

## **ACS IL Sections State Fair Committee April 06 Meeting**

The planning committee had a conference call meeting Saturday, April 22, 2006 at 2 pm. Cherlyn Bradley, Jerod Corbin, Chantel Kamm, Fran Kravitz, Milt Levenberg, Avrom Litin, Marsha Phillips, and Frank Salter participated.

State Fair Info -- Fran reported that she has emailed the contact person at Conservation World requesting space, the use of a larger tent, and a water dispenser. She hasn't heard from him to date. She indicated that we are making our request earlier than last year and that they may not be ready for requests yet. \*Fran will send a follow-up email and also call him shortly.

Volunteer/website scheduling -- \*Milt still has the 2006 login mechanism to set up for volunteers to sign up online. An administrator account was set up for Chantel, who will be handling this activity.

Storage Locker -- While our storage locker was not outwardly affected by the damaging storm that came through Springfield, someone needs to check inside. \*Cherlyn will contact Harsh Bapat about checking the contents. Cherlyn has sent the inventory list of the locker's contents to committee members. There was more discussion about getting a larger locker, especially if we get a 5-6' ladder (suggested by Marsha). Right now, there's no room in the locker for anything else. Milt reported that the current locker (5' x 10') costs \$300/yr; a 10' x 10' one costs \$500/yr. A question came up concerning who has a copy of the locker contract. Milt indicated that Harsh has it. \*Cherlyn will contact Harsh to send her a copy of the 2005 contract so that a copy is in the files. Frank suggested that, due to timing and logistics, we may

want to get a second 5'x 10' locker close to the first locker for a short time to store the 2006 stuff we are planning to obtain and then get the larger locker to move and store all the materials.

Publicity/Advertising -- \*At the last meeting, Mary LeFaivre volunteered to put something together and send it to Milt for the website, but he hasn't seen anything yet. Cherlyn sent Milt the two 2005 ads Craig put together and also sent them to the committee for use in the sections' newsletters and/or as flyers. Fran has also written two solicitation items for the Chicago Section's newsletter that can be revised by the other sections. One is a "Help Wanted" ad for volunteers and the other one is for donor solicitation. \*Cherlyn will email these to the committee members.

Any donors yet? Milt reported that Unilever may donate again, but prefers to use a credit card. The use of a credit card will have to be set up by the committee's treasurer. \*Milt and Avrom will have further discussion with the treasurer for setting up such an arrangement. \*Avrom said he still plans to solicit his contact at BP. \*He will also check with Lab Safety in Wisconsin and Aldrich in Milwaukee. \*Milt will also contact Abbott Labs. Fran solicited Xerox for a poster on their green chemistry for toners and for funding. No response from them yet. Nalco and Honeywell were solicited, resulting in the same response -- no funds available. \*The Chicago Section is donating \$720.

There was discussion of Chantel's idea of getting donations of items from various stores. Consensus was that if the items are things that we can use in the tent, that's fine. It was pointed out that in any of the solicitations we do, indicate that the

donor's name will be listed on the sponsor's board in the tent.

Teachers' CD - Marsha secured permission from the Committee on Chemical Safety staff liaison to put all the safety brochures on the CD. \*Marsha will continue to pursue explicit written permission from the other sources she needs to contact in order for us to reproduce ChemMatters, NCW flyers, and the other publications we would like to have put on the CD instead of having to stuff the bags with all that literature. The idea is also to have less "paper" to request, haul, have for the tables, and store.

\*Following discussion on this topic, the group also agreed to include Acrobat Reader on the CD.

The CD has 650 MB of space and currently has about 50 MB on it. So there is plenty of space for the safety brochures and other literature. If photos are involved, they will rapidly fill up space. rapidly. Consensus was to wait to see how much space is left after putting on all the PDFs before including state fair photos.

Budget - Milt reported that we need sources of money. The two major sources (ACS Innovative Grant and Abbott Labs) that we've had for the past two years is not (the grant) or may not be (Abbott) available this year. So far this year, there's ~\$3,400. He indicated that the minimal amount we need is ~\$4,000 to accomplish what we need to do. \*He was reminded that the tent cost is being handled by Mary LeFaivre's East Central IL Section. This will help tremendously!

Marsha suggested trying the chemistry textbook industry and the hotels. \*She agreed to check on these areas.

Chantel asked if there is a list of companies that we use. Milt indicated that the Chicago Section has a list. However, it was pointed out that that particular list is woefully inaccurate.

Promo and raffle items - Fran says she'll wait until we have a contract before she gets the pencils, etc.

Demos & Hands-On - \*Frank said he'll check on getting empty felt-tip pens and filling them with the phenolphthalein solution for the invisible writing activity.

AV/Chemistry Quiz - \*Send chemistry questions to Milt. Instead of the heavy and bulky TV monitor, we discussed getting a 17" or 19" flat screen LCD, if the budget allows it.

Other business items - \*Milt will post the planning committee's minutes on the website, as he did last year.

\*Marsha volunteered to be our project's treasurer, replacing Mary Newberg. We will also need a secondary signer, who will be determined by the next meeting.

Next conference call meeting - June 3 at 2 pm.

Meeting adjourned at 3:27 p.m.

Cherlyn

\*Action items from the April meeting are highlighted in blue and have an asterisk.