

Pittcon 2020 Board of Directors Meeting August 7, 2019 – Executive Summary

Chuck Gardner called the meeting to order at 6:32PM.

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 the July 13, 2019 Minutes and Executive Summary

A motion was made by Don Antczak to approve the July 13, 2019 board minutes. Jane Chan seconded the motion. The motion was approved unanimously.

Approval of the June Treasurer's Report

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

Acknowledgements

Jane Chan received a thank you note with a check of \$50.00 from Rev. Joseph Shreve who led a non-denominational Christian service on Sunday at the July Pittcon WU-KO. We gave him an honorarium of \$125. He returned his honorarium (\$50) to Pittcon for the kids' science education. The BOD advised Jane to have Joe deposit the check to the Pittcon account.

Office Issues/Updates

The Short Course practice webinar that was held this week to make sure everything is working for the real one in September. Amit Ghosh is reviewing the Short Course acceptance letter which will be sent out the selected instructors the week of August 16.

Jason Reljac from Schneider-Downs will be at the Pittcon office tomorrow to review the warrant process and discuss certain issues people are having submitting their warrants online.

The Microsoft 360 email system will be running by the end of the month. Sharon Haver is helping John Sember and Shelley Simpson-Forget with this system startup.

Rocco Pacella starts Friday, August 9. Maranda will report to Rocco. Rocco will be the head of marketing and be working on the marketing plan, and taking over Kim's responsibilities. Maranda will continue to be the lead on the sponsorships and working with the Publisher Partners.

Monday, August 19 is official date that Pittcon can hire Stephanie Christman. Stephanie is quickly picking up the Expo duties and is an excellent worker.

Shelley Simpson-Forget is setting up 2020 registration, call for papers and sponsorships in A2Z.

Scott is rebuilding the sponsorship page, adding the lecture pages and general updates to the website. He is working on a promotional video about Pittcon.

The next site trip is planned August 28 at McCormick Center. Joanne Smith, Becky Hackley, Tracy Halahurich, and Valarie Cassidy will be attending to look at their rooms.

Tammy will verify that Joe Cox is sending out the monthly expense detail and overview statements to each Pittcon Committee Chair and Chair-elect.

Old Business

Code of Conduct for Pittcon: Work is underway by the team of Heather Juzwa, Amit Ghosh, Eli Absey and Jan Chan to develop a code of conduct for the conference and review it with the Board of Directors.

Crisis Management Plan for Pittcon: Work is underway by the team of Don Antczak, Jonell Kerkhoff, Tammy Yallum and Marc Hubert to develop a crisis management plan for the conference and review it with the Board of Directors. Chuck Gardner asked that this team also evaluate security needs for the Pittcon office and associated costs. Chuck Gardner will also send a copy of his company's crisis management plan to the team.

New Business

Pittcon 2020 Budget: Eli Absey presented the Pittcon 2020 budget for discussion and review. It was decided to remove the following categories from the budget: 240 – Label Service, 280 – Print & Mail, and 650 – Contingency. A short Board of Directors meeting will take place on August 19 after the SSP Kickoff meeting at the Rivers Casino to finalize the Pittcon 2020 budget.

Pittcon Reports

Pittcon 2020 - Jane Chan - The Pittsburgh Conference was a sponsor for the Chem-Ed Conference at North Central College in Naperville, IL as part of 2020 Science Week for K-12 teachers. In addition to sponsorship, Pittcon members taught chemistry courses throughout the week. Teachers from 46 states and 4 foreign countries attended with many visiting our Pittcon booth and thanking us for our sponsorship.

Pittcon 2021 - Neal Dando – no report

Pittcon 2022 - Eli Absey – no report

Jane Chan and the Board of Directors thanked Chuck for his leadership as 2019 President.



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Next Meeting Date: Tuesday, September, 17, 2019 at 630PM. Dinner at 545PM.

Adjournment

A motion to adjourn was made by Don Antczak. The motion was unanimously approved and the meeting was adjourned at 8:05PM.