

**ROYAL AUSTRALIAN CHEMICAL INSTITUTE  
ANALYTICAL CHEMISTRY DIVISION**

**MINUTES  
GENERAL MEETING, 28 MARCH, 2001**

Meeting commenced at 2:00 pm, 28 March 2001.

<b>Online</b>	<b>Apologies</b>
Prof Brynn Hibbert (Chair) Prof Paul Haddad (Past Chair) Assoc Prof Philip Marriott (Chair Elect) Dr Danny Wong (Secretary) Dr Peter Carpenter (Treasurer) Mr Stewart Carswell (QLD) Dr Greg Dicoski (TAS) Dr Roland De Marco (WA) Assoc Prof David Parry (NT) Dr Nichola Porter (VIC) Assoc Prof Neil Barnett (R&D Topics Rep)	Assoc Prof Bill Maher (ACT) Dr Clarrie Ng (NSW)

**1. NEW COMMITTEE MEMBER**

The Division Committee welcomed N.Barnett as a Research & Development Topics Meeting Representative in the Committee.

**2. MINUTES OF PREVIOUS MEETING**

The minutes were accepted as a true record without any amendment.

**3. MATTERS ARISING FROM MINUTES**

- Invitation of specialists in ICP-MS to deliver talks in November 2000 – D.Wong reported on behalf of B.Maher that, owing to a time limit, the specialists were not available to present any talks to the Division.
- Seeking clarification of an amount of \$220,353 in the Division's Account – P.Carpenter reported that the total of \$220,353 comprised the Division's current account plus assets of the AISAS 1999 account at 30 June 1999. The liabilities were all from the AISAS books and were approximate only. Hence, while the published account seemed to indicate that the Division made a net profit from AISAS 1999, it was in fact a considerable loss. In addition, an investment amount \$28,545 was also included in the sum in anticipation of receiving the CSI surplus for the Alan Walsh Bursaries. P.Carpenter also reported that the Division had only recently received the money and it should appear on this year's accounts.
- Young Analyst Award – D.Davey provided an amended proposal (see Attachment I). This matter will be further discussed in a future Division Meeting.

#### **4. FINANCES**

P.Carpenter reported that Division's Account showed a sum of \$46,510.36 on 5 March 2001. Taking all the recent transactions into account, a sum of \$26,510 was estimated in the present Division's Account. In addition, the Division is yet to receive approximately \$9,000 from AISAS 1999, which was mistakenly transferred into the Victorian Branch's Account.

**Action:** P.Carpenter is to write to the Victorian Branch to request a transfer of approximately \$9,000 back into the Analytical Chemistry Division's Account.

At this point, the Division Committee would like to express gratitude to P.Carpenter for his efforts in handling all the finance matters while RACI accounts were being reorganised in recent months.

#### **5. THE 8<sup>th</sup> RESEARCH & DEVELOPMENT TOPICS MEETING**

N.Barnett reported that the meeting, held at Charles Sturt University in Wagga Wagga in December 2000, was a success with approximately 70 students participated in the meeting. Further, it was encouraging that several industry representatives attended the meeting as well. In addition, the meeting also benefited from Professor Alan Townshend's active interaction with students throughout the meeting. In this event, Deakin University and RMIT jointly supported part of Professor Townshend's trip. The Division would like to express appreciation to N.Barnett for his help in the organisation of the meeting

#### **6. TRAVEL BURSARY TO ANALYTICAL CHEMISTRY MEETINGS AND CONFERENCES**

B.Hibbert emphasised that future organising groups (e.g for the Research & Development Topics Meeting) should be fully aware of the need to budget all associated costs within the allocated fund. As a general recommendation, additional funding is only provided for students travelling from a long distance away, and also those who deliver either an oral or a poster presentation at the meeting.

#### **7. ORGANISATION FOR THE 9<sup>th</sup> RESEARCH & DEVELOPMENT TOPICS MEETING** (see letter from the Chair of Organising Committee in Attachment II)

The meeting will be held at RMIT and is tentatively planned for 3-5 December 2001. The Division agreed to provide a sum of \$4,000 to support the event. Similarly, it is likely that the Division of Environmental Chemistry will contribute an additional \$4,000 to the event.

#### **8. NOMINATIONS FOR THE DIVISION MEDAL 2000**

Supporting materials for two nominees were received. A Working Party, consisting of B.Hibbert, P.Haddad and P.Marriott, was set up to examine the materials closely and to recommend a suitable winner to the Division. It was also agreed that the Division would present the medal to the winner during the 9<sup>th</sup> Research & Development Topics Meeting at RMIT in December this year.

