

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

Meeting Minutes:

Neal Dando called the meeting to order at 6:05 P.M.

In Attendance: Eli Absey (v), 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 (v)

Accept the December 7th, 2020 Meeting Minutes and Executive Summary

Motion: Marc Hubert
Second: Jonell Kerkhoff
Aye: 9
Nay: 0
Accepted

Accept the November 2020 Treasurer's Report

Motion: Don Antczak
Second: Marc Hubert
Aye: 9
Nay: 0
Accepted

- Discussion:

New BOD reporting format beginning October, 2020
Any concerns to accept/revise new Treas. Report format
Pittcon H-T Reserve acct balance 8,214,481.957 (20210104)
700K was moved from H-T to Dollar to cover refunds and operating costs to date.
Process for funds xfer (Dollar/H-T)
President e-mails H-T (Autumn Meredith) to request xfer
H-T calls President for verbal confirmation of xfer request
H-T wires funds directly to/from Dollar Bank account

Acknowledgements :

- Jane Chan – December Lunch gifts
- Resa Stauffer – remembrance gift (Mark)

Office Updates: Tammy Yallum

- Thank you to Neal and Jonell for the Office Staff Christmas Luncheon
- Pittcon 2021 Conference Exhibition and Exhibitor Refunds
 - Completed refunds for Exhibitors which registered for F-T-F, but did not wish to exhibit virtual.
 - Exhibiting companies refunds will be based upon booth space and tier comparisons for the virtual exhibitions.
 - Companies which have not exhibited with Pittcon in a while are returning to exhibit virtually.
 - More companies are starting to book for the virtual Conference. This increasing as the Conference date approaches.
- Linda Gress continues to excel as the Pittcon Accountant

Old Business

COVID-19 Issues: GES, Hall, etc.

- **Covid – related issues (GES, Hall, etc.)**
 - Virtual Only.
 - All deposits recovered and repurposed (including N.O. Hall)
- **Sustainability Plan –**
 - PPP loan forgiveness status:
 - All forms in to Dollar bank, waiting to hear forgiveness confirmation
 - Pittcon is on the list for forgiveness
 - In Queue for application regarding next round of PPP loan

Financial Process Optimization Project:

- **Phase I project status:**
 - Your CFO agreement will remain open on an as-needed basis, per Linda Gress. This will allow a venue to resolve any remaining fine tuning.
- **SD insite update**
 - Not possible to enter personal mileage; this problem is being researched.
- **Discuss/Finalize/Implement financial control processes for Pittcon, SACP & SSP**
 - Evaluate/acquire Fraud protection insurance (underway – Tammy)
- **X-ferred \$105,580.55 from Coulter to Pittcon Reserve acct (12/2020)**

- Reconciliation over 5 years (2016-20) of Coulter and Vis. Scientist charges not accrued to Coulter acct over this period
- This reconciliation has been archived by Yallum & Gress, to ensure forward audit accountability
- Cleared with Schneider/Downs; Linda Gress will complete transfers in the future
- **Coulter investment acct profile changed from Fixed Income to Balanced**
 - Execution of motion approved by Board at Dec 7, 2020 BOD meeting

New Business:

- **Pittcon H-T and Dollar Bank accounts are now linked**
- **Check signing process options**
 - Neal Dando made the following motion:
 - A signature stamp with Heather Juzwa' (Treasurer) name and a safe-guard will be made, enabling Linda Gress to affix the Treasurer's signature to Pittcon checks, which have been approved by Treasurer, Heather Juzwa.
 - Authorize Tammy Yallum, Office Manager, to sign Pittcon, fixed monthly expense checks, such as insurance, rent, etc., which cannot be paid online.
 - Motion to approve: Eli Absey
 - Second: Jonell Kerkhoff
 - Aye - 9
 - Nay – 0
- **Pittcon By-Laws**
 - Language needs to be developed regarding the process of distribution of funds. Eli will work on the language.

Pittcon reports:

- **Pittcon 2021**
 - PC Office 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.
 - Key issues are de-bottlenecking processes, getting exhibitors to finish booth specifications and Presenters to pre-record talks
 - Dec 11 deadline issues
 - Exhibitors signed up thus far
 - Expect greater interest starting mid Jan.
 - Exhibitor and attendee reg are open
 - ~65 short courses planned
 - MP4 recordings of Invited seminars will be available if Societies or Pittcon wish to use for other purposes
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- **Pittcon 2022**
Eli Absey – Plans for Atlanta, 2022 are moving forward
 - **Pittcon 2023**
Jonell Kerkhoff – No Report

Next Meeting Date:

- February 8, 2021

Adjournment: Motion made by Marc Hubert at 7:18 p.m

Respectfully submitted by,

Donald Antczak – BOD Secretary