

Pittcon 2021 Board of Directors Meeting July 14, 2020

Meeting Minutes – July 14, 2020

Neal Dando called the meeting to order at 6:30 PM.

In Attendance: Eli Absey, Don Antczak, Jane Chan, Rose Clark, Neal Dando, Amit Ghosh, Marc Hubert, Heather Juzwa, Jonell Kerkhoff, Rose Clark, Brad Davis, and Tammy Yallum

Welcome the New Board Members: Neal Dando welcomed new Board Member, Bradley Davis

Approve the June 10th, 2020 Meeting Minutes and Executive Summary

A motion was made by Eli Absey to approve the June 10th, 2020 meeting minutes and executive summary. Jonell Kerkhoff seconded the motion. The motion was unanimously approved.

Approve May 2020 and June 2020 Treasurer's Reports

A motion was made by Jane Chan to accept the May and June 2020 Treasurer's reports. Marc Hubert seconded the motion. The motion was unanimously approved.

Acknowledgements : No new acknowledgements

Old Business

COVID-19 Issues:

Research and planning for possible changes with Pittcon 2021 in New Orleans due to Covid-19 are still being conducted. Neal is examining where some of the items must be reconfigured. The Office staff and Committee members are working diligently to establish an electronic or hybrid Pittcon Expo and Conference, should Covid-19 change plans for the actual Conference.

Office Lease Update:

Contact has been made with a Commercial Real Estate Agent, as a means to discuss better pricing or other areas for overall cost savings for our office space. Two years remains on our current contract.

Financial Process Optimization Project Status:

Work continues on opportunities for improvement with Quick-books accounting/reporting/closing processes. A benchmark study was completed in June, and the next phase is optimizing the processes for a smoother flow with SDinsite.

Chart of Accounts:

The account code are structured in a way that models US Tax form 990 to facilitate audits. Our coding will match the US coding to allow easy tracing for submitting our taxes as a non-profit.

Schneider-Downs Update (SDinsite)

Shelley and Eli have been working with their contacts to work-out the bugs in the system. The enhancements that they had requested have been added. It is all live on the website. If any issues, let Eli know so that he can work with Shelley to correct. An online version of Quick-books has been ordered. Cumulative information from each Committee could be placed in the program so that Chairs and CE may view the information. A block must be added to the site, so that the financial information is restricted. The next step will be revising our charge of accounts. The consultant will be able to add those to the program, as well as update of how we disperse the Treasurer's Report. It is hoped that there will be a module for Pittcon, SACP, and the SSP

Sustainability Plan:

Work continues to ensure disbursements from Pittcon to the SSP and SACP, as well as a sustainability program for Pittcon, the SSP, and the SACP.

New Business

Pittcon reports:

1. Pittcon 2020
WU/KO was cancelled. There will be a Teams meeting on 7/30/2020. Seven Springs will hold our deposit for a WU/KO date in 2021.
2. Pittcon 2021
 - a. C, C-E Kick-off Teams meeting July 16 @ 6pm
 - b. General Committee meeting in August
 - c. Pittcon Team working on a hybrid conference for 2021, people can attend virtually, and will be able to attend Program, Short Courses etc. If a speaker from another Country cannot attend Pittcon due to travel restrictions, they may still present virtually. We need to move in this direction due to Covid-19. We need to look at how to attack the EXPO side of this with the same process.
 - d. 2021 Budget released to the Chairs. Chairs should submit budget changes prior to the Teams meeting, to Neal. Need to work with NOLA Convention Center to discuss certain charges that may be added, due to Covid mandates.



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- e. 2021 Roster ready for release
- f. Lease re-negotiation, presently underway.

3.Pittcon 2022 – Eli is reviewing the contracts.

4.Pittcon 2023 – No report for 2023

Next Meeting Date: August 11, 2020

*Ed Ladner: discussed funeral arrangement for Ed. Funeral is private; Celebration of life to be held at a later, TBD, date.

Adjournment: Motion made by Marc Hubert @ 7:17 p.m.

Respectfully submitted by,
Donald Antczak
Pittcon B.O.D. Secretary