[Secretary's note: Following a detailed discussion immediately after the Division Meeting, the Working Party decided to award the 2000 Division Medal to Professor Geoffrey Scollary.]

**Action:** B.Hibbert is to write to Professor Scollary to inform him about the award and to invite him to speak at the 9<sup>th</sup> Research & Development Topics Meeting at RMIT in December this year.

## **9. CALL FOR NOMINATIONS FOR THE DIVISION MEDAL 2001**

The Division agreed to invite nominations for the Division Medal 2001 by advertising in "Chemistry in Australia". If a suitable winner can be identified before December, the medal can also be presented at the 9<sup>th</sup> Research & Development Topics Meeting at RMIT.

**Action:** D.Wong is to organise an advertisement in "Chemistry in Australia" to invite nominations for the Division Medal 2001.

## **10. PROGRESS IN PREPARATION FOR 16AC**

B.Hibbert reported that 16AC will be known as "Interact 2002" and this is a joint venture between the Analytical Chemistry Division and several others. They include the Environmental Chemistry Division, the Electrochemistry Division, the International Society of Chemometrics, the Ecotoxicology Society of Australia and the NSW Group in Pharmaceutical Chemistry. Each of these will contribute a separate stream during the conference. The conference is co-chaired by B.Hibbert, Dr Simon Apte (from the Division of Environmental Chemistry) and Dr Michael Warne (from the Ecotoxicology Society of Australia). At this stage, the Conference Organising Committee had suggested Wentworth Hotel near to Circular Quay as a conference venue [Secretary's note: the Organising Committee had subsequently decided to hold the conference at University of Technology, Sydney]. All planning work is progressing to aim at holding "Interact 2002" between July 22-25 2002 inclusive. In addition, D.Wong reported that both Professor Edward Yeung (Iowa State University) and Professor William Heineman (University of Cincinnati) had agreed to be the two plenary speakers in the Analytical Chemistry stream of "Interact 2002".

In response to P.Carpenter's question on the amount to be contributed by each of the participating groups/societies, B.Hibbert explained that a plan based on a proportion-equity had recently been proposed. In this regard, a sum \$15,000 was suggested to be floated from Analytical Chemistry Division to support "Interact 2002".

## **11. SUGGESTIONS ON ANALYTICAL CHEMISTRY DIVISION WEBSITE MATERIALS**

B.Hibbert pointed out that the Analytical Chemistry Division website (<http://www.raci.org.au>) is out-of-date. Members were requested to volunteer themselves or to nominate a colleague to manage this website to disseminate more recent information about the Division.

## **12. SUPPORT FOR INTERNATIONAL CONFERENCE ON FLOW ANALYSIS (FLOW ANALYSIS IX) (see Attachment III)**

In speaking about the above conference, D.Davey reminded the Committee that this is a prestigious international conference to be held in Australia between 10-14 February 2003 inclusive. This conference has already received sponsorship from Deakin University, where

the conference will be held. Subject to receiving approval from RACI, the Division agreed to provide a sum of \$5,000 as a float to the conference.

### **13. REPORT FROM RACI ASSEMBLY (see Attachment IV)**

B.Hibbert spoke extensively to his paper in Attachment IV. In responding to providing student travel scholarships to IUPAC, the Division agreed to contribute a sum of \$2,000 for such a purpose. However, B.Hibbert is to negotiate with RACI to ensure that this sum is only used to support analytical chemistry students attending IUPAC. All applications can be submitted to D.Wong.

**Action:** B.Hibbert is to electronically inform the Division Committee about the availability of travel scholarships to support analytical chemistry students to IUPAC.

Some discussions were also conducted regarding the structure of RACI Divisions. For example, N.Barnett suggested that the Divisions could perhaps be reorganised according to the four Chemistry sub-disciplines (Analytical, Inorganic, Organic and Physical), with Industrial Chemistry as a possible fifth Division. Following further discussions, the Division agreed to provide a formal response to the matter.

**Action:** B.Hibbert, assisted by P.Haddad, is to provide a report to the Assembly as a formal response from the Analytical Chemistry Division to the proposed structure of RACI Divisions.

