The theme of the meeting hasn't been decided on as yet. Brian Nell moved to accept this report, and Bernard Hansert seconded. The motion passed.
12. Possible hosts for future years were discussed. The current list is:
  - 2023: North Central (Central)
  - 2024: Gustavus Adolphus College (West)
  - 2025: ? (East)
13. Mark Sinton informed the Council that Nadine Szczepanski from MacMurry College has requested emeritus status. Tracy Thompson moved that this member be granted Emeritus status, and Brian Nell seconded. The motion passed. Mark will send an e-mail announcing Nadine's new status.
14. Mark Sinton told the Council that with the COVID-19 pandemic's impact on his work load, he has not had a chance to revise the Host Duties and Secretary Treasurer Duties documents as approved by the Council

at the 2019 Friday morning Executive Council meeting. He hopes to be able to do so this summer, however. In like manner, Mark hasn't researched whether the Association take meeting registration and dues payment in house rather than having host institutions set up their own systems, as approved by the Executive Council at the 2019 Friday morning meeting. Mark hopes to be able to have an answer for the Council about whether this is possible by the 2023 meeting.

15. With the lack of Annual Meetings for the past two years, all of the State Representatives needed to either agree to stay on for one or more years, or be chosen at this year's meeting. Since this year's meeting is considered a west meeting, the Minnesota, Iowa, and Missouri members must hold an election to select new representatives first plenary session. The Indiana and Michigan representatives would normally be selected in 2024 in an east region meeting, but with the shift in host institutions due the pandemic, they should serve until 2025. The Illinois and Wisconsin representatives would normally serve until 2025, but will instead be chosen in 2023. The Illinois, Indiana, Michigan, and Wisconsin representatives can choose to remain as their state's respective representatives if they so desire. Mark reminded the Council that the terms for the newly elected 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.
16. 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 General Business Meeting. Since there isn't going to be a quorum at the general meeting, the Council decided any candidates would be announced at the general business meeting and the Secretary-Treasurer would send out a membership wide e-mail asking for dissents to those candidates. Brian Kamusinga moved that this process be accepted, and Brian Nell seconded. The motion passed. This method was also approved for the General Business Meeting reports and other motions.
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 (removed since no report was submitted)
- Introduction of New Emeritus Members
- Introduction of New State Representatives
- Election of President-Elect & Secretary-Treasurer
- Motions for Secretary-Treasurer to send Letters of Thanks

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

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

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

- Call to Order
- Introductions (if needed)

Approve agenda  
2022 Host Report  
2023 Host Report  
Future meeting sites  
Other Business  
Adjournment

19. Other business: The Council discussed how to rebuild the membership. Tracy Thompson mentioned that this year's speakers is great, and asked next year's host to get announcements out as early as possible. The topic of a closed facebook page was again discussed but not acted on.
20. A motion to adjourn was made by Brian Nell and seconded by Bernard Hansert. The motion passed. The meeting adjourned at 12:16 PM.

Respectfully submitted,  
Mark Sinton  
MACTLAC Secretary-Treasurer

MACTLAC EXECUTIVE COUNCIL MEETING MINUTES  
Saturday, October 1, 2022

Council Members Present:

Past President: Brian Kamusinga  
 President: Tracy Thompson  
 President Elect: Jessica Bonjour (did not attend)  
 Secretary-Treasurer: Mark Sinton  
 Illinois Representative: Joe Sumrak (did not attend)  
 Indiana Representative: Sarah Wilson (did not attend)  
 Iowa Representative: No representative was elected at the general meeting  
 Michigan Representative: Kelli Kazmier (did not attend)  
 Minnesota Representative: Brian Nell  
 Missouri Representative: Bernie Hansert  
 Wisconsin Representative: John Morris (did not attend)  
 Archivist: Brad Sturgeon (did not attend)  
 Placement Officer: Paris Barnes (did not attend)

Guests Present:

2022 Host: Brian Kamusinga from Principia College  
 2023 Host: Rebecca Sanders and Paul Brandt from North Central University

