

LOCAL SECTIONS COMMITTEE QUARTERLY NEWSLETTER



Email: localsections@aiiche.org

Letter from the Chair

By Sidney Haig Biddle, Local Sections Committee Chair

Welcome everyone to the Spring edition of our Quarterly Newsletter! I am honored to have been selected as your new Chair of the AIChE Local Sections Committee (LSC) for a one year term. This Committee's function is to develop relationships between AIChE's Local Sections and AIChE Staff and the Career and Education Operating Council (CEOC). We conduct bi-monthly networking calls, meetings, and other available means of collaboration to highlight the Local Sections' best practices and develop practical resource materials that will help you serve your members as AIChE's Local Section. I encourage everyone to get involved with the Committee, because this is what gives **you** as the local leader creative ways to help your local section grow and become a vibrant active community. This results in your members becoming part of a great social group, learning new topics and contributing their talents to enhancing the Chemical Engineering profession.

As your new Chair, my goal is to help make this process happen and to do it with excellence. If you are a new Leader at a Local Section, it may seem overwhelming at first with all of the different Global AIChE committees, subdivisions and groups. Make a point to start out by going to www.aiiche.org online. Click the tab "Local Sections" and then click "[Resources for Local Section Leaders](#)." This is your "go to" page if you are unfamiliar with how a Local Section operates. You can find resources here to recruit new members, plan functions, and learn about how the local section is governed and how to submit reports. There are also ways to get the necessary funds you may need through both of our grant programs: the [Project Connect Grant](#) and the [Program Planning Grant](#). We have information on [how to start a YP \(Young Professional\) group](#), which is one of the fast growing groups within the Local Sections. And for those of you seasoned leaders, you will notice that there are a lot of new changes, and I encourage you to take a look!

So... the first topic of business is that of our Bi-Annual Local Sections' Committee luncheon meeting which will be held on Monday, April 11, 2016 at 12:30 PM CT at [AIChE's 2016 Spring Meeting and 12th Global Congress on Process Safety](#) in Houston, TX. The meeting will be held in the Hilton Americas Hotel in room 330. If you can make it to the meeting, we would love to see you there. If not, we will be scheduling a follow up conference call. Also, every year AIChE hosts a Volunteer Leadership Recognition Reception to recognize our volunteers' invaluable contribution of time and energy to our organization. This year's reception will take place on Monday, April 11 at 7:00 PM at the Hilton Americas Hotel, Room 335C. We hope you can make it!

The second topic is to congratulate our winners for the past quarter's [Project Connect Grant](#): Chicago, Knoxville-Oakridge, and Metro New York. Great job! We would also like to send a shout out to our [2016 Shining Star Award](#) winners:

- ❖ Kevin Pait - Eastern North Carolina Local Section
- ❖ Stephen J. Reilly- Baton Rouge Local Section
- ❖ Saad al-Omani - Saudi Arabia Local Section
- ❖ Paul Taylor - Knoxville - Oak Ridge Local Section
- ❖ Chi-Hwa Wang- Singapore Local Section
- ❖ Joel Kirman- Metro New York Local Section

Thank you to all of our Local Sections who sent in nominations—it was really difficult this year to select winners as we had so many outstanding applications.

Finally, I'd like to encourage you to read the following pages of our Newsletter as we have some great articles: Delaware Valley's grant summary report, info on YPC's LS subcommittee activity, highlights from the NJ Local Section and info about the VLS session at the forthcoming spring meeting in Houston, to name a few.

Thank you for your efforts in making AIChE a success! See you next quarter.

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TAX FILING INFORMATION

By: Monica Stowe, AIChE Staff

It is everyone's favorite time of the year, tax season! Below is important information that all local section leaders should take note of. For additional information review the Reporting section of the [Resources for Local Section Leaders webpage](#).

The IRS has been mandated by the Pension Protection Act to revoke the tax-exempt status of any organization that fails to file a **Form 990, 990-EZ, or 990-N** for three consecutive years. A nonprofit that loses its exemption because of failure to file will have to reapply to the IRS for exemption.

Each Local Section must file its own federal tax return. AIChE's fiscal year is the calendar year and the deadline for filing tax returns is **May 15** of the following year (or the 15th day of the 5th month after your section's fiscal year). AIChE cannot file tax returns on behalf of Locals Sections because AIChE doesn't control the finances of the Local Sections, and Local Section revenues and expenses are not reflected on the global organization's financial statements.

