

ROYAL AUSTRALIAN CHEMICAL INSTITUTE

ANALYTICAL CHEMISTRY DIVISION

Telephone Meeting, 28 March 2001, 2:00 pm EST

1. Apologies; Welcoming Associate Professor Neil Barnett as a Research & Development Topics Meeting Representative
2. Minutes of Previous Meeting (previously distributed)
3. Matters arising from Previous Meeting
 - Invitation of specialists in ICP-MS to deliver talks in November 2000 – Associate Professor Bill Maher
 - Seeking clarification of an amount of \$220,353.00 in the Division's Account from Dr Andrew Smallridge – Dr Peter Carpenter
 - Young Analyst Award – Professor Brynn Hibbert / Dr David Davey
4. Report on Finances – Dr Peter Carpenter
5. Report on The 8th Research & Development Topics Meeting – Associate Professor Neil Barnett
6. Travel bursary to Analytical Chemistry meetings and conferences
7. Organisation for The 9th Research & Development Topics Meeting (please see letter in Attachment I)
8. Nominations for the Division Medal 2000
9. Call for nominations for the Division Medal 2001
10. Progress in preparation for 16AC – Professor Brynn Hibbert / Dr Danny Wong
11. Suggestions on materials to be included in the Analytical Chemistry Division website (see <http://www.raci.org.au> and then click on Analytical Chemistry Division)
12. Request for support for International Conference on Flow Analysis (Flow Analysis IX) from Associate Professor Ian McKelvie (please see Attachment II)
13. Report from RACI Assembly – Professor Brynn Hibbert
14. Library subscriptions to Analytical Chemistry journals in Australian universities – Dr David Davey
15. Other Business
16. Next Meeting

Attachment I

Letter from Royal Melbourne Institute of Technology University

Professor B. Hibbert
School of Chemistry
University of New South Wales
Kensington
NSW 2052

13th March, 2001

Dear Professor Hibbert,

The 9th Annual Research and Development Topics Meeting in Analytical Chemistry and Environmental Chemistry will be hosted by the Department of Applied Chemistry, Royal Melbourne Institute of Technology (RMIT) University from Sunday 2nd December – Wednesday 5th December 2001. As this annual event has always been held in conjunction with the Royal Australian Chemical Institute (RACI) Analytical Chemistry and Environmental Chemistry Division, we would like to obtain authorisation to hold this event as an approved activity in conjunction with RACI Analytical Chemistry Division, to set up a Commonwealth bank account which will bear the name of RACI R&D 2001, and to obtain financial support of approximately \$5000 (used to support travel costs for younger members) from the RACI Analytical Chemistry Division for the 9th Annual R&D Topics 2001.

We hope that the 9th Annual R&D Topics 2001 would be equally successful as the past R&D Topics. We look forward to hearing from you. Thank you.

Yours sincerely,

Ruby Ong
Chair of the 9th Annual R&D Topics Committee

Letter and Documents for International Conference on Flow Analysis

Professor Brynn Hibbert,
Chair, Analytical Division,
Royal Australian Chemical Institute
C/o School of Chemistry,
University of NSW
Kensington,
NSW 2052

7 March 2001

Dear Brynn,

As you may recall from our conversations toward the end of last year, a group comprising , Neil Barnett, David Davey, Simon Lewis, Daryl Tucker and myself were successful in bidding for the next International Flow Analysis Conference, which will be held at the Deakin University Geelong Waterfront (Old Woolstores) campus from 10-14 February 2003.

We anticipate that a number of eminent analytical scientists will visit Australia to participate in this meeting,. These would include Jarda Ruzicka and Elo Hansen (co-inventors of flow injection analysis), Gary Christian (USA), Paul Worsfold (UK), Alan Townshend (UK), Miguel Valcarcel (Spain), Lola Luque de Castro (Spain), and Elias Zagatto (Brazil), to mention just a few.

We expect that this conference will attract between 100-150 delegates from overseas and Oceania. We also expect strong support from a non-academic audience of FIA users in Australia.

Planning for this meeting is proceeding smoothly. We have assembled an enthusiastic Australian Organising Committee (Attachment 1), and have received very favorable responses from those members of the flow analysis community that we have invited to join the International Advisory Board (see Attachment 1). We plan to run this meeting using Deakin University facilities, and have been fortunate in securing an agreement from the Pro Vice Chancellor allowing us the use of the venue and facilities at cost price.

