

**Pittcon 2020 Board of Directors Meeting  
Meeting Minutes  
September 17, 2019**

Chuck Gardner called the meeting to order at 6:30PM

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

**Agenda**

**Approve August 7, 2019 Meeting Minutes and Executive Summary**

A motion was made by Neal Dando to approve the August 7, 2019 board minutes and executive summary. Eli Absey seconded the motion. The motion was approved unanimously.

**Approve August 14, 2019 Meeting Minutes**

A motion was made by Don Antczak to approve the August 14, 2019 board minutes. Neal Dando seconded the motion. The motion was unanimously approved.

**Approve June Treasurer's Report**

A motion was made by Jane Chan to accept the May 2019 treasurer's report. Eli Absey seconded the motion. The motion was unanimously approved.

**Approve July Treasurer's Report**

A motion was made by Jane Chan to accept the May 2019 treasurer's report. Eli Absey seconded the motion. The motion was unanimously approved.

**Acknowledgements**

The Pittsburgh Conference received a thank you note from Chuck Gardner for the gift cards to recognize his service as 2019 Pittcon President.

Jane Chan received thank you notes from teachers attending the Chemistry Education conference at Naperville Center College for sponsoring the conference and the target inquiry speakers.

### Office Issues/Updates

- Joe Cox has been working with the Schneider Downs to prepare and provide data for the Pittsburgh Conference annual audit.
- A new temp, Tina Russell has been training with Valarie Cassidy for the SACP and SSP administrative work.
- A total of 120 total proposals were received and reviewed for 2020 Pittcon short course sessions. A total of 85 short courses were accepted.
- Shelley Simpson-Forget is continuing to work with A2Z for program and short courses.
- The new Microsoft office 365 mail system is being deployed with help from Shelley Simpson-Forget and others.
- Chuck Gardner asked that Tammy have Rocco Pacella and Maranda Flamm reach out to the Chicago Chromatography Discussion Group (<http://www.chichrom.org/>) to let them know about the upcoming 2020 Pittcon conference in Chicago.

### Old Business

#### Pittcon Code of Conduct Subcommittee

This committee comprised of Heather Juzwa, Amit Ghosh, Eli Absey and Jan Chan met 3 weeks ago. A draft document with code of conduct topics relevant to Pittcon was briefly reviewed. The committee will provide an updated document to the BOD members for review and approval at the next meeting.

#### Pittcon Crisis Management Plan Subcommittee

Don Antczak is reviewing a Crisis Management plan and document that he recently received from the Penn Center site management. He will complete his review and then forward to his subcommittee members (Marc Hubert, Jonell Kerkhoff and Tammy Yallum) for their comments and feedback.

### New Business

Jonell Kerkhoff 10/14/2019 10:26 AM

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The 2020 Pittcon florist, Floral Exhibits, has been lined up for 2020.

### Pittcon Reports

**Pittcon 2020** --- Jane Chan Jane attended [JASIS 2019](#). She is considering an International pavilion at 2020 Pittcon. A Welcome Reception will [be](#) held Monday, Pittcon Gala on Wednesday and a mixer on Sunday. [Neal Dando](#) will be going to JASIS November 11-13 2020. The purpose is to sustain our relationship with Japan exhibitors and to thank them for supporting Pittcon.

**Pittcon 2021** --- Neal Dando Neal is working to line up a venue for the Wednesday night gala at 2021 Pittcon in New Orleans.

**Pittcon 2022** --- Eli Absey – nothing to report

**Next Meeting Date** Tuesday, November 12, 2019, 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 7:55PM.

Jonell Kerkhoff 10/14/2019 10:26 AM

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