

**Fuels and Petrochemicals Division**  
**American Institute of Chemical Engineers**

Minutes of the Executive Committee Meeting  
On November 16, 2003

**Attendees:** Rick Mallinson, Bipin Vora, Colin Bowen, Lori McDowell, Peter Pujado, Galen Suppes, Jeffrey Yen, Gavin Towler, Syamal Poddar, Ray Anthony, Ralph Pike, Marty Poole, Dale Keairns. By Phone: Dennis Griffith, Jim Turner. CTOC Liaison: Jim Porter; National staff Liaison: Jack Dean.

**Absent:** Stuart Shih, Chris Paul, Gilbert Froment, Mike Klein, Godwin Igwe, Belma Demirel, Stephen McGovern, Lynn Rice.

New contact information: Marty Poole: [Martin.Poole@Valero.com](mailto:Martin.Poole@Valero.com); Syamal Poddar: [Syampod@hotmail.com](mailto:Syampod@hotmail.com) (713)494-3050.

**Attachments:** agenda, treasurers report, Jim Porter 2003 budget revenue/expenses, letter from president to division chairman dated:

The meeting was called to order at 1:35 PM

Jim Porter was asked to review the Status of AIChE first, due to scheduling.

1. AIChE wants to maintain tighter control of division funds (as also reviewed in the letter to chairman Yen from the president) due to heightened concerns about accounting problems, on the advice of the institute's new accountants. Many concerns were expressed by the committee, especially amid the concerns about insolvency of the institute. It was unclear why better annual reporting (on top of current requirements) would not provide the audit trail needed. If this could not be acceptable, the proposed option of continuing to maintain a division checking account with 5-10k\$ balance replenished as needed would be preferred, though too, it is unclear why this is more auditable than what takes place now. Jim stated that this was not an attempt to grab money and will relay concerns and questions to the council for responses.
2. AIChE status and 2004 budget. Jim reports that tremendous effort by the board and staff have made substantial cost reductions, including staff cut to 40 from 80, outsourcing publications and short courses, and transfer of the New York lease, have gotten the 04 budget to within sight of balancing (-289k\$) while providing "essential" level services, but with a possible cash flow problem around mid year. Several companies are being asked to provide credit commitments during this period. This should provide a solid foundation to move forward. The Board has also explored options on some form of merger with ACS or other organizations, though current thinking is that some levels of collaboration (such as back office sharing), joint "enterprises" (such as with ACS in the biological area) may make the most sense.

The minutes from the 2003 Spring meeting were unavailable. Rick Mallinson will attempt to construct a set.

The treasurer reviewed the report that had been provided. The balance is approximately the same as last year. There are checking and savings accounts at a Houston Credit Union and a money market account with Fidelity. There are no equity investments. The report was approved.

The treasurer reported that he expected the 2004 budget to be similar to 2003 with possible additional costs due to new awards, membership development, and website upgrades. There was some discussion about reconciling the membership list with the income provided by national and further discussion about the auditing issue.

Galen Suppes was thanked for his efforts on the Website. There was some discussion about possible upgrades, such as adding prior year papers.

Dennis reported on NPC. Topicals are the way to get additional sessions for the annual meeting, our base allocation is 2. For Austin next year there are 518 sessions listed (possibly including some double counting) and they need to get it down to 400. There is concern about the paper count for the spring meeting; the deadline has been extended until Nov. 25<sup>th</sup>. He will make sure that returning to Houston is brought up at the NPC retreat.

Jack Dean added a few comments to Jim Porters presentation about the cut backs at headquarters. His staff liaison position will be eliminated and the CTOC liaison will fill that role. He was asked to follow up on several questions and comments from the committee. 1. obtaining detailed financials for the Spring meeting for the committee so that we can better understand the cost structure and perhaps develop ideas to lower the cost and increasing attendance. He indicated Jeff woods would be the source. Marty Poole will also draft a letter requesting the information. 2. Reiterating the F&PD position that returning to Houston periodically for the spring meetings was highly desirable (it was also noted that this would reinforce the representations of the programming committee at the February NPC retreat (and wherever else). 3. Provide the new AIChE organization chart with fairly detailed areas of responsibility (who to contact).

Programming reported that the Spring 03 meeting was very successful with good attendance (even with the SARS and war issues). The Fall 03 meeting has two topicals, fuel cells and polymers. The chairs were thanked for their hard work at getting these organized. Meeting coordinators are covered through 2006. In accordance with prior discussion, Lori McDowell was voted in as the new programming vice chair.

The newsletter editor was thanked for his hard work. The dates of issuing the newsletter was discussed. There was a consensus that it would be helpful to have the newsletter out in time to announce the program for the coming meeting as well as the calls for papers for sessions that will be offered for the following meeting. It was suggested that mid

September in the fall and first of march in the spring would be good (adjusted for different deadlines and meeting dates in future years).

Dennis Griffith reported that the election ballot is expected to be out around the first of December and will have a return date of January 19<sup>th</sup>. There will no longer be AIChE support for paper ballots. There was some discussion about the need to elect Directors to replace those that have “resigned” due to their absence in accordance with the bylaws. Determining those who are in that category will be undertaken by Rick Mallinson as soon as possible.

Several members met Saturday night for long range planning. The ex comm. discussion focused on membership issues. A strategic planning initiative is planned to start with brainstorming session associated with the NPC retreat, on Feb 9. including a 1 hour teleconference for those not at the meeting. Dennis Griffith is in charge of organizing. The ethylene producers conference has a knowledge management committee that, for example has worked on the CD with papers on specific topics, like cracking furnaces, that will also be searchable (in the future). They have corporate subscriptions for the CD. F&PD would like to see how something like this might add more value to the membership. There was more discussion about getting the meeting back to Houston as this could give a good paper and attendance boost.

The membership committee is preparing a membership packet. There was discussion about getting signups at the meeting. Manning tables outside the meeting rooms, membership packets available, newsletter available. Making sure attendees know F&P|D is sponsoring the programming, so having transparencies at the beginning and end of sessions, banners, etc. Some area/session chairs may not be members. Non-aiche members can join for a limited time, 1 or 2 years. Working on student membership, only costs a dollar, 29 new student members were signed up out of Gavin’s presentation at the student meeting here this morning.

Out of long range planning, two new division awards were approved. One for best young member (student, new presenter, etc.) presentation. One for best session chair. Winners to be determined by the programming committee, rules will be drafted (by Gavin?).

The keynote speaker for the spring meeting will be Jim Gallogly of Chevronphillips chemical will talk on “smokestacks to the emerald city” on Monday morning.

New business. International membership was discussed. There are some barriers to this due to concerns about poaching. How can collaborations be developed. Dennis will handle planning for the Ex comm. Dinner in New Orleans.

Meeting was adjourned.