

American Chemical Society



# ACS Local Section Officers Webinar: *Annual Reporting within your Local Section*

December 13, 2023

1:00- 2:30 pm ET

# Welcome



- Overview of Today's Event
- Ground Rules

# Agenda



Opening Remarks

“Local Section Annual Report Overview & Training” presentation by ACS staff, William Meruvia and Mark O’Brien

Question & Answer

Closing Remarks

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# Local Section Annual Report Overview and Training Webinar

# Why Do Local Sections Submit Annual Reports?



- To review your activities during the past year, evaluate your programs, and highlight areas for possible growth
- To communicate your accomplishments in relation to the overall goals of ACS to the Local Section Activities Committee (LSAC),
- To keep a record of current experiences for the benefit of future leaders in your local section.

# Why Do Local Sections Submit Annual Reports?



- To share successes to assist other local sections, divisions, and international chapters in program and activity planning
- To self-nominate for the Outstanding Performance and ChemLuminary Awards
- To fulfill requirements in the ACS Governing Documents
- To meet the requirement to receive your annual allotment

# Who Prepares the Annual Report?



- **Executive committee and councilors** consult to assign responsibilities for completing annual report forms, event summaries, and ChemLuminary award nominations.
- **Treasurers** assure the Financial Report is complete and accurate
- **Chair** assure the Annual Report is complete and submits reports for approval.
- **Councilor** approves and submits the report.

# Annual Report Components



- Administration Form **(Required)**
  - Governance, Organization, Communication, Outstanding Performance Nomination, Supporting Materials
- Financial Form **(Required)**
  - Revenues, Expenses, Budget, Tax Information, Supporting Materials
- Event(s) **(Optional)**
  - Overview, Participation, Expenses, Supporting Materials
- ChemLuminary Nominations **(Optional)**

