

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

**EXECUTIVE SUMMARY OF THE  
AUGUST 3, 2018 MEETING MINUTES**

**BOARD OF DIRECTORS MEETING**

**Meeting Location:** Geneva-on-the-Lake, Ohio-2018-19 WU/KO Meeting

**Members Present:**

- **Adrian Michael, Immediate Former President, Chairman of the Board**
- **Chuck Gardner, President, Pittsburgh Conference**
- **Jane Chan, Vice-President, Pittsburgh Conference**
- **Amit Ghosh, Chair, Society for Analytical of Pittsburgh**
- **Don Antczak, Chair, Spectroscopy Society of Pittsburgh**
- **Melinda Stephens, Treasurer, Pittsburgh Conference**
- **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**
- **Penny Gardner, Corporation Secretary, Pittsburgh Conference**
- **Eli Absey, Assistant Treasurer, Pittsburgh Conference**
- **Karen Sinopoli, Pittsburgh Conference Office Manager**

**MEETING MINUTES AND TREASURER'S REPORT**

Chair Adrian Michael called the meeting to order at 1:34 PM

Adrian suggested the vote on the June 19, 2018 BOD meeting minutes and June Treasurer report be delayed until the next BOD meeting. He wanted to give members a chance to read them since members just received them a few days ago.

**DISCUSSION**

Adrian will verify the BOD email list includes Neal and Rose.

Chuck mentioned that Schneider Downs & Co. will be the auditor for next year.

**Acknowledgments** – None

**OLD BUSINESS**

No old business was discussed.

### **NEW BUSINESS**

A discussion occurred concerning the Pittsburgh Conference distribution to each society. Chuck previously discussed with both Amit and Don his thoughts on this year's distribution amounts. The SSP has a Hefren- Tillotson contingency fund account which is mostly unused funds from previous years Pittsburgh Conference distribution money. The consensus of the BOD is for the SSP to spend this money in the contingency fund before getting additional money from the Pittsburgh Conference. There is approximately \$260,000 in this SSP contingency fund. Don mentioned that \$25,000 was dues money. Don does not have an issue with spending down this contingency fund but wants the \$25,000 in dues money to be subtracted from the total amount.

A motion was made by Chuck Gardner and seconded by Don Antczak that the Pittsburgh Conference distribution to the SSP for 2018-19 be \$450,000 minus the transferred value of the SSP Hefren-Tillotson account less the \$25,000 in retained dues money. The motion was approved unanimously.

A motion was made by Chuck Gardner and seconded by Adrian Michael that the Pittsburgh Conference distribution to the SACP for 2018-19 be \$450,000. The motion was approved unanimously.

Neal expressed concern about the precedent being set about asymmetric distribution of funds to each society. Don was okay with the asymmetric distribution of funds.

### **OFFICE ISSUES**

Melinda and Karen asked if the named Presidents want to make any capital improvements in the office. Chuck talked about a larger screen in the large board room. Chuck suggested a subcommittee of the BOD discuss the screen.

Karen wants to purchase a new copier. The cost for a new copier is approximately \$18,000. Neal asked whether we own the copy machines. We do own the copy machines. Neal suggested Karen look into the cost of renting or leasing a new machine instead of purchasing one.

Chuck talked about getting rid of the Lotus Notes dependency. Karen said they are talking to a company called A-Z that could help with program, short courses, employment etc. Adrian cautioned Karen to be wary of companies promising to be able to offer solutions to all of our needs. Committee members are still having issues receiving emails. Shelley is looking into a POP account which would use Outlook.

### **PITTCON REPORTS**

There were no reports from the named Presidents.

**NEXT BOD MEETING** – The next meeting of the Pittcon BOD is scheduled for Tuesday, September 11, 2018. Dinner will be at 6:00 PM followed by the meeting at 6:30 PM.

Adrian made a motion to adjourn. The Pittcon Board meeting was adjourned at 2:30 PM

**Respectfully submitted,**

**Penny Gardner  
Pittsburgh Conference Secretary**