

The Pittsburgh Conference on Analytical Chemistry and Applied Spectroscopy

**EXECUTIVE SUMMARY
OF THE JULY 16, 2015 BOARD OF DIRECTORS MEETING**

Meeting Location: Hershey Hotel, Hershey, PA

Members Present:

- **William R Sharpe, President, Pittsburgh Conference***
- **Charles L. Holifield, Immediate Former President, Chairman of the Board, Pittsburgh Conference***
- **Gregory J. Meisner, Vice-President, Pittsburgh Conference***
- **Adrian Michael, Treasurer, Pittsburgh Conference* (and President-Elect Designate, Pittsburgh Conference***
- **Elias S. Absey, Chair, Society for Analytical Chemists of Pittsburgh***
- **Joseph J. Grabowski, Chair, Spectroscopy Society of Pittsburgh***
- **Stephanie J. Wetzel, Immediate Former Chair, Spectroscopy Society of Pittsburgh***
- **Susan K. Zawacky, Immediate Former Chair, Society for Analytical Chemists of Pittsburgh***
- **Karen Johnson, Chair-Elect, Spectroscopy of Pittsburgh****
- **Melinda R. Stephens, Chair-Elect Society for Analytical Chemists of Pittsburgh****
- **Richard S. Danchik, Corporation Secretary, Pittsburgh Conference****
- **Resa B Stauffer, Assistant Treasurer, Pittsburgh Conference****

Members Absent: All present

*** - Voting Member**

**** - Non-Voting Member**

Guest: William Schell, Pittsburgh Conference Office Manager

MEETING MINUTES AND TREASURER'S REPORT

Chairperson Charlie Holifield called the meeting to order at 3:00 PM. All members were present.

A motion was made to approve the Minutes and Executive Summary of the June 2, 2015 BOD Meeting. The motion was approved unanimously.

A motion was made to approve the Minutes and Executive Summary of the June 30, 2015 BOD Meeting. The motion was approved unanimously.

The Treasurer's Report was not finalized and was tabled until the next BOD meeting.

OFFICE ISSUES

Bill Schell reported:

1. The temporary employee (Amy) is handling the front desk. She is also handling her Conference/Society responsibilities well.
2. The marketing position is still open and the search to fill this position continues. We have interviewed seven people for the marketing position. We have made an offer for the position but it is not yet finalized.
3. The office lease is ready and needs to be signed.

NEW BUSINESS

Bill Sharpe and Adrian Michael presented a draft budget for Pittcon 2016. Bill proposed several increases for registration, exposition and short courses.

A motion was made to approve the Pittcon budget for 2016. The motion was passed unanimously.

There was discussion concerning the monies that both the SACP and SSP have in savings accounts and other funds. It suggested that at the next BOD meeting that the financial status of both groups be given with exact figures and where these monies are located.

ACKNOWLEDGEMENTS

There are no acknowledgements.

PITTCON REPORTS

2016, 2017 and 2018 – Nothing to report.

NEXT BOD MEETING

The next BOD meeting will be held on Monday, August 24, 2015, at 6:00 PM at the Conference Office.

The meeting was adjourned at 4:30 PM.

Respectfully submitted,



Richard S. Danchik
Pittsburgh Conference Corporation Secretary