

# ROYAL AUSTRALIAN CHEMICAL INSTITUTE INCORPORATED

## ANALYTICAL CHEMISTRY DIVISION

### Telephone Meeting, 5 September 2006, 3:00 pm EST

1. Apologies and Welcome
2. Minutes of Previous Meeting on April 13, 2006 can be downloaded from the RACI Inc. Analytical Chemistry Division webpage; a more direct route is: [http://www.cbms.mq.edu.au/raci\\_acdivision/Divisional\\_minutes.html](http://www.cbms.mq.edu.au/raci_acdivision/Divisional_minutes.html)).
3. Matters arising from Previous Meeting:
  - S.Lewis was to electronically send a position paper to all Committee members for consideration on possible manner to provide students from the East Coast a travel bursary to attend Interact 2006.
  - A subcommittee consisting of D.Davey, N.Barnett and D.Wong was to look into the matter related to naming the Division Medal as the Smythe Medal.
  - D.Wong was to place the picture files on the Division webpage for general viewing.
  - D.Wong was to prepare a “Call for Nominations” advertisement to appear in the next available issue of “Chemistry in Australia”.
4. Proposed budget for *In vino* 2007 – Professor Geoffrey Scollary  
Please see Attachment I
5. Finance Report – Associate Professor Simon Lewis
6. Progress Report for the 18<sup>th</sup> Analytical Chemistry Conference (Interact 2006) – Ms Oana Chirila or representative
7. Report for the 14<sup>th</sup> Research & Development Topics Meeting – Professor Neil Barnett
8. Report from the Chair – Associate Professor David Davey
  - 8.1. Division Medal 2006
  - 8.2. Costs of improved website to the Division
  - 8.3. Dilemma between Interact 2010 and Connect 2010
  - 8.4. Professional conference organiser for RACI
  - 8.5. Relation between Interact 2008 and The 5<sup>th</sup> Society of Environmental Toxicology and Chemistry (SETAC) World Congress 2008 in Sydney (<http://www.setac2008.com>)
9. Early Career Medal – Dr Danny Wong  
Please see Attachment II
10. Other business

## Appendix I

### Proposed Budget for In Vino 2007

#### Item cost:

Items	Base Cost	GST 10%	Total	Notes
Lunch	\$42.00	\$4.20	\$46.20	
Morning Tea	\$5.00	\$0.50	\$5.50	
Afternoon Tea	\$5.00	\$0.50	\$5.50	
Banquet	\$136.36	\$13.64	\$150.00	
Program/Abstract	\$31.82	\$3.18	\$35.00	
Books				
Satchels & Printing	\$27.27	\$2.73	\$30.00	
Nametags	\$4.54	\$0.45	\$4.99	
Convention Planners			\$-	
Reception	\$27.27	\$2.73	\$30.00	
Secretariat	\$22.73	\$2.27	\$25.00	
Venue hire/day (average)			\$1,725.00	
Poster Board hire/ea			\$50.00	
Transfers	\$45.45	\$4.55	\$50.00	
<b>International Speakers</b>				
Airfare	\$3,636.36	\$363.64	\$4,000.00	
Accommodation	\$909.09	\$90.91	\$1,000.00	(4*\$200 per night) + food
Entertainment	\$227.27	\$22.73	\$250.00	
Banquet			\$150.00	GST INCLUSIVE
Gifts			\$-	
Registration			\$269.38	GST INCLUSIVE
Transfers			\$50.00	GST INCLUSIVE
Total each speaker			\$5,719.37	
<b>National Speakers</b>				
Airfare	\$1,090.91	\$109.09	\$1,200.00	
Accommodation	\$909.09	\$90.91	\$1,000.00	
Entertainment	\$227.27	\$22.73	\$250.00	
Banquet			\$150.00	GST INCLUSIVE
Gifts			\$-	
Registration			\$269.38	GST INCLUSIVE
Transfers			\$50.00	GST INCLUSIVE
Total			\$2,919.37	
<b>Presidium</b>				
Registration			\$269.38	GST INCLUSIVE
Banquet			\$150.00	GST INCLUSIVE
Meals/Entertainment	\$90.91	\$9.09	\$100.00	
Total			\$519.38	
<b>Scientific Committee</b>				
Registration			\$269.38	GST INCLUSIVE
Accommodation	\$454.54	\$45.45	\$499.99	

Banquet			\$150.00	GST INCLUSIVE
Meals/Entertainment	\$90.91	\$9.09	\$100.00	

Total			\$1,019.37	
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**Organising Committee**

Registration			\$269.38	GST INCLUSIVE
Accommodation	\$454.54	\$45.45	\$500.00	
Banquet			\$150.00	GST INCLUSIVE

Total			\$919.38	
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**General**

Accommodation for others	\$454.54	\$45.45	\$500.00	
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Profit	\$10,000.00			
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## Revised Budget

