

Minutes of the Analytical Chemistry Division of the CIC/CSC 2014 Annual General Meeting

Room 202 of Convention Centre (Vancouver)

17:40, Tuesday, June 3 of 2014

Executive:

Chair – Ken Yeung (UWO)

Vice Chair – Nick Toltl (Concept 2 Clinic Inc.)

Secretary/Treasurer – Kevin Thurbide (Calgary)

Past Chair – Mark McDermott (Alberta)

Members at large:

Nicole Baryla (Ontario Institute for Cancer Research)

Charles Lucy (Alberta)

Paul Li (SFU)

Jean-Francois Masson (Montreal)

Jianjun Li (NRC)

David Cramb (Calgary, honorary member)

Hogan Yu (SFU, 2014 CSC Analytical Program Chair)

Agenda

1. Approval of Agenda
2. Approval of Minutes from 2013 ACD AGM (Quebec)
3. Business Arising from Minutes
4. Report from Chair (KY)
 - A) Acknowledgement of CSC 2014 organizers
 - B) Remembrance of Brian McCarry
 - C) CSC/CIC Awards, Student Awards, Regional Conference Awards
 - D) Subject Division Meetings Report
5. ACD Charter (KY)
6. Treasurer's Report (KT)
7. Conference Report for CSC 2014, Analytical Division (PL)
8. Analytical Sessions for CSC 2015 in Ottawa (BM)
9. Other Business (KY)
 - A) New MALs
 - B) Communication to members
 - C) Annual dinner
 - D) Beamish Award Sponsor

Ken Yeung called the meeting to order at 17:50. There were 28 members present at this meeting.

KY displayed copies of the meeting agenda, minutes from the previous meeting, a list of award winners, and a financial report.

1. Approval of the Agenda

Agenda – by KY (motion – KW, second – UK). Motion carried.

2. Approval of the minutes of the 2013 ACD AGM (Quebec city, May 2013)

The minutes from the previous ACD AGM (2013) were adopted as reported (motion – JFM, second – CL). Motion carried.

3. Business arising from minutes

None.

Chairs Notes

3. Business arising from minutes

4. Reports From Chair

- A) The Chair acknowledges the hard work and dedication in the organization and fund raising of the analytical program by our local organizers, Hogan Yu *et al.*
A special thanks is extended to Paul Li for organizing the Exec dinner, the AGM/dinner and the poster session judging.
- B) The Chair presented a moment of silent remembrance of our dearly departed colleague and friend Brian McCarry.
- C) CSC/CIC Awards, Student Awards, Undergraduate Regional Conferences
See Appendix A for a list of awardees.

Number of nominations: Beamish – 7; McBryde – 6; Maxxam – 3

ACD poster competition for CSC 2014 will be held on Wednesday June 4 from 17:40 to 19:40. There are 40 and 12 entries for the graduate and undergraduate competitions, respectively. Two awards will be given out for each of the graduate (\$200 and \$100) and undergraduate posters (\$150 and \$50). Honorable mentions (up to 2) will also be made when needed.

Poster award winners will be presented at the CSC Chemical Education Student Awards Ceremony on Thursday, June 5 at 12:20 in Room 205. Paul is co-ordinating the poster judging, and will report winners to Anne Campbell by 9 am Thurs. He will send someone to take pictures. KT will issue a cheque of \$500 to Chem Ed Division during the conference.

D) Report on Subject Division Meetings

KY and MTM attended SDM at CSC 2013 in Quebec City on Wednesday, May 29. There was a teleconference meeting on December 12 attended by KY.

Highlights from both meetings:

CIC/CSC Awards

Electronic submission of award nominations has been implemented. Existing nominations were returned to nominating parties for electronic re-submission. Two new awards were introduced, award for early career organic chemist, and a best paper award in *Can J Chem* for Canadian.

CIC Website

Subject Division webpages are not longer hosted due to lack of funding. There will be one page dedicated for announcement of conferences and one page for events (for all divisions). Divisions are encouraged to build and maintain their own webpages, and provide URL links for the CIC site. (*More discussion on webpages in Other Business*).

KW asked if it was possible to link the ACD website to the CSC main page. KY indicated that yes we are already linked.

New Charters for Subject Divisions was explained by KY.