### **14. LIBRARY SUBSCRIPTIONS TO ANALYTICAL CHEMISTRY JOURNALS IN AUSTRALIAN UNIVERSITIES**

D.Davey expressed a concern about the severe reduction in journal subscription (including analytical chemistry journals) at University of South Australia in particular, and in Australian universities in general. The Division was sympathetic towards the situation and various steps taken in coping with a similar reduction at other universities were outlined. During the discussion, B.Hibbert suggested that D.Davey would convey the list of journal titles (the subscription of which was terminated at University of South Australia) to him so that he could bring the matter to Professor John White's attention.

**Action:** B.Hibbert is to write to the President of RACI, Professor John White, regarding the severe loss of chemistry journals in Australian university libraries.

### **15. OTHER BUSINESS**

D.Davey thanked the Division for supporting a number of delegates to the PacificChem Conference. Also, as RACI was one of the organisers for the PacificChem Conference, P.Marriott raised the question if there would be any revenue returning to RACI. Unfortunately, none of the Committee members was aware of any details during the meeting.

P.Marriott also reported that there was an invoice from "Chemistry in Australia" regarding a sum of \$1,850 arising from AISAS 1999. However, RACI failed to identify what exactly this sum was for. B.Hibbert suggested that P.Marriott would forward all previous correspondence materials to him so that he could write to Professor John White to clarify this sum of payment.

**Action:** B.Hibbert is to write to Professor John White seeking clarification on a sum of \$1,850 claimed to be payable to RACI.

P.Marriott enquired about the possibility of supporting a Division Lecturer this year. Meanwhile, P.Haddad informed the Division that he was awarded a RSC Australasian Lectureship this year, which would provide some travel-costs in delivering his lecture. Hence, there is a possibility of exploiting this opportunity to provide a Division Lectureship.

The Division was delighted to learn that, through education and research in the discipline of analytical chemistry, Emeritus Professor Lloyd Smythe was recently awarded a Member of the Order of Australia. The Division would like to convey congratulations to him.

**Action:** D.Wong is to prepare a letter to Emeritus Professor Lloyd Smythe to express the Division's congratulations for his recent award.

## **16. NEXT MEETING**

The Division agreed to hold the next meeting after the IUPAC in Brisbane (1-6 July 2001). D.Wong is to find out availability from members via e-mails.

## Young Analysts Award

### Preamble

The development of young professionals is vital to maintain/improve the present standing of analytical chemistry in our region.

It is thus proposed that an award be created to recognize the importance of analytical chemistry in the Australian community by awarding a prize each year to a young professional analytical chemist.

Division will promote the award/medal each year:

- To promote and enhance the practice of chemical analysis;
- To encourage active involvement in the activities of RACI and analytical chemistry division in particular
- To foster communication and understanding amongst younger members of the profession of the key role played by analytical chemistry in industry.

### Name and Value of the Award

In keeping with the prestige of the award, it should be given an appropriate name and value.

- A. “Young Professional Analyst Award/ Medal” ; and,
- B. Carry a title honouring a famous analytical chemist.
  - ◆ Suggested Title?: such as Bill Pickering, Lloyd Smythe or other prominent Analysts (Industry, Academic, CSIRO or Government chemists with strong industrial connections and reputation) .

Value: \$500 plus a certificate and/or medal.

### Age and Institute Membership

Those nominated to compete for the award will be under 30 years of age at the closing date for nominations. Australian citizens and residents presently seeking citizenship are eligible. Nominees must be RACI members in good standing.

### Eligibility

The prize should recognize excellence in performance. The achievement would need to be measurable as a body of work accessible to a judging panel and could include internal reports (of a non-confidential nature); conference presentations; papers; patents or other outstanding industrial activity involving a high proportion of analytical chemistry.

Examples follow:

- I. 3-5 years of achievement within an industrial organisation, or organisation serving the community in analytical chemistry; or,
- II. a successful running of an analytical company or service by a young chemist with evidence of the quality of that service presented by the company or customers; or,
- III. a single special achievement such as a licensed / patented analytical method or equipment development which can be shown with supporting material to have had an outstanding impact on industry or the community.

Condition III above could mean an academic chemist may be eligible for nomination, but the nomination would need to be supported by at least one industrial organisation through its technical management describing their use of the method or piece of equipment developed.

### **Joint Awards and No Award**

A joint award may be possible under eligibility criteria II and III. The prize value will then be shared, with two or more certificates printed/ or medals struck.

No prize would be awarded if the designated quality of work required for nomination is not forthcoming in a particular year.

### **Nominations**

Nominations would be sought nationally each year. The nomination will initially require one typed supporting submission of no more than five single-spaced A4 pages, and be supported by two senior chemists/technical managers within the organisation employing the nominee. An entry form will be made available by post or on the internet.