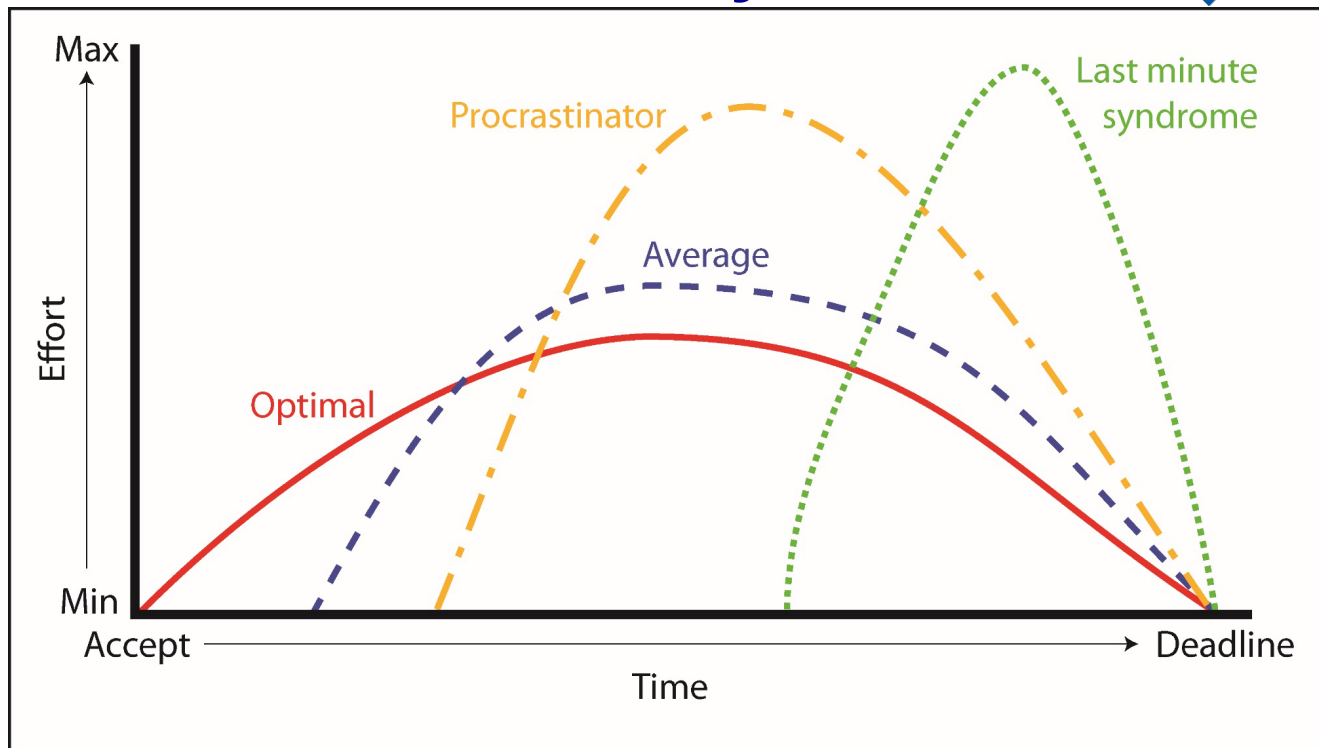


# Annual Report Timeline



- **November 1:** Community Connection Opens for Annual Report Submissions
- **February 15:** Annual Report Due, Outstanding Performance & ChemLuminary Awards Deadlines
- **Year-Round:** Events may be Submitted Year-Round (Planning or Completed)
- **March:** Allotments Paid
- **March – June:** LSAC Reviews Annual Report Submissions
- **August:** Annual Report Reviews Available via Community Connection

# Consider Your Personal Style



Time/Effort graph supplied by the ACS Leadership Development System®, used with permission.

# ChemLuminary Award Nominations



- Submit your event and nominations by **February 15** to be eligible for ChemLuminary Awards
- 49 awards sponsored by 24 ACS Committees
- Recognizing individual events, programming and activities
- ChemLuminary Awards presented as the ACS Fall Meeting.



<https://www.acs.org/funding/awards/chemluminary/descriptions.html>

# Outstanding Performance Award



- Presented annually to local sections in each size category.
- Award is based solely of the annual report “package” that is submitted.
  - Annual report, events, supplemental materials.
- Self-nomination tab on Administration form
- Must meet February 15 Deadline for all submissions.



# Local Section Size Categories for Outstanding Performance



	Number of Members
• Small	50-199
• Medium Small	200-449
• Medium	450-599
• Medium Large	600-999
• Large	1,000 – 1,999
• Very Large	2,000+

# Annual Report Reviews

LSAC Reviews All Annual Report Submissions to:

- Identify interesting, successful activities
- Identify areas of concerns
- Provide encouragement and constructive feedback
- Provide feedback for LSAC programs
- Determine alignment with ACS Strategic Goals
- Determine alignment with section bylaws
- Review Budget to ensure fiscal responsibility and health

Reviewer Comments Appended to the Annual Report Form

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# Submitting Your Annual Report Via Community Connection

# Accessing Community Connection



- Access ACS Community Connection:
  - <https://www.acs.org/content/acs/en/officer-toolkit/operations/annual-reporting.html>
  - Login with ACS ID and Password
- All 2023 and 2024 Officers have access to Community Connection
- The Local Section Chair may request additional login access by sending a request to [connection@acs.org](mailto:connection@acs.org)