A web site has been established for the conference (<http://www.deakin.edu.au/flowanalysis9>), and this will be used as the principal means of information dissemination for the meeting. We see this as a very cost effective means of advertising this conference, along with more conventional means, such as notices in The Analyst, ACS, etc.

The organising committee is keen that this conference should have the imprimatur of the RACI Analytical Division. We would therefore ask that you would endorse this conference at your next Divisional meeting, and forward the application with your recommendation to the next Full Council meeting for approval as soon as possible.

While I am aware that the Divisional coffers may not be as resilient as they once were, we would nevertheless ask that the Division consider providing some seeding money for this

conference in the form of a startup loan. Implicit in this would be the potential for the Division to receive a share of the surplus eventuating from this meeting.

I look forward to your response on this matter,
With best regards,

A/Prof Ian McKelvie
Chair-Flow Analysis IX Organising Committee

Copy: Dr Danny Wong, Secretary, Analytical Division

Attachment 1: Australian Organising Committee members

Chair. Dr Ian McKelvie, Water Studies Centre, Monash University
E-mail: Ian.McKelvie@sci.monash.wdu.au

Secretary. Dr Daryl J Tucker, School of Biological and Chemical Sciences, Deakin University
E-mail: tucker@deakin.edu.au

Treasurer. Mr Terry Elms, Department of Applied Chemistry, RMIT University
E-mail: terry.elms@rmit.edu.au

Scientific Program Committee: Dr Neil Barnett, School of Biological and Chemical Sciences, Deakin University
E-mail: barnie@deakin.edu.au

Publicity: Dr Simon Lewis, School of Biological and Chemical Sciences, Deakin University
E-mail: swlewis@deakin.edu.au

Convenor Industrial Liaison: Dr Bob Cattrall, Department of Chemistry, La Trobe University
E-mail: r.w.c@latrobe.edu.au

Industrial Liaison Committee: Dr Spas Kolev, Department of Chemistry, La Trobe University
E-mail: S.D.Kolev@latrobe.edu.au

Convenor-International Advisory Committee: Dr David Davey, University of South Australia
E-mail: David.Davey@unisa.edu.au

Sponsorship: Dr Chris Chow, Australian Water Centre, CRC for Water Quality & Treatment
E-mail: chri.chow@sawater.sa.gov.au

Dr Stuart Chalk, Department of Natural Sciences, University of North Florida
Florida, USA
E-mail: schalk@unf.edu

Attachment 2: International Advisory Board members

Dr Bernhard Lendl, Vienna University of Technology, AUSTRIA

Dr Elias Zagatto, Departamento de Quimica Analitica, Centro de Energia Nuclear na Agricultura, BRASIL (Chair, Flow Analysis VII)

Professor Zhaolun Fang, Research Centre for Analytical Sciences, Northeastern University, CHINA

Dr Mirek Polasek, Dept of Analytical Chemistry, Faculty of Pharmacy, Charles University,
CZECH REPUBLIC

Professor Elo Hansen, Chemistry Dept A, The Technical University of Denmark,
DENMARK

Professor Alan Townshend, Department of Chemistry , University of Hull, ENGLAND

Professor Ari Ivaska, Laboratory of Analytical Chemistry, Abo Akademi University,
Biskopsgatan 8, FINLAND

Dr Wolfgang Frenzel, Institute für Technischen Umweltschutz, Fachgebiet Luftreinhaltung
Technische Universität Berlin, GERMANY

Professor Antony Calokerinos, Dept of Chemistry, Laboratory of Analytical Chemistry
University of Athens, Panepistimiopolis, GREECE

Professor Toshihiko Imato, Dept of Applied Analytical Chemistry, Faculty of Engineering
Kyushu University, JAPAN

Dr Kip Powell, Dept of Chemistry, University of Canterbury , NEW ZEALAND

Professor Marek Trojanowicz, Dept of Chemistry , University of Warsaw, POLAND, Chair,
Flow Analysis (VIII)

Dr Yuriy Zolotov, Institute of General and Inorganic Chemistry, Academy of Sciences,
RUSSIA

Professor Koos Van Staden, Department of Chemistry , University of Pretoria, SOUTH
AFRICA

Professor Maria D. Luque de Castro, Dept of Analytical Chemistry, Faculty of Sciences
University of Cordoba, SPAIN

Professor Miguel Valcarcel, Dept of Analytical Chemistry, Faculty of Sciences University
of Cordoba, SPAIN (Chair, Flow Analysis VI)

