**OVC Board of Directors Conference Call – December 17th, 2018, 9:00 am EST.**

Conference Number(s): 202-991-0477; Conference Code: 5258573

*Attendees: Brandon, Roman, Jim, Reed, Craig, Louise, Diane*

1.) Attendance and Call to Order.

2.) There were no official Meeting Notes to approve from the BOD SETAC Sacremento Meeting.

Ohio Valley Chapter Business Meeting

3.) SETAC Sacramento meeting recap:

* It was suggested to have a focus topic meeting on OVC issues and PFAS was mentioned as a good candidate. Jim suggested that we pass this along to the students who were at the Sacramento OVC meeting to see where the interest lies. Roman cautioned that the PFAS topic would conflict with the National Focus meeting happening next summer. It was suggested that we have a PFAS session at the 2019 OVC meeting in Louisville.
* It was suggested that we host a student mixer at the 2019 OVC meeting. Brandon will reach out to students on the board to put together some ideas for a mixer.
* We need to resurrect the OVC newsletter. Jim suggested this be distributed electronically via the website and chapter e-mail list. Roman suggested this is a good task for the students. Brandon will reach out to the students on the BOD to see if they are interested.
* Angela will distribute a treasurer report to the chapter
* It was suggested we coordinate with SETAC NA Special Interest Groups. The sediment interest group is interested in having younger scientists participate. Brandon will ask the BOD students to survey the OVC chapter students to see if they are currently participating in these interests groups or if they would be interested in doing so
* Jim mentioned we need to keep our chapter email list up-to-date and suggested that Roger would be good at this. Brandon will reach out to Roger.
* Jim mentioned that there were several new professionals and new students in attendance. We need to each out to them and welcome them to the chapter. Roman mentioned that this is an interest of the national society as well. There is a phone call happening soon to discuss the national on boarding effort. Roman will relay these details to the OVC BOD after the call.
* It was mentioned that a student in our chapter won the best paper award and that this is something that should be mentioned/highlighted on our social media pages.

4.) Changes to By-Laws for non-profit status

* No updates on this, Brandon will work with Angela on this in the new year

5.) Committee Updates:

* Social media/website
	+ Brandon said he will work with Roger to get the 2019 meeting details (provided by Angela) up on the website
* Nominations Committee
	+ No updates. Will meeting in January to discuss potential board member turnover and new student openings
	+ Brandon asked if anyone was planning on leaving the board in the next year. There was no response, suggesting new board positions may not be available.

6.) 2019 Meeting Discussion

* Brandon asked if anyone had any ideas for a meet and greet location for Wednesday night. Roman mentioned there are several distilleries in the downtown area. Craig questioned if they would be open in the evening since it is a travel day. Louise mentioned there are several breweries in the area. Brandon will discuss this with Angela and come up with a couple locations within a short drive of the hotels/walking distance. Location will be decided during January 2019 call.
* It was decided that we will request liability insurance from SETAC NA for $100.
* Brandon mentioned that the request for short-course funds from the national society are around $2-300 and requests are due in January.
* Brandon mentioned that Joe Shaw is interested in providing a genomics short course. Jim will reach out to Joe for details (time, agenda, etc.). Angela sent out an email prior to the meeting suggesting that US ACE can also provide a work shop. The short course topic will be decided during the January 2019 call.
* Angela will provide more details to the BOD on the potential field trips. Jim thought the drinking water facility would be of great interest to the chapter.
* Brandon mentioned that Joe Shaw (UK) is interested in giving a plenary. Alison to follow up with Joe for a talk title to be put on the flyer. Angela to provide board with US ACE plenary speaker and talk title.
* It was decided that early March will be the deadline for abstract submission to allow time for the agenda to be posted on the website and distributed to the attendees.
* Brandon provided the registration costs from the 2018 meeting. Roman suggested that we lower the registration costs of post-doctoral members from $50 to $20 to be inline with the recent graduate costs. The BOD agreed to reduce these costs.

7.) Treasurers update

* Brandon provided the treasurer’s report submitted by Angela. We have around $1600 in our account, $400 of which is needed for obtaining non-profit status. We recently distributed $1200 in travel awards to students ($400 of which came from SETAC NA as match) and $100 to the SETAC NA Early Career Committee.

7.) Action Items

* Brandon to reach out to students to generate student mixer ideas, newsletter resurrection, and interest in SETAC NA Special Interest Groups
* Brandon will work with Roger about maintaining the chapter email list
* Roger to update website with 2019 meeting details
* Jim to reach out to Joe Shaw for information regarding genomics short course
* Roman to provide SETAC NA on boarding effort details
* Alison to reach out to Jason Unrine for keynote talk title
* Angela to provide details for field trip and potential US ACE keynote and workshop
* Angela to distribute a treasurer’s report to the chapter
* Brandon and Angela will draft the by-law language for non-profit status and send out to the BOD
* Nominations committee will meet in the next month
* BOD needs to decide if we should request funds from SETAC NA for the short course/keynote travel
* Planning Committee and students will finalize the flyer, distribute to SETAC NA, and finalize the call for abstracts

9.) Next conference call

Jan 14 2018