

The Pittsburgh Conference on Analytical Chemistry and Applied Spectroscopy

EXECUTIVE SUMMARY OF THE DECEMBER 10, 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**
- **Don Antczak, Chair, Spectroscopy Society of Pittsburgh**
- **Melinda Stephens, Treasurer, Pittsburgh Conference (off site attendance)**
- **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**
- **Jonell Kerkhoff, Treasurer, Society for Analytical Chemists of Pittsburgh and Interim Pittsburgh Conference Office Manager**

Chair Bill Sharpe called the meeting to order at 6:36 pm.

Meeting Minutes and Treasurer's Reports

A motion was made by Kerry Holzworth and seconded by Don Antczak to approve the November 8, 2018 meeting minutes. There was no discussion. The motion

was approved unanimously.

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

Acknowledgements-None

Office Report

Jonell reported the following information:

Marketing

- \$77,000 of promotions sold – Mobile App sponsor, Passport, Escalator Clings, Lanyards, Lobby Banners, Attendee Registration Package
- Twelve shuttle bus clings are available
- Launched paid advertising campaigns with Publisher Partner
- Working w Slice! for publicity efforts and are writing our own articles for industrial publications
- Worked Pittcon booths at EAS, SCIEX

Website

- Each section of the Pittcon website is now updated biweekly with staff member to ensure information is up to date and properly prioritized
- 4 outreach videos underway: Why attend Pittcon in Philadelphia, New Dr. Pete Con Reveal, Autism Awareness and Lego Exhibitor Do's and Don'ts

a2z – recently bought by Personify, Inc.

- Gathering info for a2z to set up our new system (screen shots & data base clean up) is underway; writing reports in preparation to import data into a2z.
- Shelley has been working from home for the last 4 weeks and will be back in the office on Thursday, 12/13
- Ongoing data issues being fixed with EBMS (exhibitor accounts), Ungerboeck program errors, Pittcon/Society database errors

Registration for 2019 Pittcon – status 12/8/2019:

- Registration is slow typically before the holidays – 410 exhibitor staff registered for 2019 Pittcon vs. 125 last year

Exposition

- Continuing to process booth sales. Booth sales are on par with last year: 1102 booths sold so far vs 1142 last year
- The Demo Zone, Lab Gauntlet & Customer Contact Rooms are almost 100 % filled

Program

- Finalizing abstracts – assigning, accepting, wait listing
- Working with authors and chair on flash posters
- **Invited speakers** – links sent for registration, housing and transportation

Networking, Short Courses, Student Coordination

- **Networking:** Preparing networking sessions so that website link can be created
- **Short Course:** Instructors have received links sent for registration, housing and transportation
- **Student Coordination:** Student workers selected, email sent notifying students approved for conference week; finalizing housing and transportation

Financials

- Finalizing November 2019 closing and report creation
- Working on easier ways to generate monthly reports from QuickBooks

SACP / SSP

- **Science Week:** online application for equipment grants has closed
- **SSP/SACP November meeting:** Meeting notices out to members, RSVPs pulled together, place cards and lists prepared and printed, attendance tracked
- **SACP/SSP December meeting:** December meeting notices out to members, RSVPs pulled together, Carnegie Science Center event information, tickets created
- **Personnel:** Shelley is returning to work on Thursday, she has been working from home since her surgery.

Old Business

There was a discussion concerning the annual Pittcon distributions to the SACP and SSP.

New Business

Videotaping of Conference Technical Sessions-Neal reported that an exhibitor wanted to videotape a session and use it for training purposes. We do use a vendor, AZO to video tape certain symposium. It was suggested we provide a vendor for exhibitors to use and we would split the fee with the vendor. Rose suggested a registration fee to get access to these videos. Rose was worried people wouldn't come to Pittcon if they could easily access these videos. Chuck said he didn't think there would be enough time to arrange this for 2019 but it could be arranged for Pittcon 2020. Bill suggested putting a committee together of Kim, Becky, Neal, Jane and Scott. Kerry made a motion to put a subgroup together to investigate how we handle videotaping of technical sessions with a preliminary report to BOD at the Feb. meeting. Melinda seconded motion. The motion was approved unanimously.

Don asked who pays for the NOBCChe(National Organization for the Professional Advancement of Black Chemists and Chemical Engineers) to attend Pittcon? The SACP pays for the members of NOBCChe to attend Pittcon.

Kerry asked about CWS, committee, and students having to leave the day they are done working at Pittcon. Chuck said to spread the word that you do not have to leave on Thursday but can leave on Friday. He wants each individual person to decide when they can return home from Pittcon.

Michelle asked if she could Skype for the next meeting instead of calling in.

Pittcon Reports

Pittcon 2019 --- Chuck Gardner-no report

Pittcon 2020 --- Jane Chan

We are working on Science Week. There are workshops for teachers only. There are no workshops for students.

The Long Term Planning Committee is working on offering an off- season webinar for a fee. They want to start with one webinar to see how it goes. They are looking at having this webinar take place in the September or October time frame.

Committee arrangements is looking at venues for the General Committee Meeting and the Chair/Chair-elect Meeting.

Jane and Maranda attended EAS in November. EAS used 5 different rooms for expo at the Crown Plaza Hotel.

Pittcon 2021 --- Neal Dando-no report

Kerry made a motion for adjournment at 8:16 pm.

Respectfully submitted,

Penny Gardner
Pittsburgh Conference Secretary