1. The meeting was called to order at 11:52 AM by President Tracy Thompson. She thanked Brian Kamusinga for running the General Business Meeting this morning.
2. The meeting agenda was reviewed. Bernard Hansert moved that the agenda be approved, and Brian Nell seconded. The motion passed.
3. Brian Kamusinga from Principia College presented the 2022 host report. The meeting had 29 people registered, but only about 20 people attended the meeting. About 46 people paid their dues but not attend. The Council thanked the organizers for the fantastic speakers at this year's meeting. Principia should come out even in terms of their meeting financing. Brian Nell move to accept this report, and Bernard Hansert seconded. The motion passed.
4. Rebecca Sanders from North Central College presented the 2023 host report. The meeting will be on October 20<sup>th</sup> and 21<sup>st</sup>, 2023. The meeting theme has yet to be decided, although safety topics may be included, at least as a speaker. Another option expressed by Tracy Thompson would be for the Journal of Chemical Education to give out a free subscription to new members in their first year of teaching, or to do something similar for new MACTLAC members. Tracy Thompson also thought that having someone speak about the history of MACTLAC would be good. Rebecca Sanders said she would think about ways to recognize new members without having to spend any money. Rebecca asked about financial aspects and the schedule and whether it should be the same. Mark Sinton said that vendor support goes directly to the host institution, and that for the association it is best if a meeting breaks even, although there is no requirement for that in the host duties, constitution, or by-laws. Rebecca asked about excursions and the logistics of such, which the Council said the host can do if they want as previous meeting hosts have done them on occasion. Brian Nell move to accept this report, and Bernard Hansert seconded. The motion passed.
5. 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. Mark will ask for an east host in an email to the membership.



2023: North Central College (Central)  
2024: Gustavus Adolphus College (West)  
2025: ? (East)

6. Other business: Paul Brandt will act as the Illinois rep for one year.
7. A motion to adjourn was made by Bernard Hansert and was seconded by Brian Nell. The motion passed.  
The meeting adjourned at 12:15 PM.

Respectfully submitted,  
Mark Sinton  
MACTLAC Secretary-Treasurer

## 2023 TREASURER'S REPORT

Year	2018	2019	2020	2021	2022	2023
<b>Beginning Assets</b>						
Checking	\$8,577.40	\$5,971.55	\$5,143.72	\$5,381.12	\$5,430.30	\$4,511.39
Savings	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$25.00
<b>Total Beginning Assets</b>	<b>\$8,577.40</b>	<b>\$5,971.55</b>	<b>\$5,143.72</b>	<b>\$5,381.12</b>	<b>\$5,455.30</b>	<b>\$4,536.39</b>
<b>Income</b>						
Dues	\$455.00	\$585.00	\$300.00	\$45.00	\$835.00	\$675.00
Annual Meeting	\$0.00	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00
Interest	\$15.58	\$10.13	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$1.00	\$61.10	\$0.00	\$0.00
<b>Total Income</b>	<b>\$470.58</b>	<b>\$1,795.13</b>	<b>\$301.00</b>	<b>\$106.10</b>	<b>\$835.00</b>	<b>\$675.00</b>
<b>Expenses</b>						
Postage, copying, website	\$10.00	\$114.71	\$0.00	\$0.00	\$74.17	\$0.00
Annual Meeting	\$2,689.39	\$2,326.05	\$0.00	\$0.00	\$1,679.74	\$0.00
Placement, Archives	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$377.04	\$182.20	\$63.60	\$31.92	\$0.00	\$0.00
<b>Total Expenses</b>	<b>\$3,076.43</b>	<b>\$2,622.96</b>	<b>\$63.60</b>	<b>\$31.92</b>	<b>\$1,753.91</b>	<b>\$0.00</b>
<b>Ending Assets</b>	<b>\$5,971.55</b>	<b>\$5,143.72</b>	<b>\$5,381.12</b>	<b>\$5,455.30</b>	<b>\$4,536.39</b>	<b>\$5,211.39</b>
<b>Asset Change</b>	<b>-\$2,605.85</b>	<b>-\$827.83</b>	<b>\$237.40</b>	<b>\$74.18</b>	<b>-\$918.91</b>	<b>\$675.00</b>

Respectfully submitted,  
Mark Sinton  
MACTLAC Secretary-Treasurer

## 2023 SECRETARY'S REPORT

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
<b>Beginning Membership</b>	293	296	253	258	239	230	255	251	251	254
<b>New Members</b>	11	2	8	20	28	31	0	1	6	0
<b>Members Removed</b>	8	45	3	39	37	6	4	1	3	40
<b>Ending Membership</b>	296	253	258	239	230	255	251	251	254	214
<b>Member Dues Breakdown</b>										
Emeritus and Honorary members	49	47	50	57	39	37	37	35	33	30
Paid up members	70	64	77	80	59	141	78	52	46	93
In arrears members	166	142	131	102	110	77	136	164	175	91
<b>Total Dues Paying Units</b>	285	253	258	239	208	255	251	251	254	214
<b>Member Dues by Year</b>										
Paid up	70	64	77	80	59	141	78	52	46	93
One year behind	45	75	29	144	41	39	59	52	23	40
Two years behind	54	29	46	21	27	22	39	33	22	14
Three or more years behind	67	38	56	37	42	16	38	79	130	37

