

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

**MINUTES OF THE May 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 (off site attendance)**
- **Jane Chan, Vice President, Pittsburgh Conference**
- **Melinda Stephens, Treasurer, Pittsburgh Conference (off site attendance)**
- **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:**

- **Rose Clark, Chair-Elect, Society for Analytical Chemists of Pittsburgh (off site attendance)**
- **Eli Absey, Assistant Treasurer, Pittsburgh Conference**
- **Tammy Yallum, Pittsburgh Conference Office Manager**

Chair Bill Sharpe called the meeting to order at 6:40 pm.

**Meeting Minutes and Treasurer's Reports**

A motion was made by Don Antczak and seconded by Kerry Holzworth to approve the April 1, 2019 meeting minutes. There was no discussion. The motion was approved unanimously.

A motion was made by Amit Ghosh and seconded by Don Antczak to approve the January 2019 and March 2019 Treasurer's Reports. There was no discussion. The motion was approved unanimously.

### **Office Report**

Stephanie Christman and Valarie Cassidy have been working to catch up on both societies business. The ballots to elect officers for the 2019-2020 year for each society (SACP and SSP) were sent to eligible voting members. The arrangements for each society's award banquets are on track.

Kim Palastro has resigned and given a 3-week notice (May 17 is her last day). She has accepted a position with another company. Chuck and Tammy will be looking to fill this position. Shelley will be attending CEM week with Tammy to begin taking CEM courses. Tammy will be finishing her CEM training the week of May 6.

Shelley's last day before her knee surgery will be May 17. The plan is for her to be off for a week and then work from home until she is able to come back to the office. A2Z will be in place for Program, Expo and Short Courses prior to her leaving.

Expenses and invoices are coming in daily and are being processed in a timely manner.

Staff reviews will be occurring soon. Tammy sent out the review form to the 2019 Chairs and requested they be returned by May 13. Salary increases will be discussed at the next BOD meeting.

### **Old Business**

A motion was made by Amit Ghosh and seconded by Kerry Holzworth that the Pittsburgh Conference desires to provide sustainable funding for the SSP and SACP from the interest from the Contingency Fund, an amount equal to 3.5% of the value of the Contingency Fund on July 1<sup>st</sup> of the current fiscal year shall be withdrawn and divided equally between the two Societies with the requirement that the withdrawal cannot exceed an amount that will result in a Contingency

Fund value of less than \$21,000,000. There was no further discussion. The motion was approved unanimously. This will be discussed and explained to the entire committee at WU/KO.

Bill Sharpe explained the revisions Neal suggested to the Policy and Guidelines document. The group had questions for Neal and it was decided to delay voting on these proposed revisions until the next scheduled BOD meeting since Neal was unable to attend this BOD meeting.

The Financial Affairs Committee created by Jane has already had a meeting . The Financial Affairs Committee is suggesting meeting once a quarter or twice a year with Hefren -Tillotson. It was stated the majority of the people on this committee are also on the BOD, Hefren- Tillotson should not be coming in to meet with this committee but rather with the BOD. It is the responsibility of the BOD to manage any Pittsburgh Conference financial accounts not this committee .

**New Business**- Jane Chan mentioned she received an unsolicited email asking about buying Pittcon. She is going to email back telling the gentleman the Pittsburgh Conference has no interest in discussing any proposals with him.

### **Pittcon Reports**

**Pittcon 2019**-Chuck Gardner stated the Lessons Learned meeting on April 25 went well. He is receiving final reports from the Chairs and will be having all of the reports linked to the committee website.

**Pittcon 2020**- Jane Chan mentioned there are many meetings coming up. Registration and Expo prices have been set. Science Week will be held in July at Chem Ed right after WU/KO.

**Pittcon 2021**- No report

**Pittcon 2022**- No report

The next BOD meeting date will be Wednesday, May 29. 2019

Michelle made a motion for adjournment at 7:30 pm.

A special thanks to Tammy Yallum for scribing the meeting minutes in Penny Gardner's absence.

Respectfully submitted,

Penny Gardner

Pittsburgh Conference Secretary