Assoc Professor Kate Grudpan, Department of Chemistry, Faculty of Science , Chiang
Mai University, THAILAND

Professor Gary Christian, Center of Process Analytical Chemistry, Dept of Chemistry BG-10,
University of Washington, Seattle, USA

Dr Julian Tyson, Department of Chemistry, University of Massachusetts, Amherst, USA

Professor Marcela Burguera, Venezulean Andean Institute for Chemical Research, University
of Los Andes, VENEZUELA

RACI CONFERENCES

At the meeting of Full Council held on 7 May 1986 it was decided that the attached information sheet should be utilised and that Council approval should be obtained for Titles, Dates and Registration Fee of **all Conferences of two days or longer** sponsored by RACI Branches and Divisions.

It was also decided that each conference or symposium should have a Registration Fee with a discount for RACI members which would normally be of the order of 33% of the Registration Fee.

A Budget must accompany the submission for Council Approval.

Conferences organised by more than one Division shall share the allocation component from that conference equally.

Figures are to be sent by Divisions to the Accountant at the end of the Financial year.

Please note that ALL CONFERENCES REQUIRE COUNCIL APPROVAL (CM 86/15)

CONFERENCES AND PROCEDURES

The following seeks to clarify and formalise reporting mechanisms for RACI conferences.

ALL CONFERENCES OF TWO DAYS OR LONGER sponsored by the **RACI Branches and/or Divisions or Sections and Groups** therein must obtain **Council approval for endorsement.**

The Conference **should provide registration discounts** to RACI and reciprocal kindred society members and students.

The **RACI name and logo cannot be used** in any advertising or promotional materials nor the advertising discount rate be offered in *Chemistry in Australia* magazine **until Council endorsement of the Conference.**

An **endorsement by the RACI will automatically cover the Conference** with **Public Liability risk under the RACI insurance policy.**

It is also necessary that Conference financial documents are properly compiled by the Chair of the Conference Organising Committee and furnished to the Council at 30 June (if Conference is not completed yet) and a financial report as soon as the Conference is finished.

PROCEDURES:

1. Once a Branch and/or Division has decided to hold a Conference of two days or longer duration, the Chair of the Conference Organising Committee and person responsible for the Conference should submit a **Conference Information Sheet accompanied by a Budget** to the Council. The budget should propose to achieve a surplus. If the budget proposal shows a deficit, the Chair of the Conference Organising Committee should seek the **Branch and/or Division approval to subsidise the deficit out of their funds.** Notwithstanding the above, in the **event of a Conference being in deficit even though a surplus was budgeted, the appropriate Branch and/or division will be expected to cover the deficit.**

In the event that the Council or RACI advances any funds or pays any expenses in respect to the conference the Council and/or RACI will be reimbursed before any profit/loss figure is calculated.

2. The Council will receive the submitted papers and present them to **Executive Council and/or Management Committee for endorsement.**
3. Once endorsed, the Council will advise the Chair of the Conference Organising Committee. The Council will also include the conference event into the **RACI Conference Timetable List.**
4. The Chair of the Conference Organising Committee should forward a **Conference report** to the Council as soon as possible once the Conference is completed. The report should include a **final financial report** as well as **the total number of attendees.**

FINANCIAL REPORTING REQUIREMENTS:

A Conference organisation lead-up period and its completion **may involve one or more financial reports.** The RACI financial year is 1 July to 30 June of the following year. If, at the end of 30 June the Conference has not yet been held but already has been receiving income and paying expenses, a Statement of Income and Expenditure report will need to be prepared and submitted to the Branch and/or Division. The Branch and/or Division will then include this report for Consolidation to the Council. A sample proforma of this Statement is attached.

A bank account specifically relating to the Conference may be opened, and the appropriate Branch and/or Division advise details of bank, account number and signatories. This account should have two signatories. A bank account **will normally be closed when the final report and financial statements have been completed.**

The Division/Branch etc will be responsible for authorising the opening of the account.

The account should have the name "RACI XXXX" where XXXX indicates the conference title.

Where a conference is a joint venture the details of profit split and cost liability will be clearly defined.

A **Statement of Income and Expenditure report** should be prepared as soon as possible when a **Conference is completed**. The **final surplus or deficit should also be transferred** to the Branch and/or Division account or to the Council managed funds of the Branch and/or Division.