# Community Connection User Roles

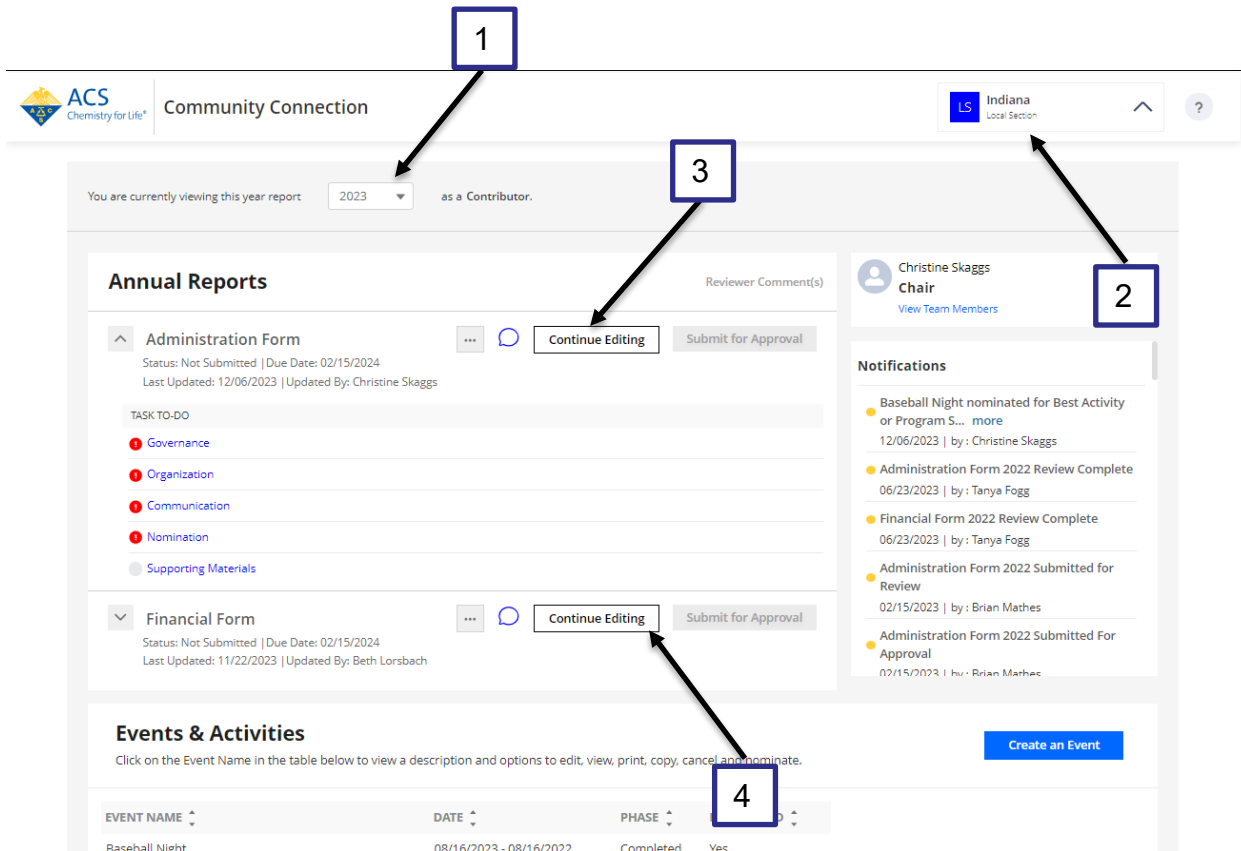


- **Contributor** (Chair, Chair-Elect, Secretary, Treasurer and Other Designees)
  - Edit, Save and Submit All Forms
  - Submit Events and Self-Nominates for ChemLuminary Awards
- **Approver** (Councilors)
  - Same as Contributor
  - Reviews and Submits Administration and Financial Reports

# Dashboard Overview and Navigation



- Annual Report Forms
- Event Forms
- ChemLuminary Awards
- Officers
- FORMS Archive



The screenshot shows the ACS Community Connection dashboard. At the top left is the ACS logo and the text "Community Connection". At the top right is a user profile for "Indiana Local Section". Below the header, there is a dropdown menu for the year "2023" and the text "as a Contributor.". The main content area is divided into several sections:

- Annual Reports:** Contains two report cards: "Administration Form" and "Financial Form". Each card has a "Continue Editing" button (callout 3) and a "Submit for Approval" button. The "Continue Editing" button for the "Financial Form" is also labeled with callout 4.
- Notifications:** A list of recent activities, including "Baseball Night nominated for Best Activity or Program S...", "Administration Form 2022 Review Complete", "Financial Form 2022 Review Complete", "Administration Form 2022 Submitted for Review", and "Administration Form 2022 Submitted For Approval".
- Events & Activities:** A section with a "Create an Event" button and a table of events.

At the bottom of the dashboard is a table with the following data:

EVENT NAME	DATE	PHASE	
Baseball Night	08/16/2023 - 08/16/2022	Completed	Yes

## Dashboard Controls:

1. Year
2. Local Section
3. Admin Form
4. Financial Form

You are currently viewing this year report: 2023 as a Contributor.

