

**Pittcon 2020 - 2021
Board of Directors Meeting Summary
October 12, 2020**

Meeting Minutes:

Neal Dando called the meeting to order at 6:00 P.M.

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

Accept the September 10th, 2020 Meeting Minutes and Executive Summary

Motion: Eli Absey

Second: Jane Chan

Aye: 10

Nay: 0

Accepted

Accept the July (rev 10/1/2020), August and September 2020 Treasurer's Report

Motion: Jonell Kerkhoff

Second: Jane Chan

Aye: 10

Nay: 0

Accepted motion to delay

Acknowledgements :

- No new acknowledgements

Office Updates: Tammy Yallum

Health Insurance Policy Update:

- UPMC will continue as the health care provider.
- New Marketing Intern is John Burkhardt. He will be working with Rocco and Miranda.
- Work continues with Joe, Jocelyn, Tammy, and Brittany on new, Quick Books platform.

Old Business

COVID-19 Issues: GES, Hall, etc.

- Work continues regarding the selection of a company to develop a Hybrid/Virtual or Virtual Pittcon.
- Decision must be made before end October.

- No Chair/Chair Elect meeting for mid-October. It will be scheduled for the end-of-the-month.
- A Hybrid option could be conducted with ½ of the Pittcon Committee members, but given the resurgence of Covid-19, no reasonable path-forward with a face-to-face option.

Office Lease Update:

- The Conference/Societies have received a >\$30K rent reduction which will execute from October 1, 2020 thru June 30, 2021. This results from 3 months of negotiations with Barry Layton (Penn Ctr Mgmt)

Financial Process Optimization Project:

- Phase I project status:
 - QB online (purchased, set up)
 - QB training and certification (JC, TY, SS completed online training in July)
 - New Chart of Accounts (done)
 - Revised coding (done)
 - Monthly accounting process outline and training(IP)
 - Optimized closing processes and training (IP)
 - Optimized reporting processes and training(IP)
 - Changeover to QB-online planned for Nov 1
- Audit
 - review scheduled for S-D December 7th, 2020.
- SD insite update
 - Help will be provided for those Committee member who struggle with the program. John Sember will assist those in need of help.
- H-T financial Review
 - Scheduled for November 10, 2020
 - Review Pittcon and Society holdings
 - Compare/contrast investment strategies/allocations; pros and cons of individual investments.
 - Invited select persons (finance committees) from Societies
 - Eliminates “extra” meetings
 - Virtual meeting
- Implement effective financial control processes for Pittcon, SACP and SSP:
 - Effective financial controls in place.
 - Two signature option for large check amounts.

New Business:

- **Ethics Statement/Agreement:**
 - A Code of Conduct is posted on the Pittcon website.
 - Is it a good idea to incorporate a signature form?
 - Further discussion to follow.

Pittcon reports:

- **Pittcon 2021**
 - No C, C-E meeting will be held in October
 - 3rd General Committee Teams meeting scheduled for October 29
 - PC Team working on hybrid conference for 2021
 - 2 candidates, initial proposals received
 - End Oct target for declared path
 - Hybrid or Virtual only
 - Virtual platform provider
 - December Pittcon Meeting at the Priory has been cancelled due to Covid-19 restrictions. Negotiations continue with Priory regarding the contract.

Pittcon 2022

Eli Absey – Negotiations continue with Atlanta

Pittcon 2023

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

Next Meeting Date:

- November 10th, 2020, which will include H-T for a review of investments.
- Proposed date of December 7th for B.O.D. meeting and Audit review with Schnieder-Downs.

Adjournment: Motion made by Rose Clark at 7:15 p.m

Respectfully submitted by,

Donald Antczak – BOD Secretary