

The Pittsburgh Conference on Analytical Chemistry and Applied Spectroscopy

EXECUTIVE SUMMARY OF THE JANUARY 28,2019 MEETING MINUTES

BOARD OF DIRECTORS MEETING

Meeting Location: The Pittsburgh Conference Office

Members Present:

- **William Sharpe, Immediate Former SACP President, Chairman of the Board**
- **Chuck Gardner, President, Pittsburgh Conference**
- **Jane Chan, Vice President, Pittsburgh Conference**
- **Melinda Stephens, Treasurer, Pittsburgh Conference**
- **Don Antczak, Chair, Spectroscopy Society of Pittsburgh**
- **Kerry Holzworth, Immediate Former Chair, Spectroscopy Society of Pittsburgh**
- **Amit Ghosh, Chair, Society for Analytical Chemists of Pittsburgh**
- **Michelle Ward, Immediate Former Chair, Society for Analytical Chemists of Pittsburgh (off site attendance)**

Guests:

- **Neal Dando, Chair-Elect, Spectroscopy Society of Pittsburgh and 2021 President-Elect Designate, Pittsburgh Conference**
- **Rose Clark, Chair-Elect, Society for Analytical Chemists of Pittsburgh (off site attendance)**
- **Eli Absey, Assistant Treasurer, Pittsburgh Conference**
- **Penny Gardner, Corporation Secretary, Pittsburgh Conference**
- **Tammy Yallum, Pittsburgh Conference Office Manager**
- **Jim Meredith, Jayme Meredith, and Matthew Snider, Hefren-Tilloltson, Inc.**

Chair Bill Sharpe called the meeting to order at 6:55 pm.

Meeting Minutes and Treasurer's Reports

A motion was made by Michelle Ward and seconded by Melinda Stephens to approve the December 10, 2018 meeting minutes. There was no discussion. The motion was approved unanimously.

A motion was made by Kerry Holzworth and seconded by Jane Chan to approved the four executive summaries dated August 3, 2018, September 11, 2018, November 8, 2018, and December 10, 2018. There was no discussion. The motion was approved unanimously.

A motion was made by Don Antczak and seconded by Jane Chan to approve the November 2018 and December 2018 Treasurer's Reports. There was no discussion. The motion was approved unanimously.

Acknowledgements

A thank you card was received from Manny Miller for the Incredible Edible basket sent to him for his recent medical issues.

A thank you card was received from the Gardner family for the donation to the Pittsburgh food bank in memory of Dolores Gardner.

Office Report

Chuck congratulated Tammy Yallum on her new position as Office Manager.

Employment committee is all up to date and ready to go for the conference.

There is an issue with the warrant system that needs to be fixed before the conference. The office staff person for each committee who used to review the paper warrants needs to have the electronic warrant to go to each of them and the committee chair for approval before it goes to Melinda and Joe. Melinda said we need a way to know who has approved the warrant as it goes along through the approval procedure.

Marketing-To date we have received 77,000-117,000 promotions and 125,000 was the goal for marketing this year.

The goal for the new a2z software is to be up and ready by March 1st.

Scott has been having problems with website since H2 left.

Kim has been training on the Feather Platform and will be able to set up our ads in the future.

Shelley is having issues with Lotus notes for 4C. Chuck asked what the plan is for phasing Lotus notes out. Tammy will get back to the board on this issue.

Exposition-There are 41 spots filled for demo areas.

The lab gauntlet was complimentary the first two years but now we are charging \$200 to the exhibitors. We started with 7 stations and this year we are doing 10 stations. Melinda thinks that 10 stations is too many. She said it took her 45 minutes last year to complete the 7 stations. Tammy said there is talk about having two lines to move people through the gauntlet faster.

Kim and expo are working on the 70th birthday celebration. We have a few exhibitors with 70 years so want them at the 70th birthday celebration along with the former Presidents.

There is a dunk tank for Thursday afternoon which show management will participate in with the proceeds being donated to the PEAL Center.

Chuck made a motion and Kerry seconded to formally recognize and commend Dr. Jonell Kerkhoff for her commitment to the Pittsburgh Conference during the transition period of hiring a new office manager. The motion was approved unanimously.

Old Business

Hefren-Tillotson representatives Matt, Jim, and Jayme discussed The Pittsburgh Conference investments and portfolio with the BOD.

Jim Meredith stated in December the market fell 18.9% but he recommends everyone to stay the course. The volatility of the market is here is to stay. A safe portfolio has beaten the markets consistently. All of the contingency fund is liquid and can be transferred to the checking account whenever we would need it.

Jayme stated when you invest you own a company and part of the profit stream. You have to believe that corporate profitability will increase over time. You can't calculate the intrinsic value of a company. Corporate profits drive stock returns. He believes the markets will self-correct over time.

Chuck made a motion to create a subcommittee of the BOD consisting of the named presidents and treasurer to develop an investment policy statement. Kerry seconded the motion. There was some discussion. The motion was unanimously passed.

New Business- None

Pittcon Reports

Pittcon 2019-Chuck Gardner stated Resa is no longer security chairman for Pittcon 2019. Jim Bock, chair-elect will be handling security for Pittcon 2019.

Chuck stated things are going well. His Chairs are doing a good job.

Pittcon 2020- Jane Chan mentioned a preliminary meeting for taping sessions at Pittcon was held with the Long Term Planning Committee. This group will ask for proposals from several vendors.

Jane, Rich and Rita and went to Chicago to select a headquarters hotel. The Sheraton is going to be the headquarters hotel for Pittcon 2020.

Pittcon 2021- Neal Dando had no report.

The next BOD meeting date will be Monday, April 1, 2019.

Don made a motion for adjournment at 9:30 pm.

Respectfully submitted,

Penny Gardner

Pittsburgh Conference Secretary