### Annual Reports

Reviewer Comment(s)

Christine Skaggs  
**Chair**  
[View Team Members](#)

#### Notifications

- Baseball Night nominated for Best Activity or Program S... [more](#)  
12/06/2023 | by: Christine Skaggs
- Administration Form 2022 Review Complete  
06/23/2023 | by: Tanya Fogg
- Financial Form 2022 Review Complete  
06/23/2023 | by: Tanya Fogg
- Administration Form 2022 Submitted for Review  
02/15/2023 | by: Brian Mathes
- Administration Form 2022 Submitted For Approval  
02/15/2023 | by: Brian Mathes

**Administration Form**  
Status: Not Submitted | Due Date: 02/15/2024  
Last Updated: 12/06/2023 | Updated By: Christine Skaggs

TASK TO-DO

- Governance**
- Organization**
- Communication**
- Nomination**
- Supporting Materials

**Financial Form**  
Status: Not Submitted | Due Date: 02/15/2024  
Last Updated: 11/22/2023 | Updated By: Beth Lorsbach

### Events & Activities

Click on the Event Name in the table below to view a description and options to edit, view, print, copy, cancel and nominate.

[Create an Event](#)

EVENT NAME	DATE	PHASE	NOMINATED
Baseball Night	08/16/2023 - 08/16/2022	Completed	Yes

Showing 1 to 1 of 1 entries

**1** (points to Print/Preview button)

**2** (points to menu button)

1: Print/Preview  
Annual Report

2. Print/Preview  
Financial Report

**Tip:** Print a blank copy of the forms to review all questions in advance. (PDF)

Indiana > Administration Form

**1**

**Governance**

- 1 Governance
- 2 Organization
- 3 Communication
- 4 Nomination
- 5 Supporting Materials (optional)

Submit For Approval

Comments

**3**

\* Required Fields

Please input your responses to all questions based on the annual reporting year (unless otherwise instructed.)

1. How many times did the executive committee meet to conduct governance business? \*

2. How many members were there in the executive committee? \*

3. How did the executive committee communicate with one another? (Check all that apply.) \*

- Email
- Teleconference
- Zoom/GoTomeeting/Webex
- ACS Network
- Other

4. What percentage of your councilors were in official attendance at the Spring Virtual Council Meeting? \*

5. What percentage of your councilors were in official attendance at the Fall Hybrid Council Meeting?

6. Did your local section have a succession and/or leadership development plan? \*

Yes

**2**

1. Tabs and Status Indicator
2. Questions for Annual Report
  - Short/Long answer, radio button, check box.
3. Submit Form for Approval

# 1. Save and Continue

\* b. Please list the second for top three goals

text

\* c. Please list third of top three goals

text

To be completed by the Chair-elect for year following the annual reporting year.

14. Next Year's Chair-elect's Goals

\* a. Please list first of top three goals

text

\* b. Please list second of top three goals

text

\* c. Please list third of top three goals

text

15. Does the Local Section have an Vision and/or Mission Statement \*

Yes

No

16. What was the month and year of the last Local Section strategic planning session?

17. If your section had a strategic plan, what has been your success in implementing the plan?

Very Successful

Somewhat Successful

Not Successful

18. What obstacles if any, have you had in implementing your strategic plan?

1

Save and Continue to Next Step

Indiana &gt; Administration Form

- 1 Governance
  - 1 Organization
  - 1 Communication
  - 1 **Nomination**
  - Supporting Materials (optional)
- Submit For Approval

Comments

## Nomination

\* Required Fields

The Local Section (LS) Outstanding Performance (OP) ChemLuminary Award is given annually to a local section in each section size category by the Local Section Activities Committee. This award recognizes the most outstanding performance of a LS in a particular size category in supporting ACS, its section members, students, the public, the education enterprise, industry, other ACS sections, other professional societies, and partnering organizations. The review is based solely on the LS FORMS annual report (AR), considering primarily the summary self-nomination statement below and the summary descriptions contained within Events, Activities, and Meetings. Other performance indicators may include administrative (e.g. participation in elections) and financial (e.g. sound budgetary policy) aspects. Timely submission of your administration and financial forms is a major factor in the evaluation of your LS for the Outstanding Performance Award.

### 1. Our Section would like to self-nominate for the Local Section Outstanding Performance Award \*

- Yes  
 No

\* Please provide a summary self-nomination statement of 500-word or less. The summary statement should highlight local section's activities to support your nomination.