The IRS guidelines for which form to file depend on the group's gross receipts (total amount received from all sources, without subtracting any costs or expenses) for the tax year, as follows:

1. If gross receipts are less than \$50,000, the group must file **Form 990-N**. This is a simple electronic filing using an "e-postcard" which should only take a few minutes to complete.
2. If gross receipts are between \$50,000 and \$200,000, and total assets are less than \$500,000, the group may file **Form 990-EZ**.
3. If gross receipts or net assets exceed the limits in (2) above, the group must file **Form 990**.

Local Sections are also required to file a 990-T if their gross income from unrelated business (gross receipts minus cost of goods sold) is in excess of \$1,000.

IRS website: <http://www.irs.gov/charities/index.html>

Upon filing your local section's tax forms with the IRS, each local section is required to submit the annual [Treasurer's Report](#) to AIChE no later than May 31.

JOIN THE VIRTUAL LOCAL SECTION AND THE TEXAS GULF COAST LOCAL SECTION AT THE AIChE SPRING MEETING

The Virtual Local Section and the Texas Gulf Coast Local Section are co-hosting an in-person meeting in Houston, TX as a part of the AIChE 2016 Spring Meeting. The event will be held on Tuesday, April 12 at 7:00 pm at the Hilton Americas Hotel in Room 336B. The speaker will be Brady Brown, Sr. EHS Specialist at BASF Corporation, who will give a presentation entitled, "Make the Right Decision." This talk will feature examples of when people decided not to use one or more of Mgmt of Change, PSSR, Hot Work, Work Authorization, LOTO, and Confined Space Entry, resulting in serious process safety incidents that have led to loss of life and major collateral damage. We hope to see you there!

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HIGHLIGHTED LOCAL SECTION – NORTH JERSEY LOCAL SECTION

By: Jacqueline Sibblies, Chair, New Jersey Local Section

Rich Sarnie, AIChE's new Director CCPS Projects and newly-elected Director of the NJ Section of AIChE, recently spoke at the monthly section meeting. His talk emphasized the universality of process safety and explained that while OSHA emphasizes a regulatory approach focusing on personnel safety, CCPS focuses on a risk-based approach that addresses not only operating personnel, but also the facility, neighborhood and societal needs.

Rich noted that, although CCPS stands for Center for Chemical Process Safety, the message is applicable a much broader audience and he provided examples of other industries that would benefit from the CCPS recommendations that are more encompassing than those required by current regulations that fail to address aspects such as culture, management, reporting and education.

The presentation was well received and generated considerable interest for additional information on CCPS educational offerings. We were fortunate to have Rich speak at our section and believe that his enthusiasm and knowledge will be of great benefit to AIChE and CCPS. We strongly recommend that he be invited to speak at other venues to spread the message of the benefits of risk management using the CCPS approach.



Figure 1. Richard Sarnie, CCPS Director presenting at the NJ Local Section Meeting

If you are interested in contributing to future newsletters, being a highlighted local section or have general updates for the good of all local sections, please email localsections@aiiche.org.



UPDATING YOUR MEMBER PROFILE

By: Monica Stowe, AIChE Staff

[AIChE Engage](#) Discussion Central launched earlier this week. This new discussion platform, exclusively for AIChE members, allows you to find and connect with AIChE members and their chemical engineering communities and pose and answer questions related to your specific interests. You can also manage your profile and keep track of your member benefits.

To make the most out of this new platform, I encourage you to login and update your AIChE member profile with your up to date career information and upload a photo of yourself so your peers can put a face with your name (this can be imported directly from LinkedIn!). I look forward to seeing each of you on Engage!

engage.aiiche.org

2016 LSC CONFERENCE CALLS

April 11 - 12:30pm Central at [Spring Meeting](#)

June 9 - 3:30pm Eastern

August 9 - 2pm Eastern

September 27 - 3:30pm Eastern

November 14 - 12:30pm Pacific at [Annual Meeting](#)

All local section chairs, vice chairs, secretaries and treasurers are invited to attend these calls.

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DELAWARE VALLEY LOCAL SECTION'S PROJECT CONNECT GRANT SUMMARY

Program Summary

As part of our section's continuing education lectures, we held an ethics session with a special focus on the importance of PE licensure. Chuck Clerecuzio, an AIChE Fellow and a past chair of our section, held an engaging lecture on the ethics that included anecdotes from his 30 years in industry. His experience spans pharma, biofuels, food, biotech, oil and gas, and chemicals. Following his lecture, discussion continued on the importance of licensure and questions were directed at Chuck and other members of the audience with stories to share.

