

The Society of Flavor Chemists, Inc.[®]

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www.flavorchemists.com

**Minutes of the Society of
Flavor Chemists
Committee Meeting Minutes
Philadelphia, PA
February 12, 2015**

The 416th meeting of the Society of Flavor Chemists, Inc. Committee Meeting was held at the Sheraton Philadelphia University Hotel. The meeting was called to order by President Cynthia Lipka at 9:09 am.

Attending: *Cyndie Lipka, Mary Foster, Deborah Osborne, Lisa Vaughn, Dolf DeRovira, Elsa Howerth, Robert Pan, Aaron Graham, Alfred Goossens, Bill Choudhury*

Committee Reports:

1. Arrangements Committee: *Robert Pan*

- a. We have 78 registered attendees and 3 guests
- b. We are scheduled to leave at 3:20 for Monell

2. Audit Committee: *Dieter Bauer*

- a. No Report

3. By-Laws Committee: *Dolf DeRovira*

- a. Create a policy on dropped members-we currently have no policy on reinstatement of a dropped member. Establish back-payment rules, time frames and guidelines for consistency.
 - i. **Action Item**-Mary is going to work on this.
- b. Establish protocol on how to submit a policy to the board. Create a policy area on the website, so there is a way to research policies.
 - i. **Action Item**-Dolf is going to email past members of the Board to find out if there are historical policies that may be on file. Alfred to help with policy and interpretation.

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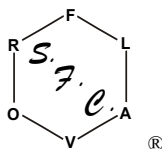
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4. History Committee: *Dolf DeRovira*

- a. No Update.

5. Library Committee: *Aaron Graham and Alfred Goossens*

- a. The extended collection of books at Monell is complete, shelved, locked and secured.
- b. Amanda McNight will be our new librarian, helping to manage the SFC library. She will be in charge of a new procedure of signing out the books. Amanda will also evaluate the value of the books to allow for an independent professional opinion to make sure that the books are adequately insured.
- c. Since Amanda is at Monell, travel expenses will be reduced, however we will need a yearly budget to keep the library going. We believe this will taper off over time. One option is to sell some of the duplicate books to pay for the expenses. Another option is to have Sponsors for the library. We will revisit these ideas if we need more financial support. Aaron was asked to submit and expense budget.
- d. Missing books-we have 57 missing books which we are trying to locate. The Library Committee is convinced that most of these books will turn up as they may have been misplaced in the Monell book collection. Unfortunately it is felt by the Library Committee that the formal check out procedure had not been adhered to. A number of new security procedures are now in place.
- e. Important documents such as Status of Ownership/insurance paperwork should be stored in a secure place.
 - i. **Action Item** – Debbie to find out if AFI can store these documents on our behalf.
- f. According to the Agreement of Understanding with Monell, at the beginning of every year, we will need to update the list and value of our book collection for insurance purposes.

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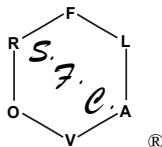
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6. Media Communication Committee: *Shane McDonald*

- a. Winter/Spring newsletter is out
- b. The next newsletter will be in June/July

7. Membership Committee: *Elsa Howerth*

- a. Candidates
 - i. Glen Kraemer from Sensient tested and passed for Apprentice membership.
 - ii. Katie Pappas from McCormick tested and passed for Certified.
- b. Elsa to remind candidates ahead of the time to bring a check to pay their dues in order to receive their certificate today.
- c. Elsa is going to add expiration dates to the apprentice certificate.
- d. All apprentices from last year have paid their dues.
- e. Don Williams has been approved for emeritus.
- f. Amby Mankoo has decided not to apply for emeritus membership and will be dropped.
- g. Regarding the members who are in danger of being dropped for failing to upgrade to certified within the 5 year period specified in the By-Laws. The overdue apprentices are Jason Van Wyk, Cindy Stokes, Janice Bryl, Tracy Colyer and Catherine Conway. Each of the above members will receive a certified letter indicating that they have been dropped from membership.
 - i. **Action Item – Elsa to draft a letter and run it by the Board for approval.**
- h. E. Nelson and Cheryl U. still have time to upgrade; Elsa will continue to remind them to schedule a test.