Under the new Canada Not-for-Profit Corporations Act, 2011, all not-for-profit corporations must amend their by-laws to be compliant with the Act by October of 2014. Roland Andersson encouraged the CSC subject divisions to approve the new charters by the end of year 2013. The CSC can help arrange an electron voting if needed. Despite of the new by-laws/charters, no foreseeable changes in the regular operations are anticipated.

5. New Charter for CIC ACD

The Chemical Institute of Canada (CIC) is made up of three constituent societies: the Canadian Society of Chemistry (CSC), Canadian Society of Chemical Engineers (CSCChE) and Canadian Society of Chemical Technologists (CSCT). All four are independent bodies with its own by-laws.

CSC, and the subject divisions within, were first to adopt the new charters in 2013. The ACD is associated with the CIC, which is currently going through the amendment. Association with CIC is meant for Subject Division with significant proportion of mixed membership.

Even though >80% of ACD members come from CSC, a significant number of members are from the CSCT (~70, largest of all Subject Divisions). With CIC taking over EnviroAnalysis, more new members from CSCT are anticipated. Hence ACD members agreed that we should stay with CIC. In 2013, 8 Subject Divisions were with CIC, 4 with CSC and 2 with CSChE.

The attached charter was based on template provided by CSC. Text highlighted in blue was customized for the ACD: i) MAL and Executive Committee; ii) Exec Comm to operate between meetings; and iii) absences.

A motion to accept the new charter was put forward. (Motion – UK, second – RO). Motion carried.

6. Treasurer's Report (KT)

KT presented the financial statement as shown in Appendix B.

The treasurer's report was accepted as presented. (Motion – CL, second – MM). Motion carried.

7. Conference Report for CSC 2014, Analytical Division (PL)

PL gave an overview of the conference. See Appendix C. KY thanked Paul Li and Hogan Yu for all of their efforts in organizing the conference.

8. Analytical Sessions for CSC 2015 in Ottawa (from Maxim Berezovski)

See Appendix D.

The Analytical Representatives for CSC 2016 have not been announced.

9. Other Business

A) New MALs

Three new MALs are nominated: Alan Doucette, Christina Bottaro, and Denis Boudreau. Current MALs, Nicole Baryla and Paul Li, will retire.

A motion to accept was put forward (Motion – MM, second – NT). Motion carried.

B) Communication to members

Two newsletters were created by JFM. Both were posted on the ACD web site. Members were asked to forward their input on our communication platforms and suggestions going forward to KY (Newsletters, webpage, Twitter, mass email, WP mailing list).

C) AGM Dinner

AGM is scheduled on Tuesday, June 3 at 17:40, at the Vancouver Convention Centre. Annual ACD Dinner will take place following the AGM. Reservation has been made at the Cloud 9 Revolving Restaurant (1400 Robson St, a 15-min walk from Conv. Ctr.). A 3-course dinner will be served. The dinner cost will be sponsored by the ACD, U of A Chemistry, and Thermo (arranged by Bingyun Sun).

Thanks to Jed for his generous donation to the Analytical Program on behalf of the Chem Dept of U of A, and to Paul for allocating the funds for the dinner.

Guests will be able to place additional orders of special beverages, and the servers are ready to issue individual bills.

D) Beamish Award – The ACD will make sure the registration fees of future Beamish Award winners are waived, either by a fee waiver offered by the Award Symposium, or a direct financial support by ACD.

Discussion of a potential industrial sponsor for this award took place. Members were requested to forward suggestions to KY.

10. Adjournment

A motion to adjourn was put forward (Motion – PBM, second – MM). Motion carried.

Appendix A

CSC/CIC Awards, ACD Student Awards, Regional Conference Awards

CSC/CIC Awards:

Fred Beamish Award 2014 (Sponsor: CIC ACD)

[Juewen Liu](#), University of Waterloo

Lecture: Tuesday 10:20 AN4 201

W.A.E. McBryde Medal 2014 (Sponsor: AB Sciex)

[Lars Konermann](#), Western University

Lecture: Monday 14:00 AN1 202

Maxxam Award 2014 (Sponsor: Maxxam Analytics)

[Sergey Krylov](#), York University

Lecture: Thursday 10:20 AN2 201

ACD Student Awards:

Undergraduate Student Travel Award 2014

3 nominations (evaluated by KY, CAL, Jianjun Li)

Winner: [Ashley Robinson](#) (Saint Mary's University; supervisor, Christa Brosseau)

Poster: Monday PM SSP (SPR sensors and Spectroscopy) #00553

Graduate Student Award in Honour of Douglas Ryan 2014

7 nominations (evaluated by NB, PL, KT)

