

***The Pittsburgh Conference on Analytical Chemistry and Applied Spectroscopy***  
**EXECUTIVE SUMMARY**  
**OF THE FEBRUARY 8, 2016 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\***
- **Elias S. Absey, Chair, Society for Analytical Chemists of Pittsburgh\***
- **Adrian Michael, Treasurer, Pittsburgh Conference\* (and President-Elect Designate, Pittsburgh Conference\***
- **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\***
- **Richard S. Danchik, Corporation Secretary, Pittsburgh Conference\*\***
- **Karen Johnson, Chair-Elect, Spectroscopy Society of Pittsburgh\*\***
- **Resa B Stauffer, Assistant Treasurer, Pittsburgh Conference\*\***

**Members Absent: Melinda 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 6:20 PM. All members were present except Melinda Stephens.

A motion was made by Susan K. Zawacky and seconded by William R. Sharpe to approve the Minutes and Executive Summary of the January 12, 2016 BOD Meeting. The motion was approved unanimously.

A motion was made by Elias S. Absey and seconded by Joseph J. Grabowski to accept the revised Treasurer's Reports of November, 2015 and December 2015. The Motion was approved unanimously.

**OFFICE ISSUES**

Bill Schell reported:

1. The Final Program book is completed.
2. The Truck will leave the Pittcon office before the Conference on Tuesday and return on Monday after the conference.
3. During the conference, the office will be remodeled and a new Board room table installed.

## **Acknowledgements**

A thank you note from the Daniel Wilson family for the donation to the Heart Association on the death of Dan's father.

A Thank you note from the Nick Barsic family on the death of Nick's brother.

A Thank you note from the Pacific University of Oregon for the Pittcon Equipment Grant.

A Thank you note from Monmouth College for a grant of \$10,000.

A Thank you note from First Westminster Presbyterian Church for memorial contribution.

## **NEW BUSINESS**

Charles Holifield made a motion to approve money from the Contingency Fund for the Tradeshow Logic Inc. company to begin gathering information and data on Pittcon 2016. There was discussion among the BOD members and the motion was passed unanimously.

## **PITTCON REPORTS**

Bill Sharpe –The logistics for Pittcon 2016 are well underway. Attendee registration is down compared to last year at this time and Exhibitor Registration is up.

Greg Meisner-The Exhibitor Meeting will be held in Chicago for Pittcon 2017 on May 19-20, 2016.

Adrian Michael - no report

## **NEXT BOD MEETING**

The next BOD meeting will be held on Monday, April 18, 2016, at 6:00 PM at the Conference Office.

The meeting was adjourned at 7:05 PM

Respectfully submitted,



**Richard S. Danchik**  
**Pittsburgh Conference Corporation Secretary**