



**AIChE Dallas Section Executive Committee
Meeting Minutes (September 24, 2019)**

The Executive Committee (EC) meeting was held at Two Guys from Italy, 11637 Webb Chapel Road, Dallas, Texas, starting at 6:00 pm.

The following officers and directors attended:

Chair:	Julia Tossetti
Secretary:	Fernando J. Aguirre
Treasurer:	Probir Shah
Past Chair:	Andy Moore
Director:	David Dickey
Director:	Richard Thut

Director Muhitch delegated his proxy to Chair Tossetti. A quorum was present.

The following topics were discussed:

Treasurer transition and bank signatories

Secretary Aguirre reported that he visited a Chase bank branch and changed the primary signatory to the section's bank account, as well as the address, from the past treasurer to newly elected Treasurer Shah. Treasurer Shah and Chair Tossetti need to visit a Chase branch to record their signatures and request a debit card. The past treasurer was removed from the account. Treasurer Shah will follow up with David Brower to recover the section's checkbook and documentation.

YP Award

No new activity since previous meeting. Aguirre agreed to distribute a current section membership listing to the EC.

STEM Scholarship

Discussion of this topic was postponed until after the presentation following the EC meeting.

Treasurer's Report

Treasurer Shah will prepare a budget for the current fiscal year for consideration by the EC at the next meeting. Discussion followed on the section's PayPal account. The account was opened by the past treasurer who apparently lost the password. Treasurer Shah will follow up to ensure the section has its own active PayPal account.

Secretary's Report

Secretary Aguirre distributed the August 2019 minutes in advance of the meeting and asked for a motion to approve them. The August 2019 EC meeting minutes were unanimously approved.

2019 Symposium

The following activities were discussed in making final preparations for the Symposium scheduled for October 25, 2019 at Halff & Associates in Richardson, Texas.

- € Past Chair Moore will contact Symposium Chair Ram Ramanan to confirm he remains involved.
- € Chair Tossetti will ask all speakers for their presentations in advance of the event.
- € Director Thut will coordinate coffee breaks and ordering lunch.
- € Treasurer Shah will prepare the program and Secretary Aguirre will update the website once the program is ready.
- € Past Chair Moore will coordinate offering 10 complimentary registrations to staff of Halff & Associates who provided the venue free of charge.

The Executive Committee meeting adjourned at 6:45 pm.

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A Dallas Section meeting followed at 7:30 pm with 15 participants. The list of attendees is attached.

After brief reports from the officers, Chair Tossetti introduced the speaker Truman Bell, ExxonMobil Corporation, who gave the presentation titled "Are we preparing U.S. STEM graduates for the future?" The meeting adjourned at 8:35 pm.

Fernando J. Aguirre
Secretary
October 27, 2019