Respectfully submitted,  
Mark Sinton  
MACTLAC Secretary-Treasurer

## 2023 ARCHIVIST REPORT

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

The “Finding Aid” available online contains detailed information about the collection, including links to the digitized content:

[https://cdn.stackplatform.com/16uh6jgop3ucq/migration/public/2022-12/MACTLAC.pdf?VersionId=daBJma1u2Bu\\_DMibc4evSBm\\_C5EiKkfH](https://cdn.stackplatform.com/16uh6jgop3ucq/migration/public/2022-12/MACTLAC.pdf?VersionId=daBJma1u2Bu_DMibc4evSBm_C5EiKkfH)

The server for temporary digital storage has been updated to:

[http://205.166.159.208/wiki/index.php/MACTLAC\\_Archives](http://205.166.159.208/wiki/index.php/MACTLAC_Archives)

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

Information specific current meeting:

This is the first year North Central College has hosted MACTLAC.

List of meeting sites can be found at [http://205.166.159.208/wiki/index.php/List\\_of\\_Meeting\\_Sites](http://205.166.159.208/wiki/index.php/List_of_Meeting_Sites)

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

Respectfully submitted,  
Brad Sturgeon  
MACTLAC Archivist

2023 PLACEMENT OFFICER'S REPORT

No report was submitted for 2023.

MACTLAC 2022 FINAL MEETING REPORT

FINANCIAL REPORT PRINCIPIA COLLEGE MEETING

Income:

Principia Chemistry Department Donation.....	\$500
Conference Food and Attendance.....	\$880
Membership Dues Collected.....	\$815
St. Louis ACS Local Section Donation.....	\$200
 Total Income.....	 \$2,395

Expenses:

Wanamaker Hall Usage.....	\$400
Leonard Hall Usage.....	\$300
Holt Gallery Usage.....	\$175
Classroom & Auditorium Usage.....	\$450
Set up & Pre-event Expense.....	\$150
Catering.....	\$1,967.75
Media Services.....	\$480
Taxes on Food.....	\$151.49
 Total expenses.....	 \$4,074.74

MACTLAC paid Principia College \$1,678.74 on 12/19/22 (\$4,074.74 – \$2,395). Taking into account the Principia College Chemistry Department and St. Louis ACS Local Section donations, Principia College spent \$3,374.74 of the MACTLAC \$3,500 meeting reimbursement amount.

## 2023 HONORARY MEMBERSHIP NOMINATION LETTERS

Name of Professor Requesting Honorary StatusInstitution

There have been no requests this year for Honorary Membership.

## 2023 EMERITUS MEMBERSHIP REQUESTS

Name of Professor Requesting Emeritus StatusInstitution

George Lisensky  
Douglas Armstrong

Beloit College  
Olivet Nazarene University

## 2022 MACTLAC EXECUTIVE COUNCIL

## OFFICERS

PAST PRESIDENT	Brian Kamusinga	Principia College Department of Chemistry 1 Maybeck Place Elsah, IL 62028 Office: 618-374-5295 E-mail: brian.kamusinga@principia.edu
PRESIDENT	Tracy Thompson	Alverno College Department of Chemistry 3400 S. 43rd St. P.O. Box 343922 Milwaukee, WI 53235-3922 Office: 414-382-6457 E-mail: tracy.thompson@alverno.edu
PRESIDENT ELECT	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
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	Open	
INDIANA	Sarah Wilson	Oakland City University Department of Chemistry 138 N. Lucretia St. Oakland City, IN 47660 Office: 812-749-1484 E-mail: <a href="mailto:swilson@oak.edu">swilson@oak.edu</a>
IOWA	Open	
MICHIGAN	Blakely Tresca	Kalamazoo College Department of Chemistry 1200 Academy St. Kalamazoo, MI 49006 Office: 269-337-7018 E-mail: <a href="mailto:blakely.tresca@kzoo.edu">blakely.tresca@kzoo.edu</a>
MINNESOTA	Open	
MISSOURI	Bernie Hansert	Westminster College Department of Chemistry 501 Westminster Ave. Fulton, MO 65251-1229 Office: 573-592-5216 E-mail: <a href="mailto:bernie.hansert@westminster-mo.edu">bernie.hansert@westminster-mo.edu</a>
WISCONSIN	Bryan Nell	Ripon College Department of Chemistry 300 W. Seward St. Ripon, WI 54971 Office: 920-748-8123 E-mail: <a href="mailto:nellb@ripon.edu">nellb@ripon.edu</a>

## OTHER ASSOCIATION PERSONNEL

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

## PAST MACTLAC OFFICERS

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

2004	L. Ferren	C. VanOrman	S. Klein
2005	C. VanOrman	D. Oostendorp	L. Ferren
2006	D. Oostendorp	M. Applebee	L. Ferren
2007	M. Applebee	M. Collins	L. Ferren
2008	M. Collins	M. Ross	M. Sinton
2009	M. Ross	C. Mertzenich	M. Sinton
2010	C. Mertzenich	L. Ferren	M. Sinton
2011	L. Ferren	B. Jensen	M. Sinton
2012	B. Jensen	C. DeVries	M. Sinton
2013	C. DeVries	J. Mueller	M. Sinton
2014	J. Mueller	J. Wollack	M. Sinton
2015	J. Wollack	P. Barnes	M. Sinton
2016	P. Barnes	J. Bonjour	M. Sinton
2017	J. Bonjour	K. Ha	M. Sinton
2018	K. Ha	V. Hradil	M. Sinton
2019	V. Hradil	B. Kamusinga	M. Sinton
2020*	B. Kamusinga	T. Thompson	M. Sinton
2021*	B. Kamusinga	T. Thompson	M. Sinton
2022*	B. Kamusinga	T. Thompson	M. Sinton
2023	T. Thompson	J. Bonjour	M. Sinton

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

## PAST MACTLAC STATE REPRESENTATIVES

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

2004	M. Applebee	R. Lutgring	D. Oostendorp	C. Woodbridge	M. Riehl	B. Hansert	T. Thompson
2005	M. Applebee	K. Miller	M. Sinton	C. Woodbridge	M. Riehl	B. Hansert	T. Thompson
2006	D. Wisner	K. Miller	M. Sinton	C. Woodbridge	M. Riehl	B. Hansert	Backstrand
2007	D. Wisner	K. Renkema	M. Sinton	M. Nussbaum	M. Riehl	B. Hansert	Backstrand
2008	D. Wisner	K. Renkema	E. Dahlke	M. Nussbaum	B. Johnson	B. Hansert	Backstrand
2009	J. Rausch	K. Renkema	E. Dahlke	M. Nussbaum	B. Johnson	B. Hansert	G. 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	M. Hauser	K. Kazmier	B. Nell	B. Hansert	J. Morris
2021*	J. Sumrak	S. Wilson	M. Hauser	K. Kazmier	B. Nell	B. Hansert	J. Morris
2022*	J. Sumrak	S. Wilson	Open	K. Kazmier	B. Nell	B. Hansert	J. Morris
2023	Open	S. Wilson	Open	B. Tresca	Open	B. Hansert	B. Nell

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

## PAST MACTLAC ARCHIVIST, PLACEMENT, AND WEBMASTER OFFICERS

ARCHIVIST

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

PLACEMENT OFFICER

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

WEBMASTER

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

## MACTLAC HONORARY MEMBERS

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



## MACTLAC EMERITUS MEMBERS

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

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

## MACTLAC ANNUAL MEETINGS

NO.	YEAR	ATTEND	LOCATION	THEME
0	1952	90	Monmouth College	An Evaluation of the Teaching of College Chemistry In Liberal Arts Colleges
1	1953	90	Institute Of Paper Chemistry, Lawrence College	
2	1954	90	Grinnell College	
3	1955	63	Earlham College	
4	1956	120	Wheaton College	
5	1957	58	Park College	5 <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
67	2019	81	St. Catherine University	The Chemistry of Art and Artifact Restoration
68	2020	–	–	No meeting due to the COVID-19 pandemic
69	2021	–	–	No meeting due to the COVID-19 pandemic
70	2022	20	Principia College	Teaching Chemistry in the 21 <sup>st</sup> Century

DUTIES FOR HOST INSTITUTIONS  
FOR MACTLAC MEETINGS  
Revised October, 2023

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 a spreadsheet containing the contact information for the membership. The postage for this mailing 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 e-mail or 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 sent with the meeting announcement. The announcement of the fall meeting should be sent to the members by e-mail or 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 if sent by mail. A separate record of all postage costs should be maintained for reimbursement. The MACTLAC Secretary-Treasurer will e-mail a PDF file containing all member dues statements to the host institution to be included in the meeting announcement. The Secretary-Treasurer is responsible for providing the Program Coordinator with a membership contact information database for this purpose. 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 any 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, 2023

FEBRUARY

1. Prepare an membership contact information spreadsheet and send it to the current year host institution for their post-card meeting reminder mailing.
2. Forward changes in member contact information to the host institution as you become aware of them.

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. Generate membership dues statements. Send the dues statements to the host institution so that they can be mailed out to the membership. If not already done, include an updated membership contact information spreadsheet as well.

SEPTEMBER

1. Check with the host institution contact person about the status of the meeting invitations if this information has not be received by 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.