

The Pittsburgh Conference on Analytical Chemistry and Applied Spectroscopy

EXECUTIVE SUMMARY OF THE MINUTES OF THE APRIL 1, 2019

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(off site attendance)**
- **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**
- **Shelley Simpson-Forget, Pittsburgh Conference Data and Registration Coordinator**

Chair Bill Sharpe called the meeting to order at 6:45 pm.

Shelley provided a presentation on the benefits of the a2z program and issues with our current software. She provided a timeline for full integration of the a2z program from call to proposals to exposition management.

Some of the benefits of the a2z program are: dedicated project manager to help with problems, web-based program, exposition and program in the same database, 100% development rights to make

changes and customize for our use, reporting module, smoother navigation and entry in administration system, and a2z provides upgrades, updates, and patches.

With Ungerboeck and Lotus notes she spends 60-70% of her time fixing issues. The Lotus notes program which manages program and short courses is being phased out by 4C, current provider, so it lives on the server in the office and cannot access the database remotely. One of the biggest complaints from attendees and exhibitors is having to log onto our system multiple times to do things.

Shelley suggested we get out of our contract with Eventbrite for the mobile app and go with the a2z mobile app. It will cost us money to break the contract but a2z is cheaper in the long run.

Below is the chart of the benefits of a2z vs. Ungerboeck and Lotus notes from Shelley's presentation:

Benefits of a2z	Issues with Ungerboeck & Lotus Notes
Dedicated Project Manager (no more calling an 800 Customer Service number)	<p>Ungerboeck - Customer Service is very slow & unreliable. Different CS staff.</p> <p>Lotus – One contact at 4C who is frequently unavailable.</p>
Web based program (Can access from a URL)	<p>Ungerboeck has 2 versions that do not do the same things (desktop & web). One version does “this”. The other version does “that”.</p> <p>Lotus – Not web based. Cannot access remotely</p>
Exposition & Program in the same database	<p>a2z replaces & “combines” Ungerboeck & Lotus Notes</p> <p>Example: Click on an Exhibitor in the Interactive Floor Map it will show anyone from that company that is speaking in a Technical Session or Short Course with a link to the session/course.</p>
Development Rights	<p>Ungerboeck – No ability to change or add fields at all. It’s a set program.</p> <p>Lotus - Depend on 4C to fix issues, errors, perform any updates, modify forms, etc.</p>
Reporting Module	<p>Ungerboeck’s Reporting module is very limited. I have to write most reports myself through a copy of Ungerboeck’s database in SQL Manager.</p> <p>Lotus – 4C has to write the reports for us. I do not have access.</p>
a2z Customer Service for logged in users	<p>If a logged in user has an issue with the a2z site, they call a2z Customer Service.</p> <p>Currently, with Ungerboeck and Lotus Notes, they would call me.</p>
Smoother Navigation & Entry in Admin system	<p>Ungerboeck - entry into multiple screens (8+ screens) VERY confusing.</p> <p>Lotus – also entry into multiple screens (4+ screens)</p>
Single Sign-on with GES and Experient Registration	<p>Not available with Ungerboeck and Lotus Notes</p>
a2z does the Upgrades, Updates, & Patches to the Software	<p>Ungerboeck - Software is installed in pieces on THREE servers, which I have to perform the upgrades/patches (Ungerboeck refuses since we are self-hosted). This makes upgrades and updates unstable and it ALWAYS errors.</p>
a2z Mobile App (maybe 2020?) (make changes in a2z, instantly updates the app)	<p>Ungerboeck – Exhibitor data is pulled into Lotus, which creates an Excel report, which is posted to a URL, which is pulled by the app company. Sometimes takes over 24 hours to update.</p> <p>Lotus – Not all fields will update in the Mobile App report pull. Big Issue.</p>

Shelley presented a timeline for complete implementation for Pittcon 2020. She has completed the submission of symposium proposals. The timeline is as follows:

- Exposition-April
- Call for Papers-May

a2z does not support our Attendee database for Mailing Lists. Since we are non-profit, the Salesforce software is free (additional cost to sign up for support only). The plan is to use Salesforce for our Attendee database as it will also be useful for Marketing and can eventually replace Constant Contact (which we pay a fee for now). Until Salesforce is up and running, we can still use Ungerboeck without a paid license.

Shelley is taking May 20-29 off for her surgery and then will work from home. While at home, she will set up our most used reports in a2z for one click access, email templates, set up Call for Topics, modify/update the software as people start using it, take care of any issues/bugs that come up.

Chuck asked about where we were with fixing the email issues. Shelley said we are going to be using Office 365 starting in July to log on or use outlook. There will be no more forwarding emails.

Shelley mentioned that it will cost \$1,500.00 a year to continue supporting employment using Lotus notes database. Chuck said at some point the conference will need to evaluate employment and decide if the conference should continue offering this service to attendees and exhibitors.

Meeting Minutes and Treasurer's Reports

A motion was made by Don Antczak and seconded by Chuck Gardner to approve the January 28, 2019 meeting minutes. There were several edits to the minutes to clarify and fix typos. Chuck ask that page numbers be added to the meeting minutes. A motion was made by Melinda Stephens and seconded by Chuck Gardner to accept the amended January 29, 2019 meeting minutes. The motion was approved unanimously.

A motion was made by Kerry Holzworth and seconded by Jane Chan to approve the February 2019 Treasurer's Report. Melinda mentioned she asked Joe to have the treasurer's reports to the BOD by the 10th of each month. The motion was approved unanimously.

Acknowledgements

None

Office Report

Amy will be working two days a week. A temp, Stephanie Christman, will work two days a week for the next two weeks then work five days a week. Valarie will train Stephanie and she will work with Amy 1:00.

The staff are moving their offices around but will keep the same phone extensions.

Chuck told Tammy to go ahead and issue the press release concerning the statistics of Pittcon 2019.

Old Business

Annual Pittcon Distributions to the SACP and SSP. Melinda made a motion and Chuck seconded the motion to form a one-time subcommittee of the BOD called the investment policy committee consisting of the named Presidents and Treasurer to discuss and create a formula for calculating the distribution to the SACP and SSP from The Pittsburgh Conference. The subcommittee will meet before the next BOD meeting and present to the BOD its recommendations. The motion was approved unanimously.

New Business

The Society for Applied Spectroscopy(SAS) is organizing a symposium at SciX honoring John Jackovitz. Maryanne has been invited to attend. Chuck is presenting a paper at the symposium. Chuck mentioned Jane and Penny are willing to work the booth at SciX for Pittcon. Tom Conti, 2020 Marketing Chair, is meeting next week with his committee to decide what shows Pittcon will be exhibiting at for 2020.

It was suggested the BOD consider the Formation of a Pittcon Financial Affairs Committee.

Pittcon Reports

Pittcon 2019

Chuck Gardner thanked the staff, committee and CWS for all their hard work in making Pittcon 2019 a success. Chuck stated attendance was up, we didn't lose any exhibiting companies, and there were no major issues during the week.

Melinda made a motion and Bill seconded to congratulate Chuck and his team for their great work this year. There was no discussion. The motion approved unanimously.

Pittcon 2020

Jane Chan stated she is currently working on 2020 budget.

Neal and Jane are forming a finance committee to focus on ways for The Pittsburgh Conference to make money and save money. The committee consists of the named Presidents, Treasurer, Rich Danchik as

Chair, Rita Windisch, Jan Pifer, Charlie Holifield, Jonell Kerkhoff, Tom Conti, Heather Juzwa, and Dick Dbrycki.

Meetings Coordinator is working on room assignments

A site trip to Chicago will be scheduled for late July or early August

The short course webinar will be held on September 19th, with Mark Stauffer as the presenter.

Science week will not be held during conference week but will be in Chicago in July as part of teacher workshop occurring in the city for the teachers.

Pittcon 2021

Neal Dando asked all of the BOD members to look at his suggested updates to policy/guidelines and send any comments or suggestions to him so he can present the revisions to the BOD at the next BOD meeting.

Pittcon 2022

Eli Absey had no report.

The next meeting date for the BOD will be May 1, 2019.

Amit made a motion for adjournment at 8:10 pm.

Respectfully submitted

Penny Gardner

Pittsburgh Conference Secretary