Was the program organized in conjunction with another society or AIChE group? If so, which organization(s)?

Yes, this session was organized with Rowan University and was held on their campus. The Rowan AIChE student chapter was involved in the planning and was invited to the session.

Did your Section have previous experience implementing this kind of program?

The general format of the session was like any of our continuing education lectures, including a speaker who may have a power point presentation, dinner included for participants, and a Q&A session and discussion to follow.

What makes the program innovative to your local section? What were the benefits of this program? What were the benefits of this program?

New this time around was the organizational aspect with Rowan University and the topic of focus centered on ethics and PE licensure. Students who attended were likely exposed to the idea of licensure for the first time and a discussion of ethics was the key benefit to this session. Attendees of all ages and experience levels benefited from the examples of ethical decisions and conflicts. All attendees also earned one Professional Development Hour for their participation.

How did you promote the activity?

The activity was promoted through the Rowan University Faculty department, through the AIChE student chapter at Rowan, through the local section Constant Contact to our member emails through 4 different emails spread out through the 2 months prior to the event, and social media was also used to promote the event. Our section typically utilizes our individual member networks within our companies to promote events like this as well.

What was the total cost of the event?

The total cost of the event was \$123.95. The remaining grant money will be used to hold two identical events during the fall semester at other universities in our area.

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HOW TO START A YOUNG PROFESSIONALS GROUP

By: Jon Haughton, AIChE's Young Professionals Committee

The AIChE Young Professionals Committee's Local Section Subcommittee (YPC LSC) is designed to help local sections increase young professional involvement throughout the country. We see local sections as a primary interaction point for many members, and we are focused on increasing YP involvement and helping to cultivate the next generation of Institute leaders. To do this, we have done and hope to continue activities such as:

- Utilize regional representatives to act as a liaison between YPC and Local Sections. Each geographical area in AIChE, including International, has a regional representative assigned to them. They have contact some of you in recent weeks and we hope to contact more of you in the next weeks and months.
- Add YP specific questions to the annual Local Section survey. This helps us identify growth areas and obtain feedback for sharing information.
- Contact specific YP Groups. Some local sections have a local section Young Professionals Committee, dedicated to providing programming, networking, and outreach opportunities specifically for younger populations. We want to learn from and promote those successes.

In recent months, one of our biggest accomplishments was updating our "[How To Start a YP Group](#)" guide. We contacted successful YP Local Sections across the country and used their successes as examples. Whether you are looking to start a dedicated young professionals committee within your local section or are simply looking for ways to get a few YPs involved, this document has something for you.

For more information, or to provide any feedback or suggestions on the above, please contact Jon Haughton, jmhaughton@gmail.com, and Giselle Schlegel at giselle.schlegel@gmail.com.

Other Resources for Section Leaders

Speaker's Corner

The [Speakers Corner](#) provides local sections with a list of experts and outstanding communicators who are interested in presenting on their work and the state of chemical engineering. This is a great tool for planning programming at your section's meeting!

Funding for Sections Available

Apply today for a [Program Planning Grant](#) or a [Project Connect Grant](#)! Awards available to assist local sections with membership outreach efforts. Next deadline is for the Project Connect Grant is March 30, 2016. Next deadline for the Program Planning Grant is March 30, 2016.

Shining Star Award

Recognize outstanding volunteerism within your local section by nominating someone for the [Shining Star Award](#). Deadline for nominations is November 30, 2016.

Update Your Officer Roster

You can see who AIChE has listed as officers of your local section by clicking on your section name in the [Find a Local Section website](#). If this listing is out of date, [complete the officer update form](#).

Website Platform Available at No Charge

Whether you're using AIChE's old platform or are using a third party platform, learn more about [AIChE's web platform](#), [see examples](#) of sections already using them, and [request your new, free website today](#).

More resources available at the [Resources for Local Section Leaders](#) website.



Calendars

AICoE Meetings Calendar

For information and registration details, visit www.aiche.org/conferences or call Customer Service at 1-800-242-4363 or 1-203-702-7660 (outside the U.S.).

