

The Pittsburgh Conference on Analytical Chemistry and Applied Spectroscopy

EXECUTIVE SUMMARY OF THE NOVEMBER 8, 2018 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
- Amit Ghosh, Chair, Society for Analytical Chemists of Pittsburgh
- Don Antczak, Chair, Spectroscopy Society of Pittsburgh
- Melinda Stephens, Treasurer, Pittsburgh Conference
- Michelle Ward, Immediate Former Chair, Society for Analytical Chemists of Pittsburgh (off site attendance)
- Kerry Holzworth, Immediate Former Chair, Spectroscopy Society of Pittsburgh

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)
- Penny Gardner, Corporation Secretary, Pittsburgh Conference
- Eli Absey, Assistant Treasurer, Pittsburgh Conference
- Marc Hubert, Treasurer, Spectroscopy Society of Pittsburgh
- Joe Cox, Accountant, Pittsburgh Conference
- Jonell Kerkhoff, Treasurer, Society for Analytical Chemists of Pittsburgh and Interim Pittsburgh Conference Office Manager
- Kimberly Griffith, Auditor, Schneider Downs & Co., Inc.
- Brittany Becker, Auditor, Schneider Downs & Co., Inc.

Chair Bill Sharpe called the meeting to order at 6:33 pm.

Schneider Downs Audit Report

Kimberly Griffith and Brittany Becker, auditors from Schneider Downs, passed out draft financial statements and auditor's reports for each society and the Pittsburgh Conference and a synopsis of the audit results for the year ended June 30, 2018. They discussed each draft financial statement stating there were no significant discrepancies for any of the organizations. They presented the BOD with a list of recommended best practices the societies and conference should consider implementing moving forward.

They are currently preparing the 990s and will work with Joe late winter or early spring on the changes to the presentation of information for non-profits starting in 2019.

At this point in the meeting the society treasurers, the auditors and Joe Cox left the meeting.

Chuck suggested the agenda be put on the screen for the next BOD meeting.

Bill asked the BOD for a moment of silence for Gerst Gibbon, who recently passed away.

Chuck reported that Adrian Michael, Immediate Former President, resigned from the Pittsburgh Conference Committee and therefore as Chairman of the BOD. Per the bylaws *The Chair of the Board of Directors shall be the Immediate Former Conference President or the most recent Former Conference President of the same Society willing to serve.* The next immediate former President of the conference of the SACP is Bill Sharpe, Pittcon President 2016. Bill graciously accepted the offer to serve as chairman of the BOD.

Meeting Minutes and Treasurer's Reports

A motion was made by Don Antczak and seconded by Kerry Holzworth to approve the September 11, 2018 meeting minutes. There was no discussion. The motion was approved unanimously.

A motion was made by Amit Ghosh and seconded by Jane Chan to approve the September 2018 Treasurer's Report. There was no discussion the motion was approved unanimously.

Office Report

Chuck reported Karen Sinopoli resigned as the Office Manager. Jonell Kerkhoff has stepped in to be the interim office manager. There will be an update of the job description for the office manager position then we will move forward with a search to hire someone. The goal is to hire someone to attend the 2019 conference. Jonell and Ann Papinchak, consultant, met with the office staff and Karen. Suggestions from these meetings are being compiled and reviewed as we move forward to hire a new office manager.

Currently we are upgrading the software for expo, program, short courses, everything except for accounting. This new software package is called a2z and will cost us less to maintain than Ungerbock and Lotus notes (which are not being used anymore by companies). We signed the contract so it can be used for Pittcon 2020. The plan is to sell booths for 2020 at 2019. Shelley will be coordinating this transition to the new a2z software.

The current health insurance policy for the staff is going to be renewed for the following year. All of the potential health care policies were discussed as a group with the staff and they all agreed to keep the current policy.

There are problems with the software the staff uses to prepare time sheets. Jonell is working on fixing the system so it will allow more flexibility in reporting staff's time.

Joe is still working with Schneider Downs on the new warrant system.

Old Business

We will consider the issue of finding a way to calculate the distribution amount the conference will give to the two societies based on the proceeds of the conference at a future meeting.

New Business

Kim and Tammy are attending the IAEE Expo! Expo! in New Orleans. Both of them are getting their expo management certification.

Neal is going to update the policy/guidelines document. The whole document is not currently on the website. Also, Neal will look at the Bylaws to see if there are any updates needed.

Pittcon Reports

Pittcon 2019

Chuck commended Don on the great job he is doing as Meetings Coordinator. Science Week was held in Pittsburgh from October 20-26. Neal and Chuck will work on CWS next week. They are going to send out a time frame for committee to arrive. There will be input from the chairmen on when they will need staff. In 2013, committee and CWS were discouraged from using personal cars to travel to Philly but Chuck said the cost of multiple people in a car is cheaper than other transportation. There will be guidelines sent out to committee and CWS. Most likely the buses will run Thursday, Friday and Saturday from the conference office to Philly. The return buses will be Thursday night and multiple trips on Friday.

Eli and Stephanie Absey went to Philly promoting Pittcon at a biomedical related show. They do not think Temple University or Fox Chase Hospital will bring attendees or exhibitors to Pittcon 2019. However we might get some exhibitors from Thomas Jefferson University.

Pittcon 2020

Jane reported Science Week will join ChemEd in Chicago in July 2019 for Pittcon 2020.

Jane along with the Long Range Planning committee is working on offering short courses on the off season of Pittcon to produce extra revenue. Currently they are looking at having a webinar short course. Jane has decided to bring back the

Pittcon store as part of the Activity Committee to sell merchandise at Pittcon 2020. The 2019 Wrap-up/2020 Kick-off will be in July at Stonewall Resort in West Virginia.

Pittcon 2021

Neal has asked Invited Speakers to submit an extended summary of their presentation that will be used to create an e-book of the symposium proceedings.

The next meeting of the BOD will be held on Monday, December 10, 2018. One of the agenda items will be to determine a formula for determining the Pittsburgh Conference distribution to the two societies from year to year.

Kerry made a motion for adjournment at 8:24 pm.

Respectfully submitted,

Penny Gardner
Pittsburgh Conference Secretary