In addition, a **summary report of attendees** will need to be made and submitted to the Council for record purposes. The report should indicate the attendees' Division group (applicable if the Conference is a joint Division event).

RACI CONFERENCES - INFORMATION TO COUNCIL

This information sheet should be completed and sent to the RACI National Director, 1/21 Vale Street, North Melbourne, 3051 in the early stages of the organisation of any Conference, of duration two days or longer, planned in the name of the RACI. Council must approve conferences organised by Divisions.

1. RACI Organising Body (Division, Branch, Section, Group) **ANALYTICAL**
2. Other Organisations which are co-sponsors of the Conference
 DEAKIN UNIVERSITY
3. Title of Conference **FLOW ANALYSIS IX (The Ninth International Conference on Flow Analysis)**
4. Dates of Conference **10 -14 February 2003**
5. Venue **Waterfront (Woolstore) Campus, Geelong, Deakin University.**
6. Chairman of Organising Committee **Associate Professor Ian McKelvie**
7. Address **School of Chemistry, Monash University, PO Box 23, Victoria 3800**

 Tel: **03 99054558**..... Fax: **03 9905 4196**.....
8. Public Relations Officer for the Conference
 Name **Dr Simon Lewis,**
- Address **School of Biological and Chemical Sciences, Deakin University, Geelong, Victoria 3217**
 Telephone No **03 5227 1365** Fax **03 5227 1040**
9. Has a budget been prepared?**Yes, Attachment 1**
 (A copy should accompany this sheet) If no, when will it be available?
10. Registration Fees: RACI member **\$800**
 non RACI member..... **\$1000**
 Reciprocal Society member **\$800**
 RACI student **\$250**
 non RACI student **\$300**
 Reciprocal Societies **\$250**

 Does the Registration Fee include any component for meals **Yes**
 or accommodation? **No**
 Please give details **Conference BBQ, Conference dinner**
 Are there any travel or accommodation subsidies for RACI student members **No**
 or for RACI members from distant states? **No**

Please give details
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- Notes:
1. Each Conference or Symposium should have a Registration Fee with a discount for RACI members which would normally be of the order of 33% of the Registration Fee.
 2. Members of specifically approved kindred societies or co-organising bodies are eligible for reduced or RACI registration fees - but these societies must offer the same privileges (reciprocal rights) to RACI members.
 3. Deviations from these rules must be approved by Council.

11. Estimated attendance **110**
12. Estimated % of RACI members **30**

13. Who will be responsible for recruitment of new RACI members?
..... **Conference Chair**

What facilities will be used for this recruitment?
..... **Registration desk**

14. Will a Brochure be printed? **Yes (limited numbers-principal advertising and registration via WWW, see <http://www.deakin.edu.au/flowanalysis9/>) ...**

15. Brief description of the main features of the conference **The International Flow Analysis Conferences have been operating on a three yearly basis since 1979, and are the premier meeting for analytical chemists involved in this area of research. The conference will have 5 Plenary and 4 Invited lecturers of international reputation. The various topics will include : Theoretical aspects of flow analysis; Recent advances in instrumentation; Miniaturisation including "labs-on-a-chip"; Chemometrics; Sample pre-treatment; Environmental, clinical and industrial applications**

16. Will there be a trade display? **No (but there will be industry information sessions available to manufacturers of Flow Analysis equipment).....**

17. Will an Abstract booklet be produced? **Yes**
(Please send a copy to the Council when available)

18. Will this Abstract Booklet be available for sale? **..Yes..... Price est \$13**

Names and affiliations of Invited Speakers ,
Planned 5 Plenary and 4 Invited speakers, names to be advised. See Program Outline, Attachment 2.

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20. Is a professional Conference Organisation being used? **No**
 Name and Address

21. Official Airlines for the Conference?
 Australia **None**
 International **None**
22. Divisions of the Institute or other societies whose members might be interested in the conference
 **Analytical**

- Notes:
1. A calendar of Conferences being organised by the RACI and by related organisations is maintained at the Council. A copy can be obtained to check on undesirable clashes in dates or venues.
 2. A copy of this information sheet will be sent to Divisions of the Institute which may be contemplating organising a Conference on a similar theme, or whose members might be interested in the Conference.
 3. The information on this sheet will be used for public relations purposes (including Chemistry in Australia). Organisers should appoint a Public Relations Officer for the Conference. Assistance on public relations is available from the Executive Director of the RACI. Further information on the Conference should be sent to the Editor of Chemistry in Australia prior to the Conference. A report on the Conference should be forwarded to the Executive Director and to Chemistry Australia immediately after the conference.

