

**Pittcon 2020 Board of Directors Meeting
Meeting Summary
January 6, 2020**

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

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

Agenda

Approve November 12, 2019 Meeting Minutes and Executive Summary

A motion was made by Don Antczak to approve the November 12, 2019 board minutes and executive summary. Jane Chan seconded the motion. The motion was unanimously approved.

Accept October and November 2019 Treasurer's Reports

A motion was made by Amit Ghosh to accept the October and November 2019 treasurer's reports. Eli Absey seconded the motion. The motion was unanimously approved.

Acknowledgements

Thank you cards were received from Maryanne Jackowitz for the flowers sent for her surgery and from Jane Chan for the flowers sent to her mom.

Office Issues/Updates

Tina Russell turned in her two weeks' notice with January 15 as her last day. Tammy reminded everyone to get any SSP and SACP work requests into Tina as soon as possible. Val Cassidy will be covering the society work after Tina leaves until a replacement can be found.

To date, as of January 5, 2020:

- Attendee registration is at 413 in comparison to 775 at this time last year
- Exposition has signed up 849 exposition booths for 499 companies.
- For short courses there are 52 classes with 112 people registered. Of the 52 courses, only 7 of the courses have 5 or more participants

Short course registration deadline is January 9. Tammy asked that the deadline for signup be extended to match the registration deadline. Amit requested that short course information be sent out as a reminder to the attendees to sign up.

The technical program did not go on the website until Christmas. Program had a tough time with A2Z this year but there were also issues within Program to get all of the information finalized.

Tammy requested that Jane send an email out to the committee asking that the committee respond to emails in an expedient manner.

The Exposition floor managers meeting will be held on January 27, 2020 at the Pittcon office.

Old Business

Pittcon Code of Conduct Subcommittee

Code of Conduct: Neal Dando made a motion to accept the code of conduct document. Seconded by Don Antczak. 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 sent the plan and document to the BOD members. He received feedback from Tammy and he will finalize document with these changes. Don will send to the Penn Center site management for review.

New Business

Pittcon Reports

Pittcon 2020 --- Jane Chan will use the January 16 Pittcon general committee meeting to ask Committee Chairs to give an update on where their committee is with the timelines.

Pittcon 2021 --- Neal Dando – nothing to report

Pittcon 2022 --- Eli Absey – nothing to report

Next Meeting Date Monday, February 10, 2020, with 5:45PM dinner and 6:30PM meeting start

Adjournment

A motion to adjourn was made by Don Antczak. The motion was unanimously approved and the meeting was adjourned at 8:00PM.