Winner: [Mirzo Kanoatov](#) (York University; supervisor, Sergey Krylov)

Lecture and award presentation: 10:20 Wednesday AN7 202

CSC 2013 Conference - ACD Graduate Student Poster Awards (Quebec City):

First Place (\$200) - [Samuel Ouellet](#), Université Laval (Dr. D. Boudreau, supervisor), "Bi-modal (Luminescence/Scattering) Microscopy Platform for the Characterization of Fluorescent Plasmonic Nano-Assemblies"

Second Place (\$100) - [Carmen Carrasquilla](#), McMaster University (Dr. J. Brennan, Dr. Y. Li, supervisors), "Developing Concatemeric Structure-Switching Signaling DNA Aptamers Using Rolling Circle Amplification"

Honorable mention - [Uvaraj Uddayasankar](#), University of Toronto Mississauga (Dr. U. Krull, supervisor), "Investigating the Use of Quantum Dot DNA Monoconjugates for Sensitive Nucleic Acid Detection"

Honorable mention - [Kha Tram](#), McMaster University (Dr. Y. Li, supervisor), "Development of DNA-based Probe for Rapid Colorimetric Detection of Pathogenic Bacteria"

(No ACD Undergraduate Student Poster Competition at CSC 2013)

2013-2014 Regional Conference Awards:

CBGRC 2013 - 16th Annual Chemistry and Biochemistry Graduate Research Conference
November 22, Concordia University (\$ 200 donated by ACD)

Best Oral Presentation - Analytical and environmental chemistry
[Simon Boudreault](#), Université de Sherbrooke (Supervisor: Pascal Mireault, Head of the Toxicology and Forensic Pathology Department at the Laboratoire de Sciences Judiciaires et de Médecine Légale)
"Quantification of alpha-, beta-Hydroxybutyric Acids by GC-MS to Diagnose Hyperglycemia"

Three Poster Prize from all categories; 1st place was in analytical chemistry
[Atefeh Rafiei](#), Université du Québec à Montréal (Supervisor: Lekha Sleno, UQAM)
"A survey into untargeted metabolomics data analysis: Comparison of peak generating workflows"

SOUCCS 2014 - 42nd Southern Ontario Undergraduate Student Chemistry Conference
March 29, University of Windsor (\$ 200 donated by ACD)

Winners in Analytical Division:
1st prize - [Joseph Turnbull](#), University of Western Ontario
2nd prize - [Filipe De Souza](#), University of Western Ontario
3rd prize - [Scott Truman](#), University of Western Ontario

WCUC 2014 - Western Canada Undergraduate Chemistry Conference
May 1, University of Victoria

(No sponsoring request – No division specific awards)

ChemCon 2014 - Science Atlantic - CIC Chemistry Conference
May 22-24, Acadia University (\$200 donated by ACD)
Contact: Jamie Gillis, Co-Chair - 109601g@acadiu.ca

Winners in Analytical Chemistry Division:

Best Undergraduate Oral Presentation – [Teles Furlani](#), Memorial University, Supervisors: Christina Bottaro and Cora Young
Best Undergraduate Poster Presentation – [Sasha Power](#), Saint Mary's University, Supervisor: Christa Brosseau

Other Analytical Chemistry Winners:

Best Graduate Oral Presentation – [Scott Harroun](#), Saint Mary's University, Supervisor: Christa Brosseau
Best Graduate Poster Presentation – [Reem Karaballi](#), Saint Mary's University, Supervisor: Christa Brosseau
Science Atlantic Undergraduate Research Award – [Ashley Robinson](#), Saint Mary's University, Supervisor: Christa Brosseau

Appendix B

Analytical Chemistry Division of the Chemical Institute of Canada Financial Statement 2013 (Jan 1 - Dec 31, 2013)