<p style="text-align: center;"><b>In Vino Analytica Scientia</b>  <b>International Scientific Meeting 2007</b>  <b>Budget as at :</b>  <b>17/8/06</b>  <b>All prices GST inclusive</b></p>						
MINIMUM ATTENDANCE INCLUDING COMPLIMENTARY REGISTRATIONS		180				
VARIABLE EXPENSES/DELEGATE						
	Secretariat				\$25.00	
	Lunch	2 at	\$46.20		\$92.40	
	Morning Tea	3 at	\$5.50		\$16.50	
	Afternoon Tea	2 at	\$5.50		\$11.00	
	Reception				\$30.00	
	Convention Planner				\$-	
	Nametag				\$4.99	
	Program/Abstract Booklet				\$35.00	
	Satchels & Printing				\$30.00	
	Sub-total					\$244.89
	Contingency 10%					\$24.49
TOTAL VARIABLE EXPENSES/DELEGATE						\$269.38
TOTAL VARIABLE EXPENSES FOR REGISTRANTS						\$48,488.81
FIXED EXPENSES						
Venue						
	Hire	4 at	\$1,725.00		\$6,900.00	
	AV Equipment Hire/Poster Boards	50 at	\$50.00		\$2,500.00	
	Staff				\$750.00	
Committee, Speakers & Guests						
	International Speakers	5 at	\$5,719.37		\$28,596.83	
	Australian Speakers	3 at	\$2,919.37		\$8,758.11	
	Presidium	6 at	\$519.38		\$3,116.28	
	Scientific Committee	15 at	\$1,019.37		\$15,290.60	
	Organising Committee	8 at	\$919.38		\$7,355.03	
Printing/Promotion						
	Artwork/Typesetting				\$2,000.00	
	Venue Banners				\$400.00	
	Poster Winners (Accom + Reg)	1 @	\$769.38		\$769.38	
	Poster Winner (Reg)	1 @	\$269.38		\$269.38	
	Prizes				\$1,000.00	
	Publicity				\$5,000.00	
	Registration Brochure				\$2,500.00	
	Trade Letter Applications				\$-	
	Additional Programs	20 at	\$35.00		\$700.04	

		Additional Satchels	20	at	\$30.00	\$599.94		
		Additional Nametags	20	at	\$4.99	\$99.88		
		Additional Convention Planners	20	at	\$-	\$-		
		Office/Administration						
		Meeting Expenses Committee				\$1,000.00		
		Meeting Expenses Scientific Sub-committee				\$1,000.00		
		Telephone/Fax				\$500.00		
		Postage				\$500.00		
		Photocopying				\$200.00		
		Stationery				\$500.00		
		Insurance				\$1,500.00		
		Bank Fees				\$500.00		
		Credit Card Facility				\$750.00		
		Letterhead				\$250.00		
		Audit Fees				\$250.00		
		Transport						
		Rental Cars/Van				\$-		
		Freight (General + Poster boards)				\$800.00		
		Courier				\$500.00		
		Program						
		Scientific				\$1,000.00		
		Catering/Social						
		Entertainment				\$2,000.00		
		Sub-Total					\$97,855.46	
		Contingency 10%					\$9,785.55	
		TOTAL FIXED EXPENSES						\$107,641.01
		TOTAL CONFERENCE EXPENSES						\$156,129.82
		TOTAL CONFERENCE GST						\$14,193.62
		INCOME (except registration/trade)						
		Sponsorship					\$52,850.00	
		TOTAL INCOME (except registration/trade)					\$52,850.00	
		EXPENDITURE AND PROFIT TO BE MET BY REGISTRATION						\$113,279.82
		AVERAGE REGISTRATION FEE GST Inclusive						\$755.20
		AVERAGE REGISTRATION FEE EXCLUDING GST						\$679.68

Profit and Loss Statement

**PROJECTED INCOME**

Registration						
Total Paying Delegates	150					
Weighted Mean Registration Fee GST Inclusive	\$713.75					
Weighted Mean Registration Fee excl GST	\$648.86					
<b>Delegate Registration Income</b>	<b>Base Registration</b>	<b>GST</b>	<b>Total Registrati on</b>	<b>Proportion of Paying Delegates</b>	<b>Numbers</b>	<b>Income from Registration</b>
RACI Member earlybird	\$550.00	\$55.00	\$605.00	20.0%	30	\$18,150.00
RACI Late Member	\$700.00	\$70.00	\$770.00	5.0%	8	\$5,775.00
International earlybird	\$700.00		\$700.00	20.0%	30	\$21,000.00
International - Late	\$800.00		\$800.00	15.0%	23	\$18,000.00
National earlybird	\$700.00	\$70.00	\$770.00	25.0%	38	\$28,875.00
National late	\$800.00	\$80.00	\$880.00	10.0%	15	\$13,200.00
Day Registration	\$250.00	\$25.00	\$275.00	2.5%	4	\$1,031.25
Student Registration	\$250.00	\$25.00	\$	2.5%	4	\$1,031.25
			275.00			
Complimentary Registration	\$-	\$-	\$	NA	30	
			-			
Total				100.0%	180	Total \$107,062 .50