Save and Continue to Next Step

1. Outstanding Performance Nomination
2. Response

Nomination

Supporting Materials

### Financial Form

Status: Not Submitted | Due Date: 02/15/2024  
Last Updated: 11/22/2023 | Updated By: Beth Lorschbach

Continue Editing

Submit for Approval

06/23/2023 | by: Tanya Fogg

Administration Form 2022 Submitted for Review

02/15/2023 | by: Brian Mathes

Administration Form 2022 Submitted For Approval

02/15/2023 | by: Brian Mathes

1



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Chemistry for Life®

## Events & Activities

Click on the Event Name in the table below to view a description and options to edit, view, print, copy, cancel and nominate.

Create an Event

EVENT NAME	DATE	PHASE	NOMINATED
Baseball Night	08/16/2023 - 08/16/2022	Completed	Yes

Showing 1 to 1 of 1 entries

## Nominated Awards

Nominate for an Award

AWARD NAME	EVENT NAME	Nomination Year	STATUS	ACTION
Best Activity or Program Stimulating Member Involvement	Baseball Night	2023	Nominated	...

Showing 1 to 1 of 1 entries

2023 2022 2021 2020

## Officers

Indiana | Officers Count: 9

Update Election Results

POSITION	NAME	EMAIL	TERM START DATE	TERM END DATE
Councilor	Erin M Dotlich	dotlichem@illy.com	01-01-2022	12-31-2024

1. Create an Event



- Overview
- Participation
- Expense
- Supporting Materials (optional)
- Evaluation

## Overview

\* Required Fields

Event Name \*

Baseball Night

Brief Description \*

The Indiana Local Section gathers every year at the Baseball game (Indianapolis Indians @ Victory Field) for a fun night of baseball and chemistry trivia. YCC-eligible members of the Local Section are especially encouraged to attend via ticket subsidies, and participate in an informal networking opportunity with other scientists in their age bracket and with leaders of the Local Section.

4609 Characters left

Primary Contact \*

Brian Mathes - bmathes@elanco.com

Date of Event

Start Date \*

8/16/2023

End Date \*

8/16/2022

Event Frequency \*

- Annual
- Bi-Monthly
- Monthly
- One Time
- Quarterly
- Other

Select up to two (2) categories that your event relates to \*

Select an option

Which strategic goal(s) from the ACS Strategic Plan does this event support? \*

- Goal 1: Provide Information Solutions



# Event Form Submission

Last Updated: 12/07/2023 | Updated By: Beth Lorschach

TASK TO-DO

- Governance
- Organization
- Communication
- Nomination
- Supporting Materials

Financial Form

Status: Not Submitted | Due Date: 02/15/2024  
Last Updated: 11/22/2023 | Updated By: Beth Lorschach

Continue Editing

Submit for Approval

Notifications

- Movie Night was added to your Local Section  
12/12/2023 | by: Christine Skaggs
- Baseball Night nominated for Best Activity or Program S... more  
12/06/2023 | by: Christine Skaggs
- Administration Form 2022 Review Complete  
06/23/2023 | by: Tanya Fogg
- Financial Form 2022 Review Complete  
06/23/2023 | by: Tanya Fogg
- Administration Form 2022 Submitted for Review  
07/15/2023 | by: Brian Marheis

Events & Activities

Click on the Event Name in the table below to view a description and options to edit, view, print, copy, cancel and nominate.

Create an Event

EVENT NAME	DATE	PHASE	NOMINATED
Baseball Night	08/16/2023 - 08/16/2022	Completed	Yes
Movie Night	-	Planning	No

Showing 1 to 2 of 2 entries

Event Name:  
**Movie Night**  
Edit | Print | Delete

Organization:  
**Indiana**

Description:  
**Test**

Category:

● Event must be marked "complete" in order to be nominated for an event

Complete Event | Cancel Event

1

2

1.Planning Stage (Default)

2.Change to Mark as Complete

1



## Events & Activities

Click on the Event Name in the table below to view a description and options to edit, view, print, copy, cancel and nominate.

