

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

**EXECUTIVE SUMMARY MINUTES OF THE May 29, 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)**
- **Penny Gardner, Corporation Secretary, Pittsburgh Conference**
- **Tammy Yallum, Pittsburgh Conference Office Manager**

Chair Bill Sharpe called the meeting to order at 6:37 pm.

**Meeting Minutes and Treasurer's Reports**

A motion was made by Kerry Holzworth and seconded by Don Antczak to approve the May 1, 2019 meeting minutes and executive summary. The motion was approved unanimously.

A motion was made by Amit Ghosh and seconded by Jane Chan to approve the April 2019 Treasurer's Reports. There was no discussion. The motion was approved unanimously.

Bill thanked Joe and Melinda for getting the treasurer's report out in a timely fashion.

### **Acknowledgements**

None

### **Office Report**

Tammy is starting the process of staff reviews. She is using a new self - assessment for staff which uses a 1-5 point value system from the committee members reviews

Tammy did not review Amy. She discussed the proposed raises and how she determined the raises for each staff member.

A motion was made by Chuck Gardner and seconded by Don Antczak to accept the salary increases proposed by Tammy Yallum. There was no further discussion. The motion passed unanimously.

Booth sales are opening on Monday, June 3<sup>rd</sup>.

### **Old Business**

Neal presented the Pittcon Guideline Revisions. He changed references of chairmen to chair and made some other basic editorial changes. Each change was discussed in detail.

A motion was made by Chuck Gardner and seconded by Amit Ghosh to accept the changes to the Policy/Guidelines document discussed tonight, May 29, 2019. There was no further discussion. The motion passed unanimously.

**New Business**- Chuck discussed that Scott Kozuch and Roy Engelbrecht have been talking about a way to digitize the pictures from early Pittcon conferences. Roy

has many pictures which are slides and cannot be easily used in this format. They would like to create a data base of digital pictures to create a history of Pittcon and which could be easily accessed by committee members and staff. Currently these pictures are in boxes in Roy's studio. There is a scanner and software which we can purchase and have someone scan the slides and create electronic folders for the pictures. Chuck suggested that this could be a part-time job about 8 hours per week and that Bryan Gardner is available to do this job. Don Antczak made a motion and Amit Ghosh seconded to hire Bryan Gardner, part-time, to digitize and archive pictures from Pittcon. There was no further discussion. There were seven "yes" votes and one abstention. The motion passed.

Neal stated we do not have anyone to work on exhibitor booth sales . Neal, Jane, Eli and Tammy have met and talked to two companies about exhibitor sales. They have reached a verbal agreement with one of the two companies, Corcorcan, to work on exhibitor sales and provide some consulting. Corcorcan does not have punitive language in the contract. When we terminate their services we will be done without any penalties. We will give them a list of exhibitors to contact. They will call each company. They will provide eight people to contact exhibitors. The revenue share is \$300 a booth. At \$600 per week we will hire the eight people for 6 months. The eight people will not start until September 1<sup>st</sup>. We are waiting on a written contract to review.

### **Pittcon Reports**

**Pittcon 2019**-Chuck Gardner stated he has received a lot of final reports and asked Tammy if Scott has posted them on website. She will have to check with Scott. Joe sent an email to Melinda and Chuck asking for \$500,000 to be transferred out of the contingency fund and deposited into the checking account. Chuck Gardner made a motion and Don Antczak seconded to take out at most \$500,000.00 from the contingency fund and deposit that money into the checking account. Melinda said this would be part of the 3.5% to fund the societies because we didn't take any money out for 2019. There was no further discussion. The motion was approved unanimously.

**Pittcon 2020-** Jane Chan -The WU/KO meeting is scheduled for July 11-14 at Stonewall Resort and Science Week Chem Ed will take place July 21-26<sup>th</sup> in Chicago. A short course webinar pilot is scheduled for September as another source of income.

**Pittcon 2021-** No report

**Pittcon 2022-** No report

The next BOD meeting will be the mandatory Shareholders meeting on Tuesday, June 4, 2019 at 8:00 pm by conference call.

The final Pittcon 2019 BOD meeting date will be June 27, 2019.

Don Antczak made a motion for adjournment at 9:03 pm.

Respectfully submitted,

Penny Gardner  
Pittsburgh Conference Secretary