MAR. 22–25, 2016	Offshore Technology Conference Asia Kuala Lumpur Convention Centre • Kuala Lumpur, Malaysia
APR. 10–13, 2016	12th Global Congress on Process Safety Hilton Americas and George R. Brown Convention Center • Houston, TX
APR. 10–14, 2016	AICoE Spring Meeting Hilton Americas and George R. Brown Convention Center • Houston, TX
APR. 11–13, 2016	Frontiers in Particle Science & Technology (FPST) Hilton Americas • Houston, TX
MAY 2–5, 2016	Offshore Technology Conference NRG Park • Houston, TX
JUNE 1–3, 2016	4th CCPS China Conference on Process Safety Qingdao, China
JUNE 7–9, 2016	2016 Process Development Symposium Providence, RI
JUNE 26–30, 2016	Metabolic Engineering 11 (Organized by the Society for Biological Engineering) Awaji Yumebutai International Conference Center and Westin Awaji Island • Japan
JULY 18–21, 2016	2016 Synthetic Biology: Engineering, Evolution & Design (SEED) (Sponsored by SBE) Hilton Chicago • Chicago, IL
AUG. 22–23, 2016	7th CCPS Latin American Conference on Process Safety Lima, Peru
SEPT. 18–22, 2016	61st Annual Safety in Ammonia Plants and Related Facilities Symposium Grand Hyatt Denver • Denver, CO
OCT. 5–6, 2016	CCPS Europe Conference on Process Safety and Big Data DECHEMA-House • Frankfurt am Main, Germany
OCT. 6–7, 2016	8th Southwest Process Technology Conference Moody Garden Hotel & Convention Center • Galveston, TX
OCT. 23–26, 2016	International Conference on Stem Cell Engineering Marriott Bloor Yorkville • Toronto, Ontario, Canada
OCT. 24–27, 2016	5th International Congress on Sustainable Science and Engineering (ICOSSE '16) Soochow Univ. • Suzhou, China
NOV. 13–18, 2016	2016 AICoE Annual Meeting (Student Conference, Nov. 11–14) Hilton San Francisco Union Square • San Francisco, CA

AICoE Academy Calendar

Public Courses

For more information, and to register, visit www.aiche.org/academy.

MAR. 14–16, 2016 HOUSTON, TX	Essentials of Chemical Engineering for Non-Chemical Engineers Course # CH710 • Instructor: Jack Hipple
MAR. 14–17, 2016 HOUSTON, TX	Combo Course: Project Evaluation AND Capital Cost Estimating (CH139 & CH140) Course # CH758 • Instructor: John Williams
APR. 30, 2016 HOUSTON, TX	Recognizing Catastrophic Incident Warning Signs Course # CH901 • Instructor: Louisa Nara, Orlando Acosta
MAY 1, 2016 HOUSTON, TX	Managing Process Safety Risks During Organizational Change Course # CH525 • Instructors: Louisa Nara, Orlando Acosta
MAY 11–12, 2016 CHICAGO, IL	Combo Course: Spreadsheet Problem-Solving AND VBA Programming (CH765 & CH766) Course # CH767 • Instructor: David Clough
MAY 16–19, 2016 HOUSTON, TX	Process Safety Boot Camp Course # CH900 • Instructors: Brian Kelly, Albert Ness
MAY 17–19, 2016 HOUSTON, TX	Distillation in Practice Course # CH004 • Instructor: John Farone
MAY 17–19, 2016 ATLANTA, GA	DIERS' Advanced Emergency Relief System Design Course # CH173 • Instructors: Robert D'Alessandro, Ben McDavid

Webinars

Register and view live and archived webinars at www.aiche.org/webinars.

MAR. 9, 2016 2:00–3:00 PM ET	Sponsored Webinar: Optimizing Heat-Transfer Fluid Performance through System Design (Sponsor: Eastman Chemical Co.) Presenter: Conrad Gamble
MAR. 16, 2016 2:00–3:00 PM ET	Black Swans in the Chemical Process Industries Presenter: John Murphy
APR. 6, 2016 2:00–3:00 PM ET	Sponsored Webinar: Whoops! I Made a Mistake Sizing My Relief Device and then Installed it Incorrectly! (Sponsor: Provenance Consulting) Presenter: Justin Phillips
APR. 20, 2016 2:00–3:00 PM ET	Sponsored Webinar: Enterprise Risk Management (Sponsor: Operational Sustainability) Presenter: Alfonsius Ariawan, David Drerup
APR. 27, 2016 2:00–3:00 PM ET	Do Your Due Dilligence Presenter: Herbert Cooper