

## ACS IL Sections State Fair Committee February 06 Meeting

The planning committee had a conference call meeting Saturday, February 25, 2006 at 4 pm. Cherlyn Bradley, Steve Hughes, Fran Kravitz, Mary LeFaivre, Milt Levenberg, Avrom Litin, Marsha Phillips, and Frank Salter participated.

At the previous meeting, the consensus was to get a larger tent (20' x 30'). At today's meeting, Fran presented the tent prices (\$740 for the 20' x 20' we normally get; \$1,051 for a 20' x 30' one; \$1,381 for a 30' x 30' one). Mary said that the East Central IL section would be willing to fund the tent and suggested going with the 30' x 30' one. There was discussion whether we would be able to get the same site if we have a larger tent. Consensus was that if Conservation World says we can't put a larger tent on that particular site (which we all agree is a great location), we'll stick with that location and go with the 20' x 20'. However, if we can put a larger one up, the first choice is a 20' across x 30' deep tent. \*Fran will contact the person at Conservation World about this.

The State Fair will be August 11-20 this year. Therefore, set up is Thursday, August 10. \*Steve again volunteered to get a truck or van to help us move the materials from the storage locker to the tent site. \*Steve will also check to see if space is available at his worksite for temporary storage of materials shipped from National.

\*Milt will set up the online volunteer scheduling. Since Craig is no longer on the committee, we need someone to do the volunteer scheduling activity that he did. Fran mentioned that someone last year offered to help where they could; but none of us could remember who that person is. [Note: After the meeting, Cherlyn recalled that Chantel Kamm was the person. \*Cherlyn has contacted Chantel about doing the volunteer scheduling and she has agreed to help. Cherlyn put her in contact with Craig and he has communicated with her.] Steve indicated that Craig's replacement (Chantel) needs to be sent the template for the excel sheet.

Regarding the storage locker, Milt mentioned that our current one (5' x 10') is very full and that we may have to get either a larger one (e.g. a 10' x 10') or two lockers close together of the same size we have now.

There was some discussion about where items could be better arranged if we can get a larger tent. We would likely need two extra tables and a couple more chairs. Fran asked Frank about the need for storage shelves in the demo area. Frank indicated he will supply them. The current number of fans is sufficient. However, if we have a larger tent, we may need one more fan. In which case, we would purchase it in Springfield.

Cherlyn asked if we want drinking water available via either bottles or a 5-gallon dispenser. \*Fran will check with Conservation World on possibility of getting our own water dispenser.

Budget - Milt reported that we spent ~\$5,300 last year. So far this year, there's ~\$3,400. Milt said that Abbott Labs needs us to give them some lead time and a formal request. He also said that Unilever wants to donate via credit card. \*Milt and Avrom discussed setting up an arrangement so that people can give via credit card. \*Avrom said he will check with his contact at BP. \*Steve said he will check with his Heartland section. Bottom line is that \*we all need to try to get more donors.

Teachers' CD and bags - We discussed having a maximum of 500 CDs. Marsha suggested we may want to burn a larger number. Avrom needs the master copy from Milt at least a week prior to the fair. Sooner would be preferred. By the end of March, \*Marsha is to get the permissions to put on the CD the website links and/or PDFs from the various publications that normally go as hardcopy into the teachers' bags. Marsha said that she has received permission from the Chemical Safety Committee staff liaison. Milt indicated that we need an actual letter/note from the ones giving us authorization. We will still have hardcopies of the literature on the tables for the teachers to fill their own bags. The bags will still have the pencils, UV test cards, etc that we will have to put in the bags.

Promo and raffle items - We will again raffle one mole/day. The moles are \$10 each, plus shipping/minus discount, and we will need 9 (we still have one from last year). We will also have the little foam t-shirt pins again. Fran has an idea of how to make the pins more durable. Consensus is to increase by 50% the number of the pencils with our website.

\*Marsha will check on the items we can get for little to no cost.

Volunteer T-Shirts - Fran still has a supply of them. If more are needed, we will again have Spectrum (of Little Friends) supply them.

Theme -- The idea was well received to use National's Chemistry Week theme, "Chemistry in the Home" as our theme this year. Steve suggested that a website of the Department of Energy has information on H2 fuel cells, solar panels on roofs, and technology on building materials.

Demos & Hands-On - Frank, Jackie, and Mary will again spearhead the demos and hands-on activities. Frank said he and Jackie will meet, discuss, and tweak some of the demos. \*Milt suggested that, in place of Q-tips, getting empty felt-tip pens and filling them with the phenolphthalein solution for the invisible writing activity. Fran suggested checking Sanford Company, a supplier of felt-tip pens and may supply them empty. Frank said he will consider the idea. \*Frank will send to Milt the write-up of any demos that aren't on the CD. Milt also plans to include with the demo write-ups on the CD some of the photos he took of the demos.

\*Frank requested we send him demo ideas so that he and Jackie can practice them. Fran asked if they need any more items/experiments from the Steve Spangler's Catalog; there are still some experiments that Fran sent to Jackie that have not been used yet. Frank indicated no.

AV/Chemistry Quiz - \*Send chemistry questions to Milt. His plan is to randomize them on the PC. Hopefully, Chang can supply the TV monitor again. Milt still has the PC from Richard Cornell we have used. Fran asked about cans of air needed for cleaning the PC.

\*We plan to get 6 cans (the type for electronics). A flat screen monitor (19") for the PC would be more convenient and easier to store at night. Can we get someone to donate one?

Publicity/Advertising - \*Mary volunteered to put something together and send it to Milt for the website. Cherlyn will send Milt the two 2005 ads Craig put together and sent to the committee for use in our sections' newsletters. Maybe

these can be updated and reused. There was an idea to put together flyers and send them to all the schools. Another idea was a flyer for soliciting volunteers for the tent and committee.

Fran mentioned a Red Robin's restaurant children's menu with actual chemistry activities. Would they want their name in our tent if they gave a donation? Where is their headquarters (corporate address)? Someone will get that info to Fran.

Mary asked about sending information to NSTA and ISTA for their newsletters.

A function of the publicity is to get the word out to schools, local sections (for volunteers), and colleges (for volunteers).

Fran suggested that a flyer could go to students to visit the tent to earn an activity patch (e.g. for scouts and other groups). This may be one way to generate publicity through the schools.

Local section solicitation letters used can be sent to Milt for the website.

Next meeting - April 22 - Conference call - 4 pm.\*\*

Meeting adjourned at 5:35 p.m.

Cherlyn

\*Most of the action items from the February meeting are highlighted in blue and have an asterisk.

\*\*Note: The conference call in April has been changed to 2pm.