Prepared by Kevin Thurbide, Treasurer ACD-CIC
Presented at CSC 2014 Conference, Vancouver, BC

| | |
|------------------------------------------------------------------------|------------------------|
| Balance (Dec 31, 2012) | 80762.28 |
| Income (2013) | |
| Symposia sponsorship | 4832.80 |
| CIC Grant 2013 | 2288.76 |
| Investment Interest from GICs (Invested from January 2012 - July 2013) | 1115.33 |
| Interest from Chequing Account | <u>1.02</u> |
| Total Income | 8237.91 |
| Expenses (2013) | |
| Awards | |
| ACD Grad Travel (Nolan Horner) | 500.00 |
| Ryan-Harris (Chang Liu) | 1250.00 |
| Undergrad Conference (SOUSCC) | 200.00 |
| Undergrad Conference (WCUCC) | 200.00 |
| Undergrad Conference (ChemCon) | 200.00 |
| Undergrad Conference (CBGRC) | 200.00 |
| CSC Conf | |
| CSC Awards | 625.00 |
| AGM and Exec Mtg Expenses (Calgary) | 1605.95 |
| Graduate Poster Session (by Chem Ed) | 300.00 |
| Administrative (office supplies, mailing, website, etc.) | 591.69 |
| Bank Charges | 0.47 |
| Speaker Reimbursements | <u>3194.88</u> |
| Total Expenses | 8867.99 |
| Net (Income - Expenses) | -630.08 |
| Total Balance (Dec 31, 2013) | <u>80132.20</u> |
| Disposal of Assets | |
| GIC | |
| Ryan-Harris (original) | 17500.00 |
| Ryan-Harris (2009) | 12000.00 |
| Undergrad Travel Award | 10000.00 |
| Undergrad Conferences | 8000.00 |
| Grad Poster, Saving Acc Award Trust | 8900.00 |
| ACD Travel Funds | 13308.00 |
| Checking Account (Dec 31, 2013) | <u>10424.20</u> |
| | 80132.20 |

Appendix C
Summary report of Analytical Symposia for CSC 2014

1. Number of ACD Symposia: 12

7 as the lead division

- Surface Plasmon Resonance Sensors and Spectroscopy (Joint with PT and SS) (15)
- (International symposium) Development of Analytical Techniques for the Nano-World (Joint with MT and PT) (36)
- Bio-mass Spectrometry: Instrumentation, Methodologies, Bioapplication (Joint with BM) (33)
- New Developments in Electrochemistry: Energy, Materials, Sensors and Techniques (Joint with MT and PT) (31)
- General Session (15)
- Chemical Separations (34)
- Chemistry of Microfluidics/Nanofluidics (20)

5 joint with other divisions

- Environmental Mass Spectrometry (Lead: EN) (13)
- Teaching Analytical Chemistry (Lead: CE) (10)
- Environmental Chemistry in the Oil Sands (Lead: EN) (30)
- Chemicals of Emerging Concern (Lead: EN) (52)
- Multiscale Mechanics of Materials: From Single Molecules to the Macroscale (Lead: MS and PT) (23)

2. Number of oral presentations (312)
184 in the lead symposia; 128 in the joint symposia

3. Number of poster presentations (72):
72 in the lead symposia; posters in the joint symposia are not counted.

4. Total number of analytical abstracts (384)
256 in the lead symposia; 128 in the joint symposia (only talks counted)

5. Amount of external funding for Analytical symposia: >\$12,000

Appendix D

Preliminary List of Analytical Symposia for CSC 2015 at Ottawa

1. **Physical and Biophysical Mass Spectrometry** (home: Physical, Theoretical and Computational Chemistry, joint with Analytical) - 2 slots
Chair: John Klassen (UAlberta) ?
2. **Integrated Omics** (home: Analytical) - 2 slots
Chair: Jeff Smith/Daniel Figeys/ Pierre Chaurand?
3. **Environmental Mass Spectrometry** (home: Analytical) - 2 slots.
Chairs: Kerry Peru?/Karl Jobst?/David Miller?/Paul Young?/Eric Reiner?
4. **Separation and Beyond** (home: Analytical) - 2 slots
Chairs: Sergey Krylov (York)/ Edward Lai (Carleton).
5. **From Molecular Diagnostics to Therapeutics** (home: Analytical) - 2 slots
Chairs: Maxim Berezovski/Maria DeRosa (Carleton)
6. **Microfluidics and Lab-on-a-Chip** (home: Analytical) - 2 slots
Chairs: Derek Wilson (York)?
7. Spectroscopy (?)
Chairs (?)
8. Electrochemistry (?)
Chairs (?)

**CHARTER
OF THE
ANALYTICAL CHEMISTRY SUBJECT DIVISION**
(the “Division”)
**OF THE
CHEMICAL INSTITUTE OF CANADA**
(the “Institute”)

1. Establishment

The Division has been established by the Board of Directors of the Institute (the “Board”) for Members of the Institute who have a common interest, experience and/or training in the analytical chemistry sub-discipline of chemical sciences, as determined by the Board or a committee of the Board.

