

# ***The Pittsburgh Conference on Analytical Chemistry and Applied Spectroscopy***

## **MINUTES OF THE June 12, 2017 BOARD OF DIRECTORS MEETING Executive Summary**

**Meeting Location: Large Board Room, Pittsburgh Conference Office**

### **Members Present:**

- **Gregory J. Meisner, President, Pittsburgh Conference**
- **William R. Sharpe, Immediate Former President, Chairman of the Board, Pittsburgh Conference (on phone)**
- **Melinda Stephens, Chair, Society for Analytical Chemists of Pittsburgh**
- **Karen Johnson, Chair, Spectroscopy Society of Pittsburgh**
- **Charles W. Gardner, President-Elect Designate, Pittsburgh Conference**
- **Joseph J. Grabowski, Immediate Former Chair, Spectroscopy Society of Pittsburgh**
- **Elias S. Absey, Immediate Former Chair, Society for Analytical Chemists of Pittsburgh**
- **Resa B. Stauffer, Treasurer, Pittsburgh Conference**
- **Adrian Michael, Vice-President, Pittsburgh Conference**

### **Observers:**

- **Jane Chan, Assistant Treasurer, Pittsburgh Conference**
- **Kerry Holzworth, Chair-Elect, Spectroscopy Society of Pittsburgh**
- **Ronald Bargiel, Corporation Secretary, Pittsburgh Conference (absent)**
- **Michelle Ward, Chair-Elect, Society for Analytical Chemists of Pittsburgh (absent)**
- **William Schell, Pittsburgh Conference Office Manager**

### **MEETING MINUTES AND TREASURER'S REPORT**

Chair Bill Sharpe called the meeting to order at 6:45 PM.

A motion was made by Resa Stauffer and seconded by Joe Grabowski to approve the May 9, 2017 BOD Minutes. The motion was approved unanimously.

A motion was made by Resa Stauffer and second by Greg Meisner to approve the May 9, 2017 Executive Summary of the March 9, 2017 BOD Meeting. The motion was approved unanimously.

A motion was made by Eli Absey and seconded by Karen Johnson to approve the May 2017 Treasurer Reports. The motion was approved unanimously.

### **Acknowledgments**

Greg Meisner mentioned the passing of Dan Mellett and received thank you notes from his family and The Christian Montessori School.

### **OFFICE ISSUES**

Salary Review Meeting: Bill Schell displayed spreadsheet with the performance evaluation results. He also displayed spreadsheets with the current salary (regular and overtime) and proposed salary increases for the Pittcon employees. The cost of living index has increased 2.2% (Sources: World at Work and Mercer HR Consulting). The BOD was presented with comparable data for similarly titled positions for the

Pittsburgh area and our zip code. (Source: Exhibitor Magazine July 2016). Greg Meisner made a motion to approve the salary increases and was second by Adrian Michael.

**OLD BUSINESS** – None

**NEW BUSINESS** –

Adrian Michael mentioned Helen Boylan is investigating various activities and conference wide event to help promote additional attendance. A motion was made by Joe Grabowski and seconded by Greg Meisner to authorize further exploration.

**PITTCON REPORTS**

**2017** Greg Meisner made a motion to “THANK” Bill Sharpe for the great job he did as Pittcon President and BOD Chair. Adrian Michael second and was unanimously approved with applause. Greg Meisner also thanked the board members returning and not returning. A special thank you to Ron Bargiel as Pittsburgh Conference Secretary and for taking the minutes. Greg presented the new Pittsburgh Conference 2018 Gavel to Adrian Michael.

**2018** Adrian Michael mentioned the first exhibitors’ webinar took place and went well. Approx. 100 people participated. An on-site exhibitor meeting planned September or October. Next on-site visit and walk around is scheduled for August 17, 2017. Rita Windisch is in Orlando, FL for the Arrangement Committee. The Symposium Selection meeting chaired by Annette Wilson went well.

**2019** No Report

**2020** No Report

**NEXT BOD MEETING** - will be 10AM Saturday July 22, 2017 at Stonewall Resort, WV.

The Pittcon Board meeting was adjourned at 8:40pm.

Respectfully submitted,

*Eli Absey*

Eli Absey for:  
Ronald G. Bargiel  
Pittsburgh Conference Secretary