Create an Event

EVENT NAME	DATE	PHASE	NOMINATED
Baseball Night	08/16/2023 - 08/16/2022	Completed	Yes

Showing 1 to 1 of 1 entries

Event Name:  
**Baseball Night**  
[Preview](#) | [Print](#) | [Delete](#)

Organization :  
**Indiana**

Description :  
The Indiana Local Section gathers every year at the Baseball game (Indianapolis Indians @ Victory Field) for a fun night of baseball and chemistry trivia. YCC-eligible members of the Local Section are especially encouraged to attend via ticket subsidies, and participate in an informal networking opportunity with other scientists in their age bracket and with leaders of the Local Section.

Category :  
[Public Outreach](#) [Social Events](#)

[Nominate this event for an Award](#)

1. Print, Preview, Edit Event

2. Nominate Event for Award

2

## Nominated Awards

Nominate for an Award

AWARD NAME	EVENT NAME	Nomination Year	STATUS	ACTION
Best Activity or Program Stimulating Member Involvement	Baseball Night	2023	Nominated	...

Showing 1 to 1 of 1 entries

Nomination

Supporting Materials

Financial Form

Status: Not Submitted | Due Date: 02/15/2024  
Last Updated: 11/22/2023 | Updated By: Beth Lorschach

Continue Editing

Submit for Approval

06/23/2023 | by: Tanya Fogg

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### Events & Activities

Click on the Event Name in the table below to view a description and options to edit, view, print, copy, cancel and nominate.

Create an Event

EVENT NAME	DATE	PHASE	NOMINATED
Baseball Night	08/16/2023 - 08/16/2022	Completed	Yes

Showing 1 to 1 of 1 entries

### Nominated Awards

Nominate for an Award

AWARD NAME	EVENT NAME	Nomination Year	STATUS	ACTION
Best Activity or Program Stimulating Member Involvement	Baseball Night	2023	Nominated	...

Showing 1 to 1 of 1 entries

1. Nominate Event for Award

1

2023 2022 2021 2020

### Officers

Indiana | Officers Count: 9

Update Election Results

POSITION	NAME	EMAIL	TERM START DATE	TERM END DATE
Councilor	Erin M Dotlich	dotlichem@illy.com	01-01-2022	12-31-2024

## Nominate Event for an award

Please fill out this form to nominate your event for a chemluminary award

\*Required Fields

Event Name	Date of Event
<input checked="" type="radio"/> Baseball Night   <a href="#">Hide details</a>	08/16/2023 - 08/16/2022
<b>Organization:</b> Indiana	
<b>Description:</b> The Indiana Local Section gathers every year at the Baseball game (Indiana State @ Victory Field) for a fun night of baseball and chemistry trivia. YCC-eligible members of the Local Section are encouraged to attend via tickets, subsidies, and participate in an informal networking opportunity with other scientists in their age bracket and with leaders of the Local Section.	
<b>Category of Event:</b> <input type="radio"/> Public Outreach <input type="radio"/> Social Events	

[Change your Event](#)

Choose one award to nominate for your event \*

Award Name	Sponsor Name
<input type="radio"/> Best activity or program highlighting ACS Change Driver(s) or Strategic Planning   <a href="#">Show details</a>	ACS Strategic Planning Committee (SPC)
<input type="radio"/> CCPA-CEI ChemLuminary Award for Outstanding Promotion of the Society's Sustainability Position Statements   <a href="#">Show details</a>	Committee on Chemistry & Public Affairs
<input type="radio"/> Chemists with Disabilities Inclusion Award   <a href="#">Show details</a>	Committee on Chemists with Disabilities (CWD)
<input type="radio"/> Most Creative & Innovative Use of the CCEW Theme   <a href="#">Show details</a>	Committee on Community Activities (CCA)
<input type="radio"/> Most Creative NCW Celebration Using the Yearly Theme   <a href="#">Show details</a>	Committee on Community Activities (CCA)
<input type="radio"/> Outstanding Community Involvement in CCEW   <a href="#">Show details</a>	Committee on Community Activities (CCA)



## 1. List of Awards

## Events & Activities

Click on the Event Name in the table below to view a description and options to edit, view, print, copy, cancel and nominate.