The Division shall be comprised of 50 or more Members of the Constituent Societies of the Institute in good standing and at least one member of the Division shall have a working familiarity with basic governance and accounting practices (or acquire such familiarity within a reasonable period after his or her appointment).

The Division is not an entity separate and apart from the Institute, but a division formed to carry out its purpose under the control of the Board, as determined by the Board or committee of the Board and in compliance with the Articles, By-laws and policies of the Institute, as established from time to time.

The policies approved by the Board applicable to the Division shall be referred to as the “Analytical Chemistry Subject Division Charter” or “Charter”. The Board may amend the Charter from time to time and shall provide a copy of the amendment to the Division within ten (10) days of being approved by the Board.

2. Purpose

The purpose of the Division is to further and promote the interests of all of the members of the Division involved in the pursuit of and understanding of analytical chemistry within the Division, in accordance with the Institute’s purposes, its Articles, By-laws, policies and this Charter.

3. Appointment and Removal of Division Members

In accordance with the By-Laws of the Institute, the Division and its members shall be established by the Board or a committee of the Board, and shall remain members until such member’s resignation or removal. Any Division member, with or without cause, may be removed from the Division by a majority vote of the Board.

4. Division Officers

The members of the Division, by majority vote, shall designate a Division Chair, Division Vice-Chair, and Division Secretary-Treasurer. The Officers of the Division shall serve for a period of time as determined by the members, but not to exceed three (3) years.

The Division Chair shall set the agendas for and chair Division meetings. The Division Chair shall also be the chief manager of the Division and be responsible for implementing the purposes of the Division.

The Division Vice-Chair shall assist the Division Chair in carrying out his/her duties, as required. The Division Vice-Chair shall succeed the Chair if he/she leaves office before completing his/her term.

The Division Secretary-Treasurer shall attend all Division meetings and record the minutes of such meetings. The Division Secretary-Treasurer shall also be responsible for delivering all notices and correspondence to Division members and the Institute and keeping all of the books, paper, records and other documents of the Division.

The Division Secretary-Treasurer shall be responsible for keeping proper accounting records, depositing and disbursing Division funds and financial reporting to the Division and the Board or committee of the Board. The Division Secretary-Treasurer shall be required to deliver to the Institute all accounting information and banking statements required to enable the Institute's accountants/auditors to prepare the Institute's financial statements. The Director of Finance of the Institute will participate in any review or audit of the Division's accounting records with the accountant/auditor for the Institute.

The members of the Division, by majority vote, shall designate up to six (6) Division Members at Large. These Division Members at Large, together with the three Division Officers and the Immediate-Past Division Chair, shall constitute the Executive Committee of the Division. The Members at Large of the Division shall serve for a period of time as determined by the members, but not to exceed six (6) years.

The Division Members at Large and the Immediate-Past Division Chair are invited to attend all the Division Executive meetings and General meetings. Subject to the Charter of the Division, the Executive Committee shall have power to manage, operate and direct the affairs of the Division between meetings of the Division.

In the absence of both the Division Chair and Division Vice-Chair, the Immediate-Past Division Chair shall assume their duties and responsibilities. In the absence of the Division Secretary-Treasurer, the Division Vice-Chair shall assume his/her duties and responsibilities. Any unexpected vacancy occurring in the Division Member at Large positions may be filled by appointment by the Executive, the appointee to serve until the next Division meeting.

5. Meetings of the Division

The Division shall meet at least once annually, or more frequently as circumstances require. Meetings shall be held at such time and place as the Division Chair may, from time to time, determine taking into account the requests of the members of the Division or, alternatively, on written requisition to the Division Chair of 25% of the members. Decisions at meetings of the Division members shall be made by a majority vote of the Division members.

Any Division member may vote and otherwise participate in the meeting by means of a telephonic, electronic or other communication facility made available by the Division that permits all participants to communicate adequately with each other during the meeting. A person participating in a meeting of members by such means is deemed to be present at the meeting.

As part of its goal to foster open communication, the Division Chair may periodically meet separately with the Executive Director of the Institute to discuss any matters that the Division considers appropriate to be brought before the Board without delay. In addition, the Division shall meet with the Executive Director of the Institute annually to review the Division's financial statements, funding requirements and governance matters.

