

**Pittcon 2020 Board of Directors Meeting  
Meeting Minutes  
February 10, 2020**

Chuck Gardner called the meeting to order at 6:12PM.

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

**Agenda**

**Approve January 6, 2020 Meeting Minutes and Executive Summary:**

A motion was made by Don Antczak to approve the January 6, 2020 meeting minutes and executive summary. Eli Absey seconded the motion. The motion was unanimously approved.

**Acknowledgements:**

Thank-you cards were received from Lucille Carlson, Jane Chan's mom and Susan Sumansky for the flowers that were sent from The Pittsburgh Conference.

**Office Issues/Updates:**

To date, as of February 10, 2020:

- Overall total registration is 5676 people. The breakdown is: 3228 attendees, 2071 exhibition staff, 234 CWS and committee and 143 press and media.
- Exposition has signed up 925 exposition booths for 509 companies and 5 seminar rooms with ceilings and 5 seminar rooms without ceilings.
- Short Courses has 70 courses with 715 people registered.
  - 6 courses, with no participants, were cancelled on 1/24
  - 4 courses were cancelled 2/7 after the advanced attendee registration for insufficient enrollment.
  - 4 courses instructors have cancelled

There are 701 people signed up to attend the Wednesday, March 4, 2020 Pittcon Party at the Museum of Science & Industry. The signed contract allows for 750 people to attend and the expectation is others will sign up between now and the Pittcon event to meet the contract maximum.

Cat Electronics meet with Tammy Yallum to discuss options for replacing old code entry system on the office front door. Two options were provided: \$2500 for a card entry system or \$3000 for an access key pad entry system. Software to control door entry and programming of the key pad codes would be needed. The key access codes would be set up by Pittcon staff to activate or deactivate codes as necessary. Honeywell software is \$850. A report on who has been in and out would also be available.

Tammy is to find out if the \$850 is a one-time cost or a yearly cost and if there is a maintenance fee. Tammy was also asked to find out the cost of video monitoring for the front door. The goal to get front door security improvements done by the end of the year.

**Old Business:**

**Pittcon Code of Conduct Subcommittee:** Tammy was asked to post the code of conduct on the website.

**Pittcon Crisis Management Plan Subcommittee:** Don Antczak provided a final copy to Tammy and Shelley and Penn Center Management to review. He is waiting for them to approve. The BOD has already approved.

#### **New Business:**

**Pittcon Insurance:** A meeting was held on February 7, 2020 to discuss Pittcon insurance coverage with a representative from Henderson Brothers. The insurance Pittcon currently has covers claims by event with a \$1-\$2M coverage per claim and an umbrella policy covering total claim events up to \$5M. There is no insurance coverage for show cancellations. Neal Dando has requested coverage quotes for show cancellation, molestation and cyber security.

**Chinese Travel Restrictions:** Chinese attendees and exhibitors cannot enter the US to attend Pittcon because of Coronavirus issues in China. There are 44 Chinese companies with 55 10'X10' booths. All but two exhibitors have asked to apply their paid booth funds to 2021 Pittcon with the understanding that there may be additional fees owed to Pittcon depending upon the 2021 booth specifications that they ordered. Pittcon has also let them know that 10% of their refund will be kept by Pittcon as an administration fee.

Tammy will follow up with McCormick Center to find out what they are doing for the Coronavirus. She will ask if hand sanitizer stands can be placed in the halls during our conference. She will also get hand sanitizers from Sam's Club for our offices in the McCormick Center. See the link to McCormick Center and the Coronavirus at the link: <https://www.mccormickplace.com/coronavirus/>

Jane will schedule a meeting on April 1, 2020 in REC333 for her chairs and Neal's chair elects to meet after 2020 Pittcon to review updated timelines and final reports. A second meeting will be scheduled about 3 weeks later (by Neal) for Neal's chairs and Eli's chair elects to meet.

#### **Pittcon Reports**

**Pittcon 2020** --- Jane Chan reminded us about the shuttle to the Museum of Science and Industry (MSI). She was asked to send an email to the Committee and CWS about the MSI event with specific shuttle times from the Sheraton Hotel to MSI and from MSI to the Sheraton Hotel at the end of the event and also let them know that the hospitality room will be open early for dinner from 5PM to 7PM prior to the MSI event.

**Pittcon 2021** -- Neal will arrange for Hefren-Tillotson representatives to attend a future BOD meeting.

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

**Next Meeting Date:** Two BOD meetings are planned for March:

- Wednesday, March 25, 2020 BOD meeting to review the audit results with Schneider Downs - 545PM dinner, 630PM meeting. The Treasurers from SSP and SACP are to be invited.



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- Monday, March 30, 2020 regular monthly BOD meeting will include Hefron Tillotson - 545PM dinner, 630PM meeting.

**Adjournment:** Karen Johnson made the motion to adjourn at 800PM.



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## **Proposal to end The Pittsburgh Conference on Wednesday and Move Exposition to a Monday to Wednesday Schedule**

In an email on January 22, 2020, Neal Dando and Eli Absey proposed to the Pittcon BOD members that, beginning with Pittcon 2021, the Exposition 3-day show will run from Monday to Wednesday and that The Pittsburgh Conference (Program, Short Course, Expo and all activities) will end on Wednesday at 500PM.

Chuck Gardner asked that the BOD membership review the email and proposal and reply with "FOR" or "AGAINST" this change.

With all responses in by January 24, 2020, the BOD voted unanimously FOR the changes in this proposal beginning with Pittcon 2021.