

**Pittcon 2020 - 2021  
Board of Directors Meeting Summary  
December 7, 2020**

**Meeting Minutes:**

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

**In Attendance:** Eli Absey, Don Antczak, Jane Chan (v), Rose Clark (v), Neal Dando, Amit Ghosh (v), Marc Hubert, Heather Juzwa (v), Jonell Kerkhoff, Brad Davis (v), Tammy Yallum, and Linda Gress (Pittcon Accountant)

**Prior to the BOD meeting: Schneider-Downs (virtual)**

- Review Schneider-Downs Audits of July 2019 – June 2020 fiscal year for Pittcon, SACP, and SSP. Audits will be “Officially” complete when final versions are received and signed.

Discussed new BOD report format prior to starting BOD meeting

*At the conclusion of the Schneider-Downs Audit, the Pittcon BOD meeting commenced.*

**Accept the October 12th, 2020 Meeting Minutes and Executive Summary**

Motion: Don Antczak

Second: Jane Chan

Aye: 9

Nay: 0

Accepted

**Accept the August and September 2020 Treasurer’s Report**

Motion: Marc Hubert

Second: Eli Absey

Aye: 9

Nay: 0

Accepted

**Accept the October 2020 Treasurer’s Report**

Motion: Heather Juzwa

Second: Marc Hubert

Aye: 9

Nay: 0

Accepted

### **Acknowledgements :**

- A “Thank You” was received from Miranda Flamm and her Mom for the acknowledgment of the passing of her father/husband.

### **Office Updates: Tammy Yallum**

- The Office Staff continues to work diligently on the virtual platform for Pittcon 2021, New Orleans.

### **Old Business**

#### **COVID-19 Issues: GES, Hall, etc.**

- **Covid – related issues (GES, Hall, etc.)**
  - Virtual Only.
  - All deposits recovered and repurposed.
- **Sustainability Plan –**
  - Working with Dollar Bank on the Covid-19 forgiveness plan.

#### **Financial Process Optimization Project:**

- Phase I project status:
  - Winding down as many target goals have been met.
  - Linda Gress continues to work with Jocelyn on completing the process.
- Schneider-Downs Audit - Completed
- Implement effective financial control process for Pittcon, SACP, & SSP
  - Evaluate the need to acquire Fraud Protection Insurance.
  - Review process; rigorous?
- H-T financial Review
  - Completed on November 10, 2020.
- Ethics Statement/Agreement:
  - Revise Code of Conduct since we are virtual; Shelley is reviewing.
  - Manage and control talks and presentations.
  - Terms and Conditions in place for downloads and recordings.

### **New Business:**

- **Neal Dando made a motion to change Coulter H-T fund from fixed income (4% YTD) to balanced (12% YTD)**
  - Motion to accept: Amit Ghosh
  - Second: March Hubert
  - Aye: 9
  - Nay: 0

### **Pittcon reports:**

- **Pittcon 2021**
  - Next General Committee meeting will be held Jan 6 or 7, 2021.
  - PC Team working aggressively on virtual conference for 2021.
  - Labroots is the virtual platform provider.
  - All presentations will be pre-recorded (underway).
  - Contributed paper and poster submissions will remain open till late Jan.
  - Dec 11 is deadline for pre-existing exhibitors to decline.
  - Exhibitors signing up.
  - Expect greater interest starting mid Jan.
  - Exhibitor and attendee registrations are open.
  - ~65 short courses are planned.

### **Pittcon 2022**

Eli Absey – No Report

### **Pittcon 2023**

Jonell Kerkhoff – No Report

### **Next Meeting Date:**

- January 11, 2021

Adjournment: Motion made by Don Antczak at 7:55 p.m



300 Penn Center Boulevard, Suite 332, Pittsburgh PA 15235  
(800) 825-3321 • (412) 825-3220  
info@pittcon.org • www.pittcon.org

Respectfully submitted by,

Donald Antczak – BOD Secretary