

The Pittsburgh Conference on Analytical Chemistry and Applied Spectroscopy

EXECUTIVE SUMMARY OF THE SEPTEMBER 11, 2018 MEETING MINUTES

BOARD OF DIRECTORS MEETING

Meeting Location: The Pittsburgh Conference Office

Members Present:

- **Adrian Michael, Immediate Former President, Chairman of the Board**
- **Chuck Gardner, 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**
- **Karen Sinopoli, Pittsburgh Conference Office Manager**

Chair Adrian Michael called the meeting to order at 6:41 PM

MEETING MINUTES AND TREASURER'S REPORT

A motion was made by Amit Ghosh and seconded by Kerry Holzworth to approve the June 19, 2018 and August 3, 2018 BOD meeting minutes. There was no discussion. The motion was approved unanimously.

A motion was made by Chuck Gardner and seconded by Kerry Holzworth to approve the June 2018 and the July 2018 treasurer's reports. Neal Dando asked for an explanation of three line items on the treasurer's reports. Adrian Michael suggested Neal sit down with Joe Cox and have him explain the treasurer's reports to him. The motion was approved unanimously.

Acknowledgments

Chuck stated we received a thank you note from Adrian Michael for the gift given to him at

Wrap-up/Kick-off.

Pittcon Reports

Pittcon 2018-No report

Pittcon 2019-Chuck just returned from JASIS where there was another-successful Pittcon symposium. There were 80-100 people in attendance with English to Japanese translation. The JAIMA organization will contact us at the end of September to discuss ideas for the Pittcon symposium at JASIS 2019.

He met with JSIA who work with us on an exhibitor-distributor database. JSIA has a new website which will link to the exhibitor-distributor database. JSIA and the US Commercial Service representative will work with us and JETRO(Japanese External Trade Organization) to help small Japanese companies to exhibit at Pittcon. They will try to bring these companies to Pittcon 2019 but will definitely be able to have these companies exhibit at Pittcon 2020.

The Japanese organization PAI-Net helps work the Pittcon booth at JASIS. Chuck is going to give them a donation of \$5,000.00 for all of their help over the years.

Pittcon 2020-No report

Pittcon 2021-No report

Office Report

Karen Sinopoli stated Amy Bovino is working part-time. Tracy Halahurich is helping with SSP business and Valarie Cassidy is helping with SACP business.

She arranged for a demonstration from A2Z on their software system which will manage our exposition, program, short courses etc. for the named Presidents.

Amit asked if a back-up staff person could be identified to fill in for Scott Kozuch when he goes on vacation. Karen said she would look into a back-up for Scott.

Adrian asked if the office could create electronic forms for conference week staff nominations (CWS). Chuck mentioned he will consider CWS nominations from the two societies first followed by chair/chair-elects then committee assistants.

NEW BUSINESS

Adrian started the discussion with the emails the BOD received concerning the SSP and their contingency fund account. Neal went through the archives of the SSP and found this account was kept separate and all of the money from 1963-2018 is money collected from SSP membership dues. He went through a calculation using a starting balance of 1K and adding \$800 dues money each year with compound interest to get to a current balance of \$260K.

Chuck made a motion to supersede the vote by the BOD on Aug 3rd that the distribution from the Pittsburgh Conference for 2018-19 to each society be \$425,000. Amit seconded.

Discussion that the BOD make an action item to get a better handle on the proceeds of the conference to determine the society distributions for next year. There were 6 yes votes and 1

no vote. The motion passed.

Chuck made a motion and Kerry seconded to accept the 2019 Pittcon budget as presented to the BOD. There was no discussion. The motion was approved unanimously.

OLD BUSINESS

No old business was discussed

NEXT BOD MEETING – The next meeting of the Pittcon BOD is scheduled for Thursday, November 8, 2018. Karen will contact Schneider Downs to attend the meeting to present and discuss the audit report.

Adrian made a motion to adjourn. The Pittcon Board meeting was adjourned at 9:40 PM

Respectfully submitted,

**Penny Gardner
Pittsburgh Conference Secretary**