

**Pittcon 2020 - 2021
Board of Directors Meeting Summary
February 8, 2021**

Meeting Minutes:

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

In Attendance: Eli Absey, Don Antezak, Neal Dando, Amit Ghosh (v), Marc Hubert, Heather Juzwa (v), Jonell Kerkhoff, Brad Davis (v), Tammy Yallum (v)

Absent: Jane Chan, Rose Clark

Accept the January 11th, 2021 Meeting Minutes and Executive Summary

Motion: Marc Hubert

Second: Jonell Kerkhoff

Aye: 7

Nay: 0

Accepted

Accept the Revised December 2020 Treasurer's Report

Motion: Heather Juzwa made a motion table pending refining the refund process

Second: Neal Dando

Aye: 7

Nay: 0

Motion to table was accepted

Acknowledgements: No new acknowledgements

Office Updates: Tammy Yallum

- No updates
- Tammy Yallum requested that Neal Dando, Pittcon 2021 President, and Eli Absey, Pittcon 2022 President consider conducting a Chair/Chair Elect meeting, including the Pittcon Office Staff, promptly following Pittcon 2021. 2021 Chairs would review what did and did not work.

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 (1st loan)
 - All forms in to Dollar bank, waiting to hear forgiveness confirmation
 - Received 2nd round of PPP loans (112.4K\$)
 - Process for submitting Forgiveness Forms on hold; waiting for communication as to the timing of completing paperwork for next loan forgiveness. We must exhibit a 25% revenue decline in the fourth quarter of the year.
- **Office building project**
 - Neal Dando will present the consideration of purchase to the SACP and SSP membership at the SACP/SSP Business meeting on February 10, 2021

Financial Process Optimization Project:

- **Phase I project status:**
 - Current focus on unanticipated gaps, as they occur.
 - Your CFO agreement (20K) depleted in December 2020
 - Agreement will remain open on an as-needed basis, per Linda
 - Allow help for resolving any remaining fine tuning
 - Linda is receiving feedback from Quick Books Online via Live Help
- **SD Insite update**
 - Linda will learn Personal expense entry and revision process
 - Valerie will train Colleen on SD Insite
 - Guide to video instruction tools on Pittcon website
 - Valerie will help (via phone, not in-person) – if OK with Tammy
- **Discuss/Finalize/Implement financial control processes for Pittcon, SACP & SSP**
 - Evaluate/acquire Fraud protection insurance (underway – Tammy)
 - Researching Travelers Insurance: Tammy submitted form; waiting for a response
 - Purpose is a Rider with different levels depending on financial loss

New Business:

- **Check signing process options**
 - Current Process

- Signature card officers may sign (President, Treasurer, and an Officer that is able/available to travel to the Conference Office as needed. This will be based on availability). A Pittcon Treasurer's stamp is now in use to sign checks.
 - Tammy is authorized to sign fixed monthly expense checks, such as insurance, rent, etc., that cannot be paid online.
- **Pittcon By-Laws: Motion to accept language revision; Annual Distributions to the Societies**
 - Motion: Don Antczak
 - Second: Heather Juzwa
 - Aye: 6
 - Nay: 0
 - Accepted
 - The SACP and SSP will need to approve Article III, Section 11
 - **Pittcon Guidelines: Proposed changes/revisions**
 - Revisions underway

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
 - Exhibitor and attendee Registration are open
 - ~65 short courses planned
 - MP4 recordings of Invited seminars will be available if Societies or Pittcon wish to use for other purposes. Preparing hot-spots in the Office/Battery packs purchased in case of an outage
- **Pittcon 2022**
 - Eli Absey – No Report
- **Pittcon 2023**
 - Jonell Kerkhoff – No Report



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Next Meeting Date:

- April 5, 2021

Adjournment: Motion made by Marc Hubert at 7:58 p.m.

Respectfully submitted by,

Donald Antczak – BOD Secretary