Report from RACI Assembly – 18th March 2001, Melbourne

I find myself elected as the Division Chair of the Branches and Divisions Meeting, a pre-Assembly meeting at which the agenda is picked over and the debate duly rages. The idea is at the Assembly proper much needless discussion can be circumvented by a judicious report from the B&D Chairs. We now agree on so much it may be that in the future this meeting may be contracted or perhaps replaced by a meeting at which Assembly committees report.

The consensus and harmony was such that for the first meeting in some time, Chemistry in Australia was not on the agenda, an amazing situation as our past representatives will agree.

The Assembly agenda

The following are a brief report on matters I believe are of interest to our division.

President's report (covering a number of items): Our President, John White (ANU) is keen to operate at the higher levels of Government, and to engage in the wider debate about science funding and status in Australia. He has been in correspondence with ARC to have the Physical and Earth Sciences panel to have the word Chemistry (or Chemical) inserted. He has also started an initiative with the Physics and Mathematics professional societies to produce a joint paper on the state of science. He has also got the policy committee of the Assembly up and running (see below).

4.1 Matters arising: There was a report on the progress of the IUPAC meeting. Some divisions had indicated they would have special poster sessions, dinners and AGMs. I reported that while Analytical was encouraging our members to attend, as analytical chemistry pervaded many of the themes without managing a mention in any, we had decided not to organise any particular activity. One initiative that was proposed was to set up a fund to subsidise the travel costs of students who attend. It was suggested that a central fund would help circumvent students contriving affiliation to divisions just to get more money. Organic and a couple of other divisions said they would put in \$5000 each. I deferred any commitment until after our divisional committee meeting. It is still not clear to me how this fund would be administered and it was pointed out that IUPAC already had a float of \$100K of RACI funds, out of which we should be able to subsidise students.

Action for AC meeting: Should we pledge any funds for the student travel scholarships to IUPAC? (Treasurer, Chair).

5.3 RACI committee structure: Under the new structure of the RACI the Assembly advises the Board which has ultimate responsibility of running RACI Inc. It has been decided to create within the Assembly a number of standing committees that will report to the Assembly and create policy etc for recommendation to the Board. Other committees will be created from time to time with finite life and defined purpose. There was some discussion at the last Assembly, and a detailed paper came to this meeting with rules and suggestions for the new structure.

Committees of the Assembly will be set up by the Assembly and will have at least one member from the Assembly. Other members will normally be members of the Institute. The committees may establish sub-committees as and when required. The membership of each

committee will be reviewed every two years and new members advertised for. (There is now a form of words that attempts to have new blood without wholesale spills of experienced people.) There will be a report from each committee to an Assembly meeting.

The committees are (briefly – see minutes for more details):

1. Nominations Committee.

This is a statutory committee required to nominate members to the Board.

2. Policy Committee.

This committee membership will be President (Chair), President elect, Past president, Chair of any sub-committee, plus any other such persons. The committee will have overall responsibility of Institute policy and for developing and maintaining links to other bodies.

3. Marketing and Communication Committee.

Take over the responsibilities of the present Chemistry in Australia Editorial Board. It will also be responsible for the Web site. Its membership should include the National Secretary and the Editor in Chief of Chemistry in Australia.

4. Committee for Professional Administration

Committee for professional assessment of applications, overseas qualifications and course accreditation. This will comprise members of the old PAC and Qualification Committee.

5. Projects Committee

This committee will oversee allocation of project funds within the RACI. At present there is the Special Projects fund and the Centenary of Federation Fund.

6. Education Committee

This committee will have a broad range of responsibilities that will include National Chemistry Week, the Chemistry Quiz and History and Archives. The committee will include the Chair of the Education Division and Chair of National Chemistry Week Working Group.

Two other committees were established, a Women Chemists Working Group and a Younger Chemists Working Group.

In addition a Finance Committee will be established with joint membership of Board and Assembly.

5.4 Structure of Divisions

There was a brief discussion on the structure of divisions, following publication of the paper written by Colin Raston. His departure to England has made the debate more difficult, and the Assembly decided to defer any decisions to the next meeting in July. I and Ray Frost were asked to oversee the responses received from the membership and prepare a paper for that meeting. I undertook to contact each division and obtain formal responses to the Raston paper.

Action for AC meeting: What is our response to the Raston paper on the structure of divisions?