The Pittsburgh Conference on Analytical Chemistry and Applied Spectroscopy

MINUTES OF THE FEBRUARY 16, 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
- Melinda Stephens, Chair, Society for Analytical Chemists of Pittsburgh (Absent)
- Karen Johnson, Chair, Spectroscopy Society of Pittsburgh
- Joseph J. Grabowski, Immediate Former Chair, Spectroscopy Society of Pittsburgh (Absent)
- Charles W. Gardner, President-Elect Designate, Pittsburgh Conference
- 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
- William Scheil, Pittsburgh Conference Office Manager
- Ronald Bargiel, Corporation Secretary, Pittsburgh Conference
- Michelle Ward, Chair-Elect, Society for Analytical Chemists of Pittsburgh (Absent)

Guest:

- Kimberly Griffins – Schneider Downs
- Eugene Logan – Schneider Downs
- Dick Howe – Site Selection Committee

MEETING MINUTES AND TREASURER'S REPORT

Chair Bill Sharpe called the meeting to order at 7:44 PM.

A motion was made by Greg Meisner and seconded by Resa Stauffer to approve the Minutes and Executive Summary of the January 10, 2017 BOD Meeting. The motion was approved unanimously.

Acknowledgments

None

OFFICE ISSUES

Pat will fill in at the office during conference week. The Experian mobile app is still not fully functional.

OLD BUSINESS – None

NEW BUSINESS – Adrian spoke for the long range planning committee – a proposal to the board that Pittcon should consider short courses separate from the conference similar to a roadshow in other cities at

determine the feasibility of this proposal.

Auditors Report: The board received audit reports from Schneider Downs for the SSP, SACP and The Pittsburgh Conference. The auditors found no major deficiencies, but there were some issues with the Societies Treasurers properly reconciling their respected checkbooks in Quicken. The Auditors thought Quick Books may serve the purpose more efficient. Also, on-line banking may improve the reconciling processes.

Site Selection Committee Report: Dick Howe reported to the board that the site selection committee suggested that the board consider Philadelphia for the years 2026 and 2029. The cost of the hall will be $186,000. The site selection committee suggest that the board pass a motion to approve Philadelphia 2026 and 2029 contracts contingent to the proposed edits for the first reading. A motion was made by Greg Meisner second Eli Absey the board voted unanimously. The second reading conference call will be next Wednesday February 22, 2017. Atlanta in 2022 has been a site that has been in question. Boston is willing to move some dates if we want to move forward. This is a "what if" situation for the feasibility of Boston availability and Atlanta to de-commit. Dick will check with Kevin McKeegan to determine our legal responsibilities' to de-commit from Atlanta.

<u>NEW BUSINESS</u> – None

<u>PITTCON REPORTS</u>

2017   Greg Meisner – two week out and still need an additional 10% to fill the block at the headquarter hotel. Conference room upgrades were ordered and should be installed after Pittcon 2017.

2018   Adrian reported the votes were in favor of an electronic exhibitor meeting. He also reported that Orlando is completely booked in May 2017 for a spring exhibitor meeting. Electronic or a physical meeting will be considered or October / November site visit.

2019   No Report

<u>NEXT BOD MEETING</u>

The next BOD meeting will be Wednesday March 22, 2017

The Pittcon Board meeting was adjourned at 8:53 pm

Respectfully submitted,

Ronald G. Bargiel
Pittsburgh Conference Secretary