

**Pittcon 2020 - 2021
Board of Directors Meeting Summary
August 11, 2020**

Meeting Minutes:

Neal Dando called the meeting to order at 6:00 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

Approve the July 14th, 2020 Meeting Minutes and Executive Summary

A motion was made by Heather Juzwa to approve the July 14th, 2020 meeting minutes and executive summary. Eli Absey seconded the motion. The motion was unanimously approved.

Approve the June 2020 Treasurer's Reports

A motion was made by Marc Hubert to accept the July 2020 Treasurer's report. Jane Chan seconded the motion. The motion was unanimously approved.

Acknowledgements :

- Thank you: Joyce Ladner for the wind chimes sent to her in honor of Ed.
- Iona Black's passing

Office Issues/Updates: Tammy Yallum

1. Short Courses: 133 proposals received / 86 approved / 47 declined. Two online courses scheduled for 9/1 and 10/6
2. Program: New hire, Corey Gerheim started training with Becky on Aug. 3.
3. Quick Books training is still in progress

Old Business

COVID-19 Issues: GES, Hall, etc.

- Details are being clarified with the NOLA Convention Center on Covid-19 protocol.

NOLA Convention Center:

- New Orleans is still in the Yellow Phase. How will this work if N.O. is still Yellow in January?
- Conduct 90, 60, then 30 day reviews. The cut-off date for cancelling Pittcon will have to be in January.

- Would it be prudent to place a cut-off date on our website?
- If New Orleans moves to Green Phase before March:
 - NOLACC said that moving Pittcon to 6 weeks after Mardi Gras is “possible”.
 - Hybrid (face-to-face + Virtual) Conference remains to be developed.

Office Lease Update:

- Discussion with Penn Center Management is On-going.

Financial Process Optimization Project Status update:

- Work continues with Quick Books accounting/reporting/closing process. Office Staff are preparing for a finalization of the process.

Schneider-Downs Update (SDinsite)

Heather is not notified of approval of Personal Expenses. After August 17th, Dollar Bank will be contacting the Pittsburgh Conference on PPP Loan (Covid Loan)

Sustainability Plan:

- Final details, ensuring disbursements from Pittcon to the SSP and SACP, are nearing conclusion.

New Business:

Pittcon reports:

- **Pittcon 2021**
 1. C, C-E Teams KO meeting was held July 16 @ 6pm
 2. A General Committee Teams meeting will be held August 20
 3. PC Team working on hybrid conference for 2021 (Mid Sept target for declared path)
 4. 2021 Budget released to Chairs
 5. 2021 Roster released
 6. 40 invited symposia accepted (vs 57 in 2020)
- **Pittcon 2022**

Eli Absey – No Report
- **Pittcon 2023**

Jonell Kerkhoff – Work on contracts for Pittcon in Philadelphia is continuing.

Speaker Policy:



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- Need to review the Speaker Policy, as it relates to late requests for reimbursement.

Next Meeting Date: September 10th, 2020 at 6:00 p.m.

Adjournment: Motion made by Don Antczak at 7:33 p.m

Respectfully submitted by,

Donald Antczak – BOD Secretary