The Division may invite to its meetings any Director or officer of the Institute, and any other person whom it deems appropriate to consult in order to carry out its purposes and responsibilities. The Division may also exclude from its meetings any person it deems appropriate to exclude in order to carry out its responsibilities, save and except for a Director or officer of the Institute.

6. Function

The following functions shall be the common recurring duties of the Division in carrying out its purposes. These duties should serve as a guide with the understanding that the Division may fulfill additional duties and adopt additional policies and procedures as may be appropriate in light of changing legislative, regulatory, legal or other conditions.

- (a) The Division is empowered to study or investigate any matter of interest or concern which the Division deems appropriate for study or investigation by the Division.
- (b) The Division shall be given access to the Institute's internal accounting staff, Board, Executive Director and other staff as necessary to assist in fulfilling its duties.
- (c) While acting within the scope of its stated purpose, the Division shall remain under the direction of the Board and/or committee of the Board.
- (d) The Division shall comply with any directive given by the Board and perform any functions required to fulfill any directive or policy.
- (e) The Division shall also comply with and carry out any other responsibilities and duties delegated to it by the Board from time to time related to the purposes of the Division.

7. Use of Division Monies

The Division may raise monies to fund its operations and those monies, together with any monies received from the Institute, shall be used to further the Division's purpose as the Division sees fit, provided they are in compliance with the Institute's Articles, By-Laws and Policies. In the event the Division retains monies far in excess of what is required to further its purpose without those monies being earmarked for upcoming projects or extra-ordinary expenses, and in the opinion of the Board retention of those monies may jeopardize the not-for-profit status of the Institute, the Board shall be entitled to require the Division to spend down these excess monies in order to further the purposes of the Division. Should the Division fail to spend the excess monies in a reasonable time, the Board retains the right to transfer of such excess monies to the Institute's account, and use the excess monies to further the purposes of the Division and/or the Institute.

8. Division Banking

In addition to the signing authorities determined by the Division, the Board of the Institute shall appoint two or more officers of the Institute or officials employed in the Head Office of the Institute who shall have full signing authority on the bank account of the Division. Other than at the request of the Division, the Board shall not issue cheques or withdraw monies from the Division's bank account unless, in the Board's absolute discretion, the use of the monies by the Division contravenes the Institute's articles or by-laws or this Charter, jeopardizes the Institute's not-for-profit status, is required to liquidate the Division's bank account after dissolution or suspension of its operations or is required by the Institute in the event of financial exigency.

The Division shall not be permitted to borrow money.

9. Review and Reporting

The Institute shall be entitled to review periodically, or at any time at the request of the Board, the financial accounting, activities and governance of the Division, and address and provide direction with respect to any matter that could have an impact on the Institute.

The Division shall report regularly to the Board with respect to any issues that arise with respect to the quality or integrity of the Division's internal accounting functions, legal or regulatory requirements and with respect to such other matters as are relevant to the Division carrying out its purposes.

The Division shall provide such recommendations to the Board as the Division may deem appropriate. The report to the Board may take the form of a written or oral report by the Division President or any other member of the Division designated by the Division to make such report.

10. Use of Intellectual Property of the Institute

The Division shall be permitted to hold itself out as a Division of the Institute and may use the Institute's intellectual property, such as its name, trademarks and logos, in connection with its purpose and in accordance with manner and form approved by the Board. The Division shall maintain the high standard of quality associated with the Institute's intellectual property. The Division shall cease to use any of the Institute's intellectual property immediately upon notice from the Board.

11. Dissolution or Suspension of Division

If in the sole and absolute discretion of the Board, it is determined that the Division is no longer viable or that the Division is no longer carrying out its purposes in accordance with this Charter or the By-Laws of the Institute, the Board shall have the power to suspend or dissolve the Division. The Board shall provide thirty (30) days notice of its intention to suspend or dissolve the Division and shall receive any written objections or submissions within such thirty (30) day period. Prior to suspension or dissolution, the Division-Chair shall be permitted to present written submissions to the Board prior to the Board making a final decision to suspend or dissolve the Division. In the event that the Board does not receive any written submissions within such thirty (30) day period, the Board shall proceed with any decision to suspend or dissolve the Division. The decision of the Board shall be final. On termination, all use of the Institute's name, trade-marks and intellectual property shall immediately cease and all records, documentation, monies on account, and such other matters or documents as directed by the Board, shall be delivered to the Institute.