TOTAL \$107,062.50  
REGISTRATION  
INCOME

**Sponsorship**

		<b>Numbers Attained</b>	<b>Income From Sponsorship</b>
International Speakers each	\$6,000.00	5	\$30,000.00
National Speakers EACH	\$3,000.00	3	\$9,000.00
Satchels	\$6,000.00	1	\$6,000.00
Nametags	\$2,000.00	1	\$2,000.00
Wine (in kind) doz	\$130.00	45	\$5,850.00

TOTAL \$52,850.  
 SPONSORSH 00  
 IP INCOME

**TOTAL MEETING INCOME \$159,912.50**

**PROJECTED EXPENDITURE**

**Variable Expenses**

			<b>Budget Allocation</b>	<b>Expenditure</b>
<b>International Speaker Sponsorship Commitments</b>				
Complimentary Registrations (1)	\$269.38			
Complimentary Dinners (2)	\$299.99			
Complimentary Receptions (3)	\$89.99			
Accommodation 4 nights	\$1,000.00			
Advertising	\$500.00			
<b>Total</b>		\$2,159.37	5	\$10,796.83
<b>National Speaker Sponsorship Commitments</b>				
Complimentary Registrations	\$-			
Complimentary Dinners (2)	\$299.99			
Complimentary Receptions (3)	\$89.99			
Advertising	\$250.00			
<b>Total</b>		\$639.98	1	\$639.98

**Satchel and Wine Sponsorship Commitments**

Complimentary Registration \$-  
Complimentary Dinners (4) \$599.98

Total \$599.98 1 \$599.98

**Nametage Sponsorship Commitments**

Advertising \$500.00 1 \$500.00

**Variable Expenses/Delegate Full Participation** \$269.38 120 \$32,325.88

**Variable Expenses/Delegate Day Registration** \$127.19 4 \$476.97

**Variable Expenses/Student Day Registration** \$127.19 4 \$476.97

**TOTAL VARIABLE EXPENSES** \$45,816.62

**Fixed Expenses**

Venue \$10,150.00  
Committee, Speakers & Guests \$63,116.84  
Printing/Promotion \$13,338.62  
Office/Administration \$6,950.00  
Transport \$1,300.00  
Program \$1,000.00  
Social/Entertainment \$2,000.00

**TOTAL FIXED EXPENSES** \$97,855.46

**TOTAL CONFERENCE EXPENSES** \$143,672.08

**PROFIT/LOSS**

\$16,240.  
42

**PROFIT AND LOSS SENSITIVITY ANALYSIS**

	-10%	-5%	Change +5%	+10%
Delegate Numbers	\$9,362.15	\$13,051.2 9	\$20,429.55	\$24,118.69
Trade Booths	\$16,740.42	\$16,740.4 2	\$16,740.42	\$16,740.42
Variable Expenses/Delegate	\$20,068.40	\$18,404.4 1	\$15,076.43	\$13,412.44
Fixed Expenses	\$26,025.97	\$21,133.1 9	\$11,347.65	\$6,454.87

**RACI ANALYTICAL CHEMISTRY DIVISION EARLY CAREER MEDAL**

Nominations are called for the Analytical Chemistry Division Early Career Medal.

Conditions for the award are:

1. Nominations may be made by individuals or by RACI State Analytical Chemistry Groups.
2. Candidates must be corporate members of the RACI of at least three years standing and be resident in Australia when nominated.
3. The medal will be awarded for excellence in pure or applied scientific work, which involves a significant proportion of analytical chemistry, over a ten year period from the recipient's first graduation. The work may have been carried out in Australia or elsewhere.
4. The recipient will be required to present a Medallist's lecture at a venue and occasion acceptable to both the recipient and Division within twelve months of the award. This lecture may be held in the recipient's home state or at a conference or other function of Division or the RACI. In the latter situation, financial support will be provided for the lecture.
5. The nomination should include the following information:
  - Name
  - Curriculum vitae
  - A statement of no longer than 500 words of the nominee's contribution to analytical chemistry.
  - A list of published works. These may include industrial reports, patents, refereed research papers, other significant publications (e.g. books, review chapters), or conference papers.
  - A photograph of the nominee

The selection committee will give consideration to those whose contribution is not directly reflected by publications. Nominees employed by industry, government or statutory body are encouraged to apply.

6. A nomination must be seconded by two RACI members and include the names of two referees with knowledge of the candidates work. Referees may second the nomination.
7. The Standing Committee of the Division will appoint a sub-committee to consider the nominations and make recommendations. No award shall be made if the Standing Committee considers there is no candidate of sufficient merit.
8. In keeping with the prestige of the Medal, each year it will be named in honor of an (outstanding Australian analyst/Past Division Medallist).
9. The Medal will be accompanied by a Testamur which summarises the recipient's contribution to science/ industry or the chemical profession as recognized by the Standing Committee.

10. Nominations shall be addressed to the Secretary of the Division:  
Dr Danny Wong  
Department of Chemistry  
Macquarie University  
New South Wales 2109

who will forward nominations to the Chair, RACI Analytical Chemistry Division. Nominations can also be submitted electronically to Dr D.Wong (e-mail address: [Danny.Wong@mq.edu.au](mailto:Danny.Wong@mq.edu.au)).

11. Closing date for nominations: ..... 2006. Late nominations cannot be considered.