

2017 MACTLAC EXECUTIVE COUNCIL PACKET
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MACTLAC EXECUTIVE COUNCIL MEETING AGENDA
Friday, October 13, 2017
Monmouth College, Monmouth, IL

1. Introductions
2. Approval of the agenda
3. Approval of the minutes of the 2016 Executive Council Meetings (CSBSJU)
4. Treasurer's Report – Mark Sinton
5. Secretary's Report – Mark Sinton
6. Report from Archivist – Brad Sturgeon
7. Report of Placement – Mark Sinton for Larry Ferren
8. Report on Monmouth College meeting – Brad Sturgeon
9. Report on the 2018 meeting at Hillsdale College – Mark Nussbaum
10. Review of future meeting sites
11. Nominations for Emeritus and Honorary membership status: Michael Seymour, Hope College
12. Review of Placement position
13. Review of Archives update process
14. Review of Association's 503(c) non-profit status
15. Review the possibility of taking Annual Meeting accounting in house
16. Review of de minimus gifts for Council members
17. Reminder for Illinois and Wisconsin state caucuses to meet Friday afternoon after the first plenary session to elect state representatives
18. Charge for the nominating committee of 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 14, 2017
20. Creation of agenda for Saturday, October 14, 2017, Executive Council Meeting (New President: Kim Ha, St. Catherine University)
21. Other business
22. Adjournment

BUSINESS MEETING GENERIC AGENDA

1. President's remarks
2. Treasurer's Report
3. Secretary's Report
3. Archivist Report
4. Placement Officer's Report
5. Honorary Membership Presentations
6. Emeritus 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 7, 2016

Council Members Present:

Past President: James Wollack
 President: Paris Barnes
 President Elect: Jessica Bonjour
 Secretary-Treasurer: Mark Sinton
 Placement Officer: Larry Ferren
 Archivist: John Zimmerman
 Illinois Representative: Vince Hradil
 Indiana Representative: Michael Slade
 Iowa Representative:
 Michigan Representative: Mark Nussbaum
 Minnesota Representative: Kim Ha
 Missouri Representative: Christopher Halsey
 Wisconsin Representative: Janice Pellino

Guests Present:

2016 Host: Ed McIntee and Anna McKenna from the College of Saint Benedict
 2017 Host: Brad Sturgeon and Steve Distin from Monmouth College

1. The meeting was called to order at 10:06 AM by President-Elect Jessica Bonjour as President Paris Barnes wasn't able to arrive in time to begin the meeting.
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. Mark Nussbaum moved to approve, and Christopher Halsey seconded. The motion to approve the agenda passed.
4. The minutes of the Friday and Saturday 2015 Executive Council meetings from the Millikin University meeting were approved (Christopher Halsey moved, Mark Nussbaum seconded) with the changes as indicated in the Secretary-Treasurer's copy.
5. The Treasurer's report for 2016 was presented by Mark Sinton. The Association's finances have continued to increase, so the Association is on excellent financial footing. Mark mentioned that the reason for the increase in the Association's funds was due largely to host institutions not requesting full reimbursements, however. Mark reminded the Council that the Association should spend down some of their cash reserves to avoid more onerous IRS reporting requirements. Christopher Halsey moved that the Treasurer's report be accepted, and Mark Nussbaum seconded. The motion passed.
6. Secretary's Report for 2016 was presented by Mark Sinton. Mark pointed out the good news in the report that the number of members in arrears has been going down for last three years. Mark then noted some bad news from the report: just over 70% (181 of 258) of the Association's members are either in arrears or have Emeritus or Honorary status. Of these 181 members, 50 (19%) have Emeritus or Honorary status,

and so are excused from paying dues, and 131 (51%) are one or more years in arrears. Mark noted that should the membership stand at the end of the year as indicated in this report, 46 members will be removed from the membership database for non-payment of their dues as per the Association's By-Laws. Mark Nussbaum moved that the Secretary's report be accepted, and Christopher Halsey seconded. The motion passed.

