

The Pittsburgh Conference on Analytical Chemistry and Applied Spectroscopy

**EXECUTIVE SUMMARY
OF THE SEPTEMBER 15, 2015 BOARD OF DIRECTORS MEETING**

Meeting Location: Pittsburgh Conference Office

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****
- **Richard S. Danchik, Corporation Secretary, Pittsburgh Conference****
- **Resa B Stauffer, Assistant Treasurer, Pittsburgh Conference****

Members Absent: Melinda R. Stephens**

*** - 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 6:36 PM. All members were present except Melinda R. Stephens.

A motion was made by Greg J. Meisner and seconded by Eli S. Absey to approve the Minutes and Executive Summary of the August 24, 2015 BOD Meeting. The motion was approved unanimously after several minor corrections were made to the minutes.

A motion was made by Bill Sharpe and seconded by Greg Meisner to accept Treasurer's Report of July 31, 2015. The Motion was approved unanimously.

The Treasurer's report of August 31, 2015 was not finalized and was tabled until the next BOD meeting.

OFFICE ISSUES

Bill Schell reported:

1. the owners of Penn Center are in the process of selling the complex to new buyers and this should be finalized at the end of October. This should not affect Pittcon since we have a new 8 year lease.
2. The annual audit is under way for Pittcon 2014-2015.
3. Registration for Pittcon 2016 opens October 1, 2015.
4. The logos on the office door are being updated.

Acknowledgements

No new acknowledgements.

NEW BUSINESS

There was discussion concerning the monies that both the SACP and SSP have in savings accounts and other funds. The financial status of both groups was discussed with exact figures and where these monies are located.

PITTCON REPORTS

Bill Sharpe reported on Pittcon 2016:

1. The Chairman-Chairmen Elect meeting will be held on October 8, 2015 at Long Vue Country Club.
2. Forms for CWS will be sent out to the Committee in the near future.

Greg Meisner mentioned that Science Week for Pittcon 2017 might be moving to Pittsburgh rather than having the program in Chicago. This is being investigated in considering what options are available.

Adrian Michael reported that contract arrangements for Headquarters Hotel in Orlando for Pittcon 2018 are being finalized.

NEXT BOD MEETING

The next BOD meeting will be held on Tuesday, November 3, 2015, at 6:00 PM at the Conference Office.

The meeting was adjourned at 7:35 PM on a motion made by Joe Grabowski and seconded by Susan Zawacky.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Richard S. Danchik". The signature is written in a cursive style with a prominent initial "R".

Richard S. Danchik
Pittsburgh Conference Corporation Secretary