

Spring Committee Schedule

All POLY Meetings will be held at the Hyatt Regency

Sunday, March 26

- 12:00 pm Annual Business Meeting-Lunch
- 3:00 pm ExCom/Financial Meeting
- 7:00 pm ExComm Dinner

Monday, March 27

- 3:00 pm Membership Committee
- 6:00 pm Student Social
- 6:00pm IAB Social

Tuesday, March 28

- 7:30 am IAB Meeting-Breakfast
- 12:00 pm Programming Lunch Meeting
- 1:00 pm POLY/PMSE Coordination Meeting
- 7:00 pm POLY/PMSE Poster Session

Wednesday, March 29

- 5:30 pm POLY/PMSE Plenary/Awards Reception

CHANGE:

- Reduce In-person Committee Meetings = Reduced ACS Cost
- Workshop, International, and other committees are encouraged to zoom
- Contact the Business Office if you need zoom assistance (*IN FEBRUARY*)



Secretary Duties

PER POLY BYLAWS:

- **Voting ExComm Member:** 3 year
- **Keep Minutes:** POLY business/ExComm meetings
- **ACS Annual Report:** Prepare and Submit
- **Inform Membership** of business and activities (i.e. semiannual Newsletter, etc.)
- **Elections:** Determine candidate eligibility. distribute slate to membership (July), Provide biography/statement/ballots in fall. Provide a membership list for the election. Valid election. Notify POLY members of results.
- **Circulate Bylaw Amendments** to membership (if needed).
- **Other Duties:** Conduct the business correspondence as assigned by the Chair or by the Executive Committee

Added at Some Point?

Committee Meetings & Arrangements: Arrange and schedule committee meetings with ACS. Work with committees & Chair to ensure all arrangements for social events (such as receptions and dinners) are made and appropriate forms submitted to ACS for publicity, tickets, or room requests.

This takes up a significant amount of time which reduces efforts spent on newsletters and elections (which falls on the business office).



Newsletter/E-News

Spring Newsletter:

- Spring Draft begins post-ACS (April)
- Posted to Membership: June
- Posted Online (interactive)
<https://www.polyacs.net/newsletter>
- Article suggestions & improvements WELCOME!

Article Deadlines are Important
to Office Operations!

E-news:

- Sent weekly (and posted on POLY Web) promoting all POLY activity.

Estimated Expense:

- Spring/Fall Expense: \$1,500 (Printing/Software)
- E-news: \$1,000 (Software-paid from supplies)

Estimated Advertising:

➤ Tosoh Bioscience	\$3,600
➤ TOTAL	\$3,600

Past Advertisers:

➤ 2022 American Polymer Stand. Corp.	\$480
➤ 2022 Polyhedron Laboratories, Inc.	\$480
➤ 2021 HMJ	\$1,000
➤ 2019 Specific Polymers	\$800
➤ 2019 Malvern Instruments	\$4,200
➤ 2019 Specific Polymers	\$800
➤ 2018 Polymaterials	\$480