7. John Zimmerman presented the 2016 Archivist report. Archives have been transition to Monmouth College, and Brad Sturgeon has agreed to become the Association's new Archivist. Brad went on to explain how he sees his role as more of a liaison with the Monmouth College Library Archivist staff than a true archivist. He described how that staff is digitizing the originals, which will eventually be available on-line and be fully searchable. He hopes by this time next year that the digital archives will be available for use. Pictures and digital photos (as well as those now hosted on SmugBug) will be scanned and hosted on-line as well. John asked Brad if a link between the Association's web site and the Monmouth archives site is possible, which Brad thought could be easily done. The discussion moved to the agreement between Monmouth and the Association to house the archives. The Council discussed the issue of assigning all rights, title, and interest in the archives to Monmouth and whether we can request copyright permission if the Association wanted to publish (or make money from) an archive document or picture. Brad again thought that this would be possible if needed. Christopher Halsey move that the Archivist report be accepted. James Wollack seconded, and the motion past. Another motion was made by Christopher Halsey to approve the housing agreement between the Association and Monmouth College. Mark Nussbaum seconded this motion, and the motion passed. President Paris Barnes then appointed Brad as the new Archivist for the Association.
8. Larry Ferren presented the 2016 Placement Officer report. As usual, there will be a position board listing open positions at member's institutions. He then told the Council about a potential replacement for this position (Colleen Munro-Leighton from Elmhurst College). She can do the work, but will not be able to attend all of the Annual Meetings. Larry said he will also have more trouble attending future meetings. Larry then asked the Council if a Placement Officer is really needed since positions are passed through him to be posted on the web site and forwarded to people in the service, and the main item to be done at meetings is posting positions. The Council then discussed whether we need the Placement Officer, and agreed that we do. Vince Hradil moved that the report be accepted. Mark Nussbaum seconded, and the motion passed. President Paris Barnes then appointed Colleen as the new Placement Officer.
9. Ed McIntee and Anna McKenna from the College of Saint Benedict presented the 2016 host report. About 75 participants are registered for the meeting, 55 of which are attending the banquet. There will be 12 posters, and they are hoping to have more graduate student posters that will be eligible for a \$250 "best poster" prize. Mark Nussbaum asked about a participant list, which Ed said would be coming. Kim Ha moved to accept this report, Janice Pellino seconded. The motion passed.
10. Brad Sturgeon and Steve Distin from Monmouth College presented the 2017 host report. The have already set up a wiki page for the meeting. The meeting will probably be held on October 13th and 14th, 2017, which is their fall break. The meeting will be held in their new science center. The theme of the meeting will be related to water. There will be a speaker from Monsanto. The second speaker will be Debra Shore (Commissioner for the Water Department in the Chicago Area). The third speak has yet to be determined. The launch of the archives will hopefully take place at this time as well (see Archivist report in item 7 above). Brad asked whether it would be possible for members to pay by credit card on a walk-in registration. The Council agreed that this would be acceptable if Monmouth could set it up. Kim Ha moved to accept this report, and James Wollack seconded. The motion passed.

11. Possible hosts for future years were discussed. The current list is:

- 2017: Monmouth College (Central)
- 2018: ? (East)
- 2019: St. Catherine University (West)
- 2020: ? (Central)