8. Nominating Committee: *Dolf DeRovira*

- a. Dolf has nominated Dennis Kucharcyk, Steve Ruocco and Aaron Graham

9. Program Committees: *Cyndie Lipka*

a. East Coast

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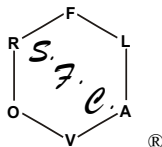
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i. Program: *Frank Farello* – no report

ii. Arrangements: *Robert Pan*

We have 78 registered attendees for the today's meeting.

b. Cincinnati:

i. Dave Wolfenberger and Mike Weller are finalizing arrangements for the April meeting on "Hip-Hops"

c. West Coast: *Maria Olson*

i. We have a room secured for testing and interviewing

ii. We will not be having a web-cast for this meeting

d. Chicago: *Cheryl Udzielak*-no report

e. IFT Breakfast 2015-currently open and looking for someone to chair this meeting

i. Cyndie reached out to WFFC to see if they were interested in doing a joint meeting, they will get back to us. If anyone has ideas or recommendations please let Cyndie know.

10. Scholarship Committee: *Bill Choudhury*

a. We have 31 applications in total for both scholarships. They all seem to be good candidates.

b. Announcements to be made April 15 in Cincinnati.

11. Webcast Committee: *Deborah Barber*

a. Still encountering difficulties with the webcast.

b. There will be no webcast at the California meeting.

12. Website Committee: *Terry Miesle*

a. User name change requests-no changes will be allowed.

b. Honorary Members listings-currently listed as dropped, and they cannot access information. We need to add another filed for honorary members.

c. We changed hosts and the log-in process seems to be better

d. Several site updates

e. The zip code problems have been repaired. Terry will review for other changes needed.

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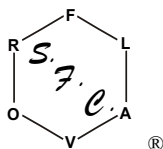
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- f. We need to remind new members to enter their information into the database.
- g. Terry would like to allow membership chairman access to run reports.
- h. Renewals-we had 287 renewals for dues (19 were guests which is puzzling-it could be the link from the letter. Terry will review)
- i. Slight confusion of regarding the charging of dues. International members are listed as \$90.00 in the renewal letter, but we are charging \$75.00.

13. 2014 Symposium Committee: *Cyndie Lipka and Deborah Osborne*

- a. No report

14. Mentoring Committee: *Cyndie Lipka*

- a. Dennis has ten students looking for entry level positions in the flavor industry. Cyndie to propose that they contact media to add to the newsletter and to put on the website.

15. Unfinished Business:

- a. Frank Fischetti mentioned that he would like to bring back the Education Committee. There is no formal committee for the educational portion of the meetings. We will continue to explore these ideas, and possibly send out a survey to see if there is interest greater educational content.
- b. Alfred sent a proposal to the Board to create a task for to clean up and clarify information in the membership database. The Board determined that this would be handled internally as several of the issues were already fixed and others are in progress of being cleared up. We agree that there are discrepancies and want the integrity of the database to be accurate.
- c. Alfred proposed that we review the proper listing of the honorary members and create an informational profile about the member for historical information.

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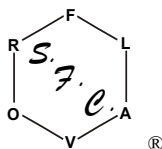
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- i. Action Item** - Cyndie to create a list of the honorary members
- d. Alfred inquired about the problem of emeritus members being dropped, which should not occur. There seems to be some disconnect regarding the website wording in regards to the By-Laws. Alfred is going to discuss with Cyndie further.

16. New Business:

- a. None.

President Cyndie Lipka adjourned the meeting at 10:40 am.

Respectfully submitted,
Lisa Vaughn
SFC Secretary 2014 – 2016

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