Create an Event



EVENT NAME	DATE	PHASE	NOMINATED
Advancing the Circular Economy in Indiana	05/06/2022 - 05/06/2022	Completed	Yes
Celebrate Science Indiana - "Protecting Our Earth"	10/01/2022 - 10/01/2022	Completed	No
Little Red Door Tie Blanket Initiative	01/03/2022 - 02/19/2022	Completed	Yes
NCW - Chemistry Day and Illustrated Poem Contest & T-Shirt Design	09/11/2022 - 11/12/2022	Completed	Yes
Science Claus is Coming to Town!	12/03/2022 - 12/03/2022	Completed	No
ACS Project SEED Indianapolis	05/31/2022 - 07/29/2022	Completed	No
Science Day at Ball State University	04/09/2022 - 04/09/2022	Completed	Yes
Hoosier Science and Engineering Fair Chemistry Awards	03/28/2022 - 04/09/2022	Completed	No
White River Clean Up	05/22/2022 - 05/22/2022	Completed	Yes
Speed Mentorship	04/24/2022 - 04/24/2022	Completed	Yes

<< < 1 2 > >>

Showing 1 to 10 of 19 entries

## Nominated Awards

Nominate for an Award

AWARD NAME	EVENT NAME	Nomination Year	STATUS	ACTION
CCPA-CEI ChemLuminary Award for Outstanding Promotion of the Society's Sustainability Position Statements	Advancing the Circular Economy in Indiana	2022	Nominated	...
Local Section Partnership Award/Marinda Li Wu Award	Little Red Door Tie Blanket Initiative	2022	Nominated	...
Outstanding Ongoing NCW Event	NCW - Chemistry Day and Illustrated Poem Contest & T-Shirt Design	2022	Nominated	...
Outstanding Engagement with K-8 Students	Science Day at Ball State University	2022	Nominated	...
Outstanding Sustainability Activities	White River Clean Up	2022	Nominated	...
MAC Industry Engagement & Outreach	Speed Mentorship	2022	Nominated	...

Best activity or program highlighting ACS change drivers or strategic planning	Career Development Symposium	2022	Nominated	...
Outstanding Local Section Younger Chemists Committee	Career Development Symposium	2022	Nominated	...
Outstanding Local Section Industry Event	PREDICT Industry Symposium	2022	Nominated	...
Best Activity or Program Stimulating Member Involvement	Indiana Local Section General Body Meeting	2022	Nominated	...

<< < 1 2 > >>

Showing 1 to 10 of 14 entries



2023 2022 2021 2020

## Officers

Indiana | Officers Count: 17

Update Election Results

POSITION	NAME	EMAIL	TERM START DATE	TERM END DATE
Councilor	Erin M Dotlich	dotlichem@lilly.com	01-01-2022	12-31-2024
Chair-Elect	Christine Skaggs	clskaggs1994@yahoo.com	01-01-2022	12-31-2022
Alternate Councilor	Erin M Dotlich	dotlichem@lilly.com	01-01-2020	12-31-2023
Treasurer	Arvind Jaganathan	arvind.jaganathan@gmail.com	01-01-2022	12-31-2022
Councilor	Beth A Lorsbach	balorsbach@gmail.com	01-01-2022	12-31-2024
Councilor	Brian M Mathes	bmathes@elanco.com	01-01-2021	12-31-2023
Alternate Councilor	Linda Virginia Osborn	linda.osborn@hrglab.com	01-01-2021	12-31-2023
Alternate Councilor	Mark Pobanz	mpobanz@dow.com	01-01-2020	12-31-2022
Councilor	Robert A Pribush	rpribush@butler.edu	01-01-2020	12-31-2022
Councilor	Robert E Sammelson	resammelson@bsu.edu	01-01-2019	10-31-2022

<< < 1 2 > >>

Showing 1 to 10 of 17 entries

# QUESTIONS?



**Please take our quick survey**



# Upcoming Webinar: Welcome New Volunteers



- What: Welcome new Local Section volunteers and a sneak peek at LDI 2024 sessions
  - When: ***Hosted Virtually*** on January 17, 2024 at 1pm ET
  - Future Webinar Schedule:  
<https://www.acs.org/officer-toolkit/acs-local-sections-monthly-webinar-series.html>
-

**Registration Open**



# ACS Leadership Institute

January 26-28, 2024  
Westin Peachtree Plaza Hotel  
Atlanta, GA

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# Thank you!