12. Mark Sinton informed the Council that Larry Ferren from Olivet Nazarene University and Lou Sytsma from Trinity Christian College have requested Emeritus status. Kim Ha moved that these members be granted Emeritus status, and Christopher Halsey seconded. The motion passed. The Council asked Mark to send each a certificate indicating their new membership status for those members not in attendance.
13. The Council then discussed the motion made and seconded at the Saturday Executive Council meeting at Millikin University to increase the host meeting reimbursement amount to \$3500. After the discussion, a vote was taken on the motion, which passed. The Council asked Mark Sinton to revise the Association's By-Laws to reflect this change.
14. The Council next moved to review the research that Mark Sinton had done concerning two interrelated issues: paying the Secretary-Treasurer a stipend and making travel reimbursements for Council members. Mark Sinton suggested that we do not approve these as it increases his (and any future Secretary-Treasurer's work load). The Council agreed, but then discussed giving a de minimus gift to outgoing officers, the Secretary-Treasurer, the Placement Officer, and the Archivist. The Council decided that they should bring the de minimus gift idea to the Association at the Saturday Business Meeting for approval. James Wollack volunteered to have pens made that could be used as the de minimus gift should the Association agree to that at the Business Meeting. After further discussion, the Council did not move forward on either the stipend and travel reimbursement since no motions were made to do so.
15. Mark Sinton asked the Council for approval to spend approximately \$400 to reapply for 503(c) non-profit status since we can not find the original document from the IRS granting us that status. Kim Ha moved to reapply for our non-profit status, and Janice Pellino seconded. The motion passed. Mark said he would reapply as soon as possible.
16. Mark Sinton told the Council that two members had asked him whether State Representatives from Missouri, Indiana, and Michigan were still needed since members from those state were not coming as regularly to the Annual Meetings. After a brief discussion, the Council decided to keep the current state alignment and State Representatives.
17. Mark Sinton asked the Council whether it would be best at this point in time to take meeting accounting "in-house", rather than have each host institution do that. Mark described the original process before we went to electronic registrations and payments: checks were made out to MATCLAC, which were deposited, and then the host institution would request and receive a reimbursement. With electronic registration and payment, that process is short-circuited, as the meeting income does not come back to MACTLAC, but instead goes to the host institution. Mark then described how several host institutions have delayed in closing their meeting accounting in the last few years, so MACTLAC doesn't get their meeting income in a timely manner. The Council discussed this at length. The linch-pin would be getting the host institution the participant list information that they need from an in-house registration and payment system. Mark agreed to research this and report back to the Council.

18. Iowa, Minnesota, and Missouri 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 were able to do so.
19. The state representatives were charged with finding nominations for the position of President-Elect, and to turn in that information to the President before the Saturday 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
 Introduction of New State Representatives
 Election of President-Elect
 Motions for Secretary-Treasurer to send Letters of Thanks

Outgoing Officers
 Outgoing State Representatives
 Host Institution
 Host Organizer
 Others

Invitation from Monmouth College (banner hand-off takes place here)
 Future Meeting Sites
 Hand off to incoming President
 Other business: De minimus gifting.
 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
 2016 Host Report
 2017 Host Report
 Future meeting sites
 Other Business
 Adjournment

22. Other business: Mark Nussbaum made a motion to provide State Representatives a \$100 budget to develop and mail promotional materials to institutions within their state. Christopher Halsey second. After a lengthy discussion, the motion passed. The Council asked Mark Sinton to change the By-Laws to reflect this.

23. A motion to adjourn was made Mark Nussbaum by and seconded by Kim Ha. The motion passed. The meeting adjourned at 12:01 PM.

Respectfully submitted,

Mark Sinton

MACTLAC Secretary-Treasurer

MACTLAC EXECUTIVE COUNCIL MEETING MINUTES
Saturday, October 8, 2016

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:
 Minnesota Representative: Christopher Jordan
 Missouri Representative: Christopher Halsey
 Wisconsin Representative: Janice Pellino

Guests Present:

2016 Host: Ed McIntee and Anna McKenna from the College of Saint Benedict
 2017 Host: Brad Sturgeon and Steve Distin from Monmouth College

1. The meeting was called to order at 12:15 PM by President Jessica Bonjour.
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 Kim Ha seconded. The motion passed.
4. The duties of State Representatives were reviewed.
5. Ed McIntee and Anna McKenna from the College of Saint Benedict presented the 2016 host report. It's done! The comments received suggest that it was a good meeting, along with good feed back about the types of speakers. About 75 people attended the meeting (those were pre-registrations). Some registered, but didn't show up, and they had a few walk-up registrations, so this number will probably change once they finalize their meeting report. Anna said that finding vendors/sponsors proved more difficult than they anticipated having never having done that. Christopher Halsey suggested that using local vendors would be an excellent way to increase the number of vendor/sponsors. Paris Barnes move to accept this report, Christopher Halsey seconded. The motion passed.
6. Brad Sturgeon from Monmouth College presented the 2017 host report. The meeting will probably be held on October 13th and 14th, 2017. The theme of the meeting will be water or food. They feel comfortable moving ahead, and feel they are on top of things. The meeting will be held in their new chemistry building. They will be sure to request the maximum reimbursement amount. They are hoping to have 125 participants. They may provide attendee with t-shirts or mugs with MACTLAC for the MACTLAC logo. Ed McIntee suggested that asking the molecular biologists from Monmouth College to join the meeting would be a way to spread the word about MACTLAC. Kim Ha move to accept this report, 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.