Further supporting material can be provided as an appendix or can be requested by a judging panel.

### **National competition**

Up to three finalists will be selected by a sub-committee of Division from the nominees.

Each finalist will be invited to present a talk at the annual Research and Development Topics Meeting. A judging panel will select the winner based on both the quality of the application and also the presentation at that meeting.

In the event of only one outstanding nomination being received the Division may award the prize to that one nominee, who will again be asked to talk at the R&D Meeting.

The annual winner will also be invited to speak at an award ceremony at the Australian Symposium on Analytical Chemistry (AC). As the AC is run biennially, there will be two winners speaking at each AC.

**Letter from RMIT regarding the 9<sup>th</sup> Research & Development Topics Meeting**

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

13<sup>th</sup> March, 2001

Dear Professor Hibbert,

The 9<sup>th</sup> 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 2<sup>nd</sup> December – Wednesday 5<sup>th</sup> 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 9<sup>th</sup> Annual R&D Topics 2001.

We hope that the 9<sup>th</sup> 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 9<sup>th</sup> Annual R&D Topics Committee

**Supporting documents for the International Flow Analysis Conference**

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](mailto: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](mailto:tucker@deakin.edu.au)

**Treasurer.** Mr Terry Elms, Department of Applied Chemistry, RMIT University  
E-mail: [terry.elms@rmit.edu.au](mailto: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](mailto:barnie@deakin.edu.au)

**Publicity:** Dr Simon Lewis, School of Biological and Chemical Sciences, Deakin University  
E-mail: [swlewis@deakin.edu.au](mailto:swlewis@deakin.edu.au)

**Convenor Industrial Liaison:** Dr Bob Cattrall, Department of Chemistry, La Trobe University  
E-mail: [r.w.c@latrobe.edu.au](mailto: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](mailto:S.D.Kolev@latrobe.edu.au)

**Convenor-International Advisory Committee:** Dr David Davey, University of South Australia  
E-mail: [David.Davey@unisa.edu.au](mailto: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](mailto:chri.chow@sawater.sa.gov.au)

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

**Flow Analysis IX Draft Budget.v2, 6 Feb 2001**

<u>Income</u>	Number	Repeated	Unit Cost	Cost
Registrants (excluding Committee + Speakers)	50	1	\$800	\$40,000
Non-RACI/Kindred Society	10	1	\$1,000	\$10,000
Students	25	1	\$250	\$6,250
Disadvantaged registrants	5	1	\$250	\$1,250
Speakers	10	1	\$0	\$0
Committee	10	1	\$0	\$0
<b>TOTAL REGISTRANTS</b>	<b>110</b>			

Sponsorship	1	10	\$500	\$5,000
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**\$62,500**

**Expenditure**

Plenary Speakers(Accom)	5	1	\$750	\$3,750
Invited Speakers (Accom)	4	1	\$750	\$3,000
Venue (inc AV + presenter)-partial	1	1	\$1,500	\$1,500
Cleaning (Dinner+ mixer)	1	1	\$600	\$600
Setup costs	1	1	\$500	\$500
Circular/Registration	500	1	\$2	\$1,000
IT costs	1	1	\$500	\$500
Signage/Banner	1	1	\$500	\$500
Mail	500	1	\$5	\$2,500
Morning/Afternoon teas	110	8	\$5	\$4,400
Lunches	110	4	\$13	\$5,500
Mixer	110	1	\$30	\$3,300
Continuation committee lunch	25	1	\$40	\$1,000
Conference Dinner	110	1	\$35	\$3,850
Bar	110	1	\$18	\$1,980
Barbeque	110	1	\$30	\$3,300
Bus	2	1	\$500	\$1,000
Satchels	110	1	\$13	\$1,375
Nametags	110	1	\$2	\$220
Program card	110	1	\$1	\$110
Abstracts book	110	1	\$12	\$1,320
Registration facility	110	1	\$20	\$2,200
Speakers gifts	9	1	\$100	\$900
Student prizes (papers) (\$500, \$250,	1	1	\$850	\$850

Student prizes (posters) (\$500, \$250, \$100)	1	1	\$850	\$850
Contingency	1	1	\$5,000	\$5,000
				<u>\$51,005</u>
PROFIT/LOSS				\$11,495

## 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 .....  
.....
- 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.**  
.....  
.....  
.....  
.....
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 – 18<sup>th</sup> 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?