

Pittcon 2020 Board of Directors Meeting
July 13, 2019
Executive Summary

Chuck Gardner called the meeting to order at 10:09AM and welcomed the new board members.

In Attendance: Eli Absey, Don Antczak, Jane Chan, Rose Clark, Neal Dando, Chuck Gardner, Amit Ghosh, Marc Hubert, Karen Johnson, Heather Juzwa, Jonell Kerkhoff, Tammy Yallum

Approval of Second SSP Board Member Nominee

Karen Johnson was nominated to serve on the board to cover the second SSP board member position that has been vacated by Neal Dando, serving as Pittcon Vice President. Don Antczak made the motion to approve Karen's nomination. Eli Absey seconded the motion. Motion was unanimously approved.

Approve June 27, 2019 Minutes and Executive Summary

A motion was made by Rose Clark to approve the June 27, 2019 board minutes. Neal Dando seconded the motion. The motion was approved unanimously.

Approve May 2019 Treasurer's Report

A motion was made by Don Antczak to approve the May 2019 treasurer's report. Amit Ghosh seconded the motion. The motion was unanimously approved.

Office Issues/Updates

Tammy Yallum stated that five people have been interviewed for the marketing position and four other interviews will be held the week of July 16. Stephanie Christman will be moving to the Expo Assistant role and continue to support the SSP & SACP with Valarie Cassidy's help. Tammy will use the temporary agency to identify someone for the SSP / SACP role.

Shelley Simpson-Forget will be back in the office on July 15. The new email system is her first focus.

Chuck Gardner asked that Tammy send an email out to the committee about Diane Kenna's departure, that Stephanie Christman will pick up Expo work and the plan to cover the SSP and SACP work.

Tammy let the board know that there is an issue with the air conditioner in the server room and work is underway to resolve this in lieu of getting a new air conditioner.

If staff members take a course, the board will require that the staff member work for a specific time after taking the course or getting a certification. A motion was made by Amit Ghosh that the employee must work for 3 years after course was taken. Rose Clark seconded the motion.

If the employee leaves before the end of 3 years, payment back to the conference will be as follows:

- the full amount is due if the employee leaves before the end of the first year,
- 2/3 of the cost is due if the employee leaves before the end of the second year and
- 1/3 of the cost is due if the employee leaves before the end of the third year.

The employee handbook will be updated with this information. Motion was unanimously approval.

Old Business

Don Antczak complimented Chuck Gardner on his 2019 Pittcon Wrap-up presentation on July 12 about funding for two societies. The approach was well received by committee members.

Chuck will get manpower requirements that 2020 Pittcon committee chairs need as a first projection in September and then begin to let people know when they will arrive and when they will leave. This will allow committee, office staff and conference week staff to get tickets earlier. No one should purchase tickets until their start and end work dates are decided upon.

New Business

Pittcon 2020 Budget: Eli Absey received the last of the 2020 Pittcon committee budgets. He is reviewing the numbers with the committee chairs prior to the August BOD meeting.

Heather Juzwa proposed that the BOD develop a code of conduct for the conference. It was agreed that a subgroup would be appointed with the purpose of developing the code of conduct, the scope and who it would apply to. Amit Ghosh offered to lead this subgroup. Heather Juzwa, Eli Absey and Jane Chan will be members.

Tammy Yallum stated that we do not have crisis management plan for the conference, including the conference office. It was agreed that a subgroup would be appointed with Don Antczak leading the subgroup. Jonell Kerkhoff, Tammy Yallum and Marc Hubert will be members.

Pittcon Reports

Pittcon 2020 --- Jane Chan – nothing to report

Pittcon 2021 --- Neal Dando – nothing to report

Pittcon 2022 --- Eli Absey – nothing to report

Next Meeting Date

The next meeting date will be August 7, 2019 at 6:30PM. Dinner will begin at 5:45PM

Adjournment

A motion to adjourn was made by Eli Absey. Amit Ghosh seconded the motion. The motion was unanimously approved.