2017: Monmouth College (Central)
2018: Hillsdale College? (East)
2019: St. Catherine University (West)
2020: Carroll College or North Central College? (Central)

8. Other business. Kim Ha reminded the Council that James Wollack will look into getting pens as the de minimus gifts approved at the Saturday morning Business Meeting.
9. A motion to adjourn was made by Christopher Halsey and Vince Hradil seconded. The motion passed. The meeting adjourned at 12:49 PM.

Respectfully submitted,
Mark Sinton
MACTLAC Secretary-Treasurer

2017 TREASURER'S REPORT

Year	2013	2014	2015	2016	2017
Beginning Assets					
Checking	\$8,100.58	\$8,888.59	\$10,298.66	\$10,865.15	\$9,563.29
Savings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Beginning Assets	\$8,100.58	\$8,888.59	\$10,298.66	\$10,865.15	\$9,563.29
Income					
Dues	\$470.00	\$440.00	\$720.00	\$675.00	\$250.00
Annual Meeting	\$2,110.00	\$4,255.00	\$2,090.00	\$1,550.00	
Interest	\$11.31	\$10.43	\$11.16	\$10.62	\$6.38
Other	\$0.00	\$0.00	\$0.00	\$0.00	
Total Income	\$2,591.31	\$4,705.43	\$2,821.16	\$2,235.62	\$256.38
Expenses					
Postage, copying, website	\$199.30	\$143.14	\$164.19	\$329.91	\$27.99
Annual Meeting	\$1,604.00	\$3,152.22	\$2,069.93	\$3,207.57	
Placement, Archives	\$0.00	\$0.00	\$0.00	\$0.00	
Other	\$0.00	\$0.00	\$20.55	\$0.00	\$314.91
Total Expenses	\$1,803.30	\$3,295.36	\$2,254.67	\$3,537.48	\$342.90
Ending Assets	\$8,888.59	\$10,298.66	\$10,865.15	\$9,563.29	\$9,476.77
Asset Change	\$788.01	\$1,410.07	\$566.49	-\$1,301.86	-\$86.52

Respectfully submitted,
Mark Sinton
MACTLAC Secretary-Treasurer

2017 SECRETARY'S REPORT

	2011	2012	2013	2014	2015	2016	2017
Beginning Membership	384	297	287	293	296	253	258
New Members	3	25	35	11	2	8	20
Members Removed	90	35	29	8	45	3	39
Ending Membership	297	287	293	296	253	258	239
Member Dues Breakdown							
Emeritus and Honorary members	43	47	47	49	47	50	57
Paid up members	86	65	67	70	64	77	80
In arrears members	168	175	179	166	142	131	102
Total Dues Paying Units	297	287	293	296	253	258	239
Member Dues by Year							
Paid up	86	65	67	70	64	77	80
One year behind	57	74	83	45	75	29	144
Two years behind	64	43	47	54	29	46	21
Three years behind	47	58	49	67	38	56	37

Respectfully submitted,
 Mark Sinton
 MACTLAC Secretary-Treasurer

2016 ARCHIVIST REPORT

The office of the archivist is open and that the MACTLAC archive is being actively maintained. All archive material has been transferred to Monmouth College Archives and a full report to the membership will be presented as a part of the MACTLAC 2017 Business Meeting.

The following questions were posed in the 2016 Archivist Report and since this was such a complete set of questions, we wish to record the official answer to these here in my first officially report as archivist.

1) What is the fate of the archival documents now at Monmouth? Will they be digitized?

All MACTLAC archival documents are now in the possession of Monmouth College Archives and the physical documents are fully accessible to the membership/public upon request. Documents are now being digitized and many are available on a temporary website: http://esr.monmsci.net/wiki/index.php/MACTLAC_Archives. As will be reported to the membership, these digitized documents will be uploaded to the "ContentDM" system (Monmouth College's archive software) which will then allow full text searching of all documents.

2) What is the fate of the host prints (mostly not annotated)?

