

**Pittcon 2020 Board of Directors Meeting
Meeting Summary
November 12, 2019**

Chuck Gardner called the meeting to order at 6:35PM

In Attendance: Eli Absey, Jane Chan, Rose Clark, Neal Dando, Chuck Gardner, Amit Ghosh, Karen Johnson, Heather Juzwa, Jonell Kerkhoff

Agenda

Approve September 17, 2019 Meeting Minutes and Executive Summary

A motion was made by Neal Dando to approve the September 17, 2019 board minutes and executive summary. Eli Absey seconded the motion. The motion was unanimously approved.

Approve August 2019 Treasurer's Report

A motion was made by Karen Johnson to accept the August 2019 treasurer's report. Neal Dando seconded the motion. The motion was unanimously approved.

Approve September 2019 Treasurer's Report

A motion was made by Karen Johnson to accept the September 2019 treasurer's report. Neal Dando seconded the motion. The motion was unanimously approved.

Acknowledgements

Thank you card was received from Amy Bovino's mom for the flowers and the wind chime.

Office Issues/Updates

- It is time to renew health insurance for the Pittcon office staff. Seven people participate. Costs have increased by 4.7% for health care and by 1% for dental care from last year.
- Short courses have all been scheduled. A second webinar will be held on November 15.
- Student-aid request forms have been sent out and are due back on Friday, November 15.
- Work continues to review and correct all Organizer/Speaker contact details for Program submissions in A2Z. Work is ongoing to associate speaker abstracts with parent abstracts in A2Z.
- Work continues to put program sessions into days, setting up times and room numbers, etc.
- Fillable forms for Security submissions and for Conference Week Networking forms have been created.
- \$30,000 of sponsorships sold within one week of opening.
- Attendee campaign marketing coincided with registration opening on November 1. A tracking system is being used to determine which type of marketing is providing most results for \$.
- The SACP and SSP websites are being updated for scholarship and grant information.
- The SSP and SACP membership directories have been emailed and membership renewal notices have all been mailed.

Old Business

Pittcon Code of Conduct Subcommittee

The code of conduct document sent to everyone and was discussed at the September meeting. Heather will update the document with the agreed upon changes and send it to Greg Meisner for review. The final document will be voted on at the January 2020 meeting. Actions were outlined for posting the document on the Pittcon website and for creating an ethics committee to review emails received on code of conduct matters. A motion was made by Neal Dando to accept this plan and was seconded by Eli Absey. The motion was unanimously approved.

Pittcon Crisis Management Plan Subcommittee

Don Antczak provided a Crisis Management plan and document that he recently received from the Penn Center site management to the subcommittee members (Marc Hubert, Jonell Kerkhoff and Tammy Yallum). He has received their comments and feedback. Don is to send the plan and document to the BOD members for review prior to the January 2020 meeting.

New Business

Amit Ghosh received an email from SAS requesting that SAS receive branding on specific Pittcon spectroscopy related courses. Is there a co-branding opportunity? Neal Dando will talk with Bonnie at SAS to learn more about this request and to determine if an equitable outcome can be reached. He will update the BOD at the next meeting on this discussion.

Pittcon Reports

Pittcon 2020 --- Jane Chan At the BCIEA conference, the technical program started a day after the expo opened and worked well. Many students attended the conference; she suggested that we look into this for Chicago colleges. A student was hired to translate for the Pittcon group at the Japan conference. This worked well. She proposed that we do this for the BCIA meeting in China next year and stated that a number of companies at BCIA were interested in exhibiting at Pittcon. Eli Absey has passed this onto the Marketing team.

Pittcon 2021 --- Neal Dando – nothing to report

Pittcon 2022 --- Eli Absey – nothing to report

Next Meeting Date Monday, January 6, 2020, with 5:45PM dinner and 6:30PM meeting start

Adjournment

A motion to adjourn was made by Neal Dando. The motion was unanimously approved and the meeting was adjourned at 7:40PM.