As a part of the MACTLAC archives, there are photographic prints that in some instances have handwritten notes on the backs. These photographs have been scanned (2-sided) and the images uploaded to the temporary website above. Once these images are uploaded the "ContentDM," meta-file information (names, locations, etc.) can be linked and then searched.

3) What is the fate of the meeting image set archived on Smugmug?

As a part of the MACTLAC archives, there is a collection of digital images uploaded to the public "Smugmug" (www.smugmug.com) photo depository. These images will eventually be uploaded to the "ContentDM" archive site and meta-file information added.

4) Can we link the Monmouth archive to the MACTLAC on-line holdings of meeting archives?

One step of the digitizing process will be to update the main MACTLAC website with a link to the Monmouth College Archives site. Currently, there is a "library record" of the MACTLAC Archive: https://vufind.carli.illinois.edu/vf-mon/Record/mon_247603. There is also the finding aid (a list of all items in the archive) at http://library.monmouthcollege.edu/ld.php?content_id=26038236.

5) What is the process for updating the archives?

This needs to be discussed at the 2017 council meeting.

6) What is the process for gaining access to the MACTLAC archive? Is there a charge? Would there be access to a Xerox machine?

Access can be granted by physically walking into the library (preferably with a 24 hour notice) and any and all archive materials will be made available. The following link describes the process: <http://library.monmouthcollege.edu/c.php?g=356858&p=2407031>. The primary archivist contact is Lynn Daw (LDaw@monmouthcollege.edu). There is no charge for the access and copies can be made for \$0.10 per page.

Respectfully submitted,
Brad Sturgeon
Archivist

2016 PLACEMENT OFFICER'S REPORT

	12-13	13-14	14-15	15-16	16-17
Applicants	21	28	34	38	34
Positions	24	19	20	16	20

Of all the positions advertised, 20 were MACTLAC Colleges. All the positions advertised were either located by way of advertisements placed with the Placement Service, or electronic notices forwarded to me by various sources. The 20 MACTLAC positions were advertised only to those candidates who had e-mail capabilities. Of the 20 positions listed, 20.6% were Organic Chemistry, 14.8% were Analytical Chemistry, 2.9% were Physical Chemistry, 20.6% were Biochemistry, 20.6% were Inorganic Chemistry, 17.6% were Introductory/General Chemistry, and 2.9% were Environmental Chemistry.

All MACTLAC schools with positions open had their advertisements forwarded to Craig Bieler who placed them on the MACTLAC web page. The MACTLAC schools were very good at sending me notices of open positions. I appreciated the notices and tried to respond promptly when a notice came in to get it out to everyone on the electronic mailing list and to get it to Craig for posting on the web page.

Applicants to the Placement service remained in several groupings – graduate students, Ph.D.'s as post doctorates, and some professors at MACTLAC schools looking for positions. This past year two new candidates came into the Placement Service, and four candidates had their names removed from the service after securing positions. Presently (September, 2017), 31 candidates are in the Placement Service looking for employment.

The Placement service will rely upon the host institution to do its bulletin board at this meeting to advertise positions currently available. This is necessary as I will not be at the meeting myself to do the bulletin board.

Currently the board is looking for someone to assume the duties of the Placement Officer. I am willing and happy to continue to hold the position and to try to attend the Annual Meeting and fill in until someone is found. There may be times, however, when I will not be able to attend. (A case in point will be this year – I am traveling out of the country this year at the time of the Annual Meeting, and am sending the report to be included in the booklet. I will also send copies of any position announcements to the host institution for posting on the bulletin board at the meeting.) I believe that I will be able to attend next year's meeting. However, the ideal solution would be to locate a person who would want to serve as the Placement Officer and have that person in place by next year.

The board may want to discuss in my absence what it wants to do. It might take this opportunity to have a frank discussion where to go with placement. My absence might also allow someone to speak up that would like to try out this position.

Respectfully submitted,
Larry Ferren
Placement Officer

MACTLAC 2016 FINAL MEETING REPORT

SUMMARY STATISTICS FROM THE CSB/SJU MEETING

67 Registered Participants

42 members
6 non-members
2 post-docs
17 graduate students

63 Attended the Friday Banquet Dinner

57 participants
6 CSB/SJU faculty volunteers

30 Reserved Boxed Lunches for Executive Council on Friday and Saturday

5 Vendors

1 Donor/Sponsor
1 Prize donation
Total Vendor and Sponsor Donations: \$1,200

FINANCIAL REPORT FROM THE CSB/SJU MEETING

Meeting Income:

Dues	\$320.00
Registration Fees	\$1230.00
Banquet	\$1325.00
<u>Vendor/ Sponsor Income</u>	<u>\$1200.00</u>
Total	\$4075.00

Meeting Expenses:

Food	\$2099.12
Postage/Mailing	\$207.59
<u>Miscellaneous*</u>	<u>\$1038.66</u>
Total	\$3345.37

Reimbursement Requested: \$3207.59

*An itemized summary of income and expenses has been provided to the MACTLAC Secretary and is available for future meeting organizers upon request.

EVALUATION REPORT FROM THE CSB/SJU MEETING

No meeting evaluation was done for the 2016 MACTLAC.

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

Michael Seymour

Hope College

2017 MACTLAC EXECUTIVE COUNCIL

OFFICERS

PAST PRESIDENT	Paris Barnes	Millikin University Department of Chemistry 1184 W. Main Decatur, IL 62522 Office: 217-424-6272 E-mail: pbarnes@mail.millikin.edu
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 ELECT	Kim Ha	St. Catherine University Department of Chemistry 2004 Randolph Ave. St. Paul, MN 55105 Office: 651-690-8617 E-mail: knha@stkate.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
PLACEMENT OFFICER	Larry Ferren	Olivet Nazarene University Department of Physical Sciences One University Ave. Bourbonnais, IL 60914 Office: 815-939-5251 FAX: 815-939-5071 E-mail: lferren@olivet.edu
ARCHIVIST	Bradley Sturgeon	Monmouth College Department of Chemistry 700 E. Broadway Monmouth, IL 61462 Office: 309-457-2368 E-mail: besturgeon@monm.edu

STATE REPRESENTATIVES

ILLINOIS	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
INDIANA	Michael Slade	University of Evansville Department of Chemistry 1800 Lincoln Ave. Evansville, IN 47722 Office: 812-488-2415 E-mail: ms579@evansville.edu
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
MINNESOTA	Christopher Jordan	Saint Mary's University of Minnesota Department of Chemistry 700 Terrance Heights Winona, MN 55987 Office: 507-457-1556 E-mail: cdjordan@smumn.edu
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	Janice Pellino	Carthage College Department of Chemistry 2001 Alford Park Dr. Kenosha, WI 53140 Office: 262-551-2370 E-mail: jpellino@carthage.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

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. Wiser	K. Miller	M. Sinton	C. Woodbridge	M. Riehl	B. Hansert	Backstrand
2007	D. Wiser	K. Renkema	M. Sinton	M. Nussbaum	M. Riehl	B. Hansert	Backstrand
2008	D. Wiser	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

PAST MACTLAC ARCHIVIST AND PLACEMENT OFFICERS

ARCHIVIST

DATES OF SERVICE

1952-1975
 1975-1986
 1986-2002
 2003-2010
 2011-2016
 2017-present

PERSON

Harry Lewis
 Arild Miller
 Anne Sherren
 Tracy Thompson
 John Zimmerman
 Brad Sturgeon

AFFILIATION

Institute of Paper Chemistry
 Institute of Paper Chemistry
 North Central College
 Alverno College
 Wabash College
 Monmouth College

PLACEMENT OFFICER

DATES OF SERVICE

1962-1975
 1975-1978
 1978-1983
 1983-1986
 1986-1989
 1989-2002
 2002-2005
 2006-present

PERSON

Arild Miller
 Quienten Peterson
 Donald Cook
 Donald Kelsow
 Anne Sherren
 Larry Ferren
 Lauralee Guilbault
 Larry Ferren

AFFILIATION

Institute of Paper Chemistry
 Central Michigan University
 DePauw University
 Luther College
 North Central College
 Olivet Nazarene University
 Alverno College
 Olivet Nazarene 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)

MACTLAC ANNUAL MEETINGS

NO.	YEAR	ATTEND	LOCATION	THEME
0	1952	90	Monmouth College	An Evaluation of the Teaching of College Chemistry In Liberal Arts Colleges
1	1953	90	Institute Of Paper Chemistry, Lawrence College	
2	1954	90	Grinnell College	
3	1955	63	Earlham College	
4	1956	120	Wheaton College	
5	1957	58	Park College	5 th Anniversary
6	1958	132	Beloit College	
7	1959	144	Valparaiso University	
8	1960	--	Jointly: College of St. Thomas, College of St. Catherine, Hamline University, and Macalester College	
9	1961	140	Cornell College	
10	1962	119	Alma College	
11	1963	175	Wabash College	
12	1964	200	Lake Forest College	
13	1965	200	Lawrence College	
14	1966	150	Luther College	
15	1967	--	University of Evansville	
16	1968	253	Carroll College	
17	1969	220	Elmhurst College	
18	1970	175	Calvin College	
19	1971	--	St. Olaf College	
20	1972	175	Knox College	A Whole New Ball Game 20 th Anniversary
21	1973	--	DePauw University	The Role of Chemistry In Environmental and Pollution Problems
22	1974	160	Rockford College	
23	1975	143	Drake University	
24	1976	180	Hope College	
25	1977	130	Monmouth College	25 th Anniversary
26	1978	145	Carleton College	
27	1979	175	Beloit College	
28	1980	110	Earlham College	
29	1981	175	Carthage College	
30	1982	150	Cornell College	Computers In Chemical Education
31	1983	160	Valparaiso University	
32	1984	130	College of St. Catherine	
33	1985	120	Kalamazoo College	Interfaces Between Industry and Academia at the Undergraduate Level
34	1986	160	Wheaton College	The High School/College Interface
35	1987	85	Westminster College	Computers In Chemistry
36	1988	120	St. Mary's College	Opportunities In Chemistry
37	1989	160	Luther College	Chemistry For Non-science Students
38	1990	191	Lake Forest College	Chemistry: Connections and Diversity
39	1991	160	Albion College	Chemistry: The Introductory Course

40	1992	176	Grinnell College	The Role of Investigation In Chemical Education
41	1993	187	Olivet Nazarene University	Computers In Chemical Education
42	1994	137	Alma College	The Chemistry Curriculum In Transition
43	1995	161	Hamline University	Chemistry an Essential Element In the Liberal Arts
44	1996	140	Loras College	Incorporating Polymer Chemistry Into the Undergraduate Curriculum
45	1997	163	Calvin College	Environmental Chemistry In the Curriculum
46	1998	152	Wartburg College	Chemistry In the New Millennium: Making the Transition
47	1999	162	Augustana College	Chemical Education Over the 20 th Century: What Have We Learned
48	2000	100	Taylor University	Chemistry: 2000 and Beyond
49	2001	130	St. Thomas University	Chemistry In Time and Space
50	2002	135	Illinois Wesleyan University	2002 – A Symmetric Year 50 th Anniversary
51	2003	61	University of Evansville	New Dimensions In Chemistry
52	2004	85	Clarke College	Green Chemistry
53	2005	100	Lawrence University	Exploring Nanoscience From a Chemical Perspective
54	2006	85	Saint Mary's College	Whither Chemistry? Whether Chemistry? What Are the Curricular Implications of the Changing Face of Chemistry?
55	2007	112	Viterbo University	Chemistry at the Interface of Biology, Chemistry, and Beyond
56	2008	89	University of Dubuque	Molecular Visualizations: Do Our Students See What We See?
57	2009	85	Hope College	Integration of Research into Teaching: Improving Learning Through Research
58	2010	91	Luther College	Chemistry on the Fringe
59	2011	83	Beloit College	Energy
60	2012	55	Albion College	Emerging Issues in Chemical Education
61	2013	~50	Westminster College	Frontiers in Chemistry
62	2014	96	Alverno College	Chemistry in Our Community
63	2015	99	Millikin University	Green Chemistry's Silver Anniversary: A Look Ahead
64	2016	67	College of Saint Benedict/St. John's University	Reimagining Chemistry: Innovations in Undergraduate Chemistry Curricula